



WEST BOROUGH
PRIMARY SCHOOL

Admissions policy

Date agreed: September 2025

Review date: September 2026

Aims

This policy aims to:

- Explain how to apply for a place at West Borough Primary School
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

How to apply

For applications in the normal admissions round you should use the application form provided by the local authority.

You will receive an offer for a school place directly from your local authority.

Please note, pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in reception.

West Borough Primary School follows the procedures, timetable and deadlines set by Kent County Council: Parents will have the opportunity to visit our school. An RCAF (Reception Common Application Form) has to be completed at the appropriate time, online, and returned to Kent County Council. Kent County Council allocates places based on the criteria for Community and Voluntary Controlled Schools:

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- Children in Local Authority Care
- Current family association (sibling)
- Health and special access reasons
- Distance from child's home to school

You can find more information here: <http://kent.gov.uk/admissionscriteria>

The school's published admission number (PAN) is 60. We have one intake per year.

Waiting Lists

Waiting lists are held by the school once a year group has reached PAN and are held for each year group. Waiting lists are ranked in line with our published oversubscription criteria and will be re-ranked, in the same way, each time a child is added. A child's placing on our waiting list can fluctuate as we receive further applications for that year group i.e. an application is received for a child that lives closer to the school or is a sibling of a child already attending the school

Applications for in-year admissions should be sent to the following address: office@west-borough.kent.sch.uk

Parents will be notified of the outcome of their in-year application in writing within 15 school days.

Requests for admission outside the normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child has experienced problems such as ill health. Where an offer has been made, the school will provide for the admission of all children in September following their fourth birthday. Parents can choose to defer the date their child is admitted to the school until later in the school year, but not beyond the start of the term after their child reaches compulsory school age and not beyond the beginning of the final term of the school year. Where parents wish, children may attend part-time until later in the school year, but not beyond the start of the term after their child reaches compulsory school age.

Oversubscription Criteria

Where the number of applicants exceeds 60 for a new intake, the following criteria will be applied: (before the application of oversubscription criteria, children with a statement of special educational need which names the school will be admitted. As a result of this the published admissions number will be reduced accordingly)

1. Children in Local Authority Care and children who have been adopted from care: a child in care or a child who, immediately after being looked after became subject to an adoption, residence or special guardianship order is a child which is either in the care of the Local Authority or is being accommodation by a Local Authority in the exercise of the social services functions. This includes children who have previously been in state care outside of England.
2. Where the child has a sibling attending the school at the time of entry. In this context a sibling is a brother or sister who live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sister and foster brothers and sisters. The sibling link is maintained as long as the family lives at the same address as when the first child applied, or has moved closer to the school than when the first child was offered a place, or has moved to an address that is less than 2 miles from the school using distance measured by the method outlined in the distance criterion.
3. Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally, this priority will apply to children whose parents/guardians physical or mental health or social needs means that they have a demonstrable and significant need to attend a particular school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner which can demonstrate a special connection between these needs and the particular school that parents feel is the only school that can accommodate these needs.
4. Nearness of children's homes to school - we use the distance between the child's permanent home address and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point data. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody.

Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school.

Distance will be measured in a straight line from the child's home address to the school's front gates on Greenway. For the purposes of this policy, a child's home address is defined as the place where they live and sleep for the majority of nights in a normal school week, with their parent(s).

If a child lives in different properties (shared care), parents must provide the address where the child lives for the majority of the week. In cases of equal shared care, both parents must agree which address should be used on the application. For applications made in the normal round, if there is no agreement, the local authority will decide which address will be used.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

Withdrawal of an offer of a place

Kent County Council has the right to withdraw an offered place in the following circumstances.

- **When a parent has failed to respond to an offer within a reasonable time.** Where a parent has not responded to the offer, we will give them a further opportunity to respond and explain that the offer may be withdrawn if they do not respond.
- **If an application has been made by a parent in a fraudulent or intentionally misleading way.** We will not withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

If an offer is withdrawn on the basis of misleading information, we will consider the application afresh and a right of appeal will be offered if an offer is refused.

We will not withdraw an offer of a place once a child has started at our school except where that place was fraudulently obtained. In these circumstances, we will consider the length of time that the child has been at the school before deciding whether to withdraw the place.

Appeals

If it has not been possible for you to be offered a place at West Borough Primary School, you may have the right to appeal against this decision to an Independent Appeal Panel. To obtain a Primary Appeal Pack, you can download and print off the pack from www.kent.gov.uk or contact Kent County Council on 03003336472.

Once completed please return to:

The Appeals Administrator

Democratic Services

Sessions House

County Hall

Maidstone

Kent ME14 1XQ