Hadlow Primary School



Admissions Policy

Date written: September 2026
Date of last update: September 2025
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Date of next full review: September 2027

1. Introduction

The Governing Board of Hadlow Primary School applies the regulations on admissions fairly and equally to all those who wish to attend the school.

The **School Admissions Code 2021** forms the statutory basis of this policy. The Code has been issued under Section 84 of the School Standards and Framework Act 1998.

Hadlow Primary School is a **community school** and **Kent County Council (KCC) is the admission authority**. The school therefore follows the admission arrangements determined and published by Kent County Council.

The school's admissions arrangements are intended to be fair, transparent and consistent with the School Admissions Code, the School Admission Appeals Code and other relevant legislation.

2. Aims and objectives

- We seek to be an inclusive school, welcoming children from all backgrounds, abilities and circumstances.
- All applications will be treated fairly and in accordance with the published admission arrangements.
- A child's ability, attainment or special educational needs will not be used as a reason to refuse admission.
- We recognise our duties under the **Equality Act 2010** and will not discriminate unlawfully in relation to admissions.
- Where the number of applications exceeds the number of places available, places will be allocated in accordance with Kent County Council's published oversubscription criteria.
- It is our wish for parents and carers to obtain a place at their preferred school. However, this is not always possible where demand exceeds the number of places available.

3. How parents and carers can apply for their child to be admitted to our school

As a community school, Hadlow Primary School has **Kent County Council as its admission authority**.

Kent County Council publishes its admission arrangements each year, including the arrangements for applying for a place, oversubscription criteria, allocation of places, waiting lists and appeals.

Parents and carers can find the current admission arrangements on the Kent County Council website:

Kent County Council – School admissions and admission criteria

Parents and carers have a right to express a preference for a school, but expressing a preference does not guarantee a place at that school.

Applications for a Reception place should be made through Kent County Council by the published national application deadline.

Applications for an **in-year admission** can be made at any time during the school year. Parents and carers should apply through Kent County Council's in-year admissions process. Parents may also contact the school office to establish whether there are currently vacancies.

Kent County Council will make decisions on applications in accordance with its published admission arrangements.

4. The Published Admission Number

The **Published Admission Number (PAN)** for Hadlow Primary School is **30 pupils** for Reception.

The PAN is the number of pupils that the admission authority intends to admit to the normal year of entry.

As the admission authority, Kent County Council determines the school's PAN and admission arrangements.

The PAN applies to the normal year of admission. Admission to other year groups is considered in accordance with the relevant in-year admission arrangements and the School Admissions Code.

5. Oversubscription criteria

Where there are more applications than places available, Kent County Council applies its published oversubscription criteria in the order determined for community schools.

The current criteria and full details of how places are allocated are published annually by Kent County Council.

For the 2026/27 and 2027/28 admission years, the relevant arrangements can be found on the Kent County Council website:

Kent County Council – Admissions criteria 2026/27

Children with an **Education, Health and Care Plan (EHCP)** that names Hadlow Primary School will be admitted in accordance with the statutory requirements relating to children with EHCPs. The admission of such children is not subject to the school's PAN in the same way as applications made through the normal oversubscription process.

6. Children with additional needs

Hadlow Primary School is committed to an inclusive approach to admissions.

A child's special educational needs or disability will not, in itself, be a reason for refusing admission. The school will comply with its duties under the Equality Act 2010 and relevant special educational needs legislation.

Where a child's EHCP names Hadlow Primary School, the school will work with Kent County Council and the child's family to support the child's admission and transition in accordance with the statutory framework.

7. Admission appeals

Where an application for a school place is refused, parents and carers have a right to appeal against the decision.

Appeals for Hadlow Primary School are administered by Kent County Council, as the admission authority. Appeals are heard by an independent appeal panel and are conducted in accordance with the statutory **School Admission Appeals Code**.

Further information about the appeals process is available from Kent County Council.

Kent County Council – School admission appeals

The decision of an independent appeal panel is binding on the admission authority, the school and the appellant, subject to the limited circumstances in which a decision may be challenged through the appropriate legal process.

8. Waiting lists

Where a place is not available, children may be placed on a waiting list in accordance with Kent County Council's published admission arrangements.

Waiting lists are maintained and re-ranked in accordance with the published oversubscription criteria. A child's position on a waiting list may therefore change when another child joins or leaves the list.

Being placed on a waiting list does not guarantee that a place will subsequently become available.

Parents and carers should refer to Kent County Council for information about the current waiting-list arrangements and how long a waiting list will be maintained.

9. Deferred entry and part-time attendance

Children do not have to attend school until they reach compulsory school age.

Parents and carers may request that their child's admission to Reception is deferred until later in the same school year. A place cannot normally be deferred beyond the beginning of the term after the child's fifth birthday.

Parents and carers may also request that their child attends school part-time until the child reaches compulsory school age.

Requests for deferred entry or part-time attendance should be discussed with the school and agreed in accordance with the relevant statutory requirements and Kent County Council's admission arrangements.

A parent or carer who wishes to defer their child's admission must still apply for a Reception place by the normal application deadline.

10. Admission outside the normal age range

Parents and carers may request that their child is admitted to a year group other than the one that corresponds with their chronological age.

This includes requests relating to **summer-born children** who have not started school and whose parents wish them to start Reception rather than Year 1.

Such requests should be made in writing to the admission authority at the time of application and should include any information or evidence that the parent or carer wishes the admission authority to consider.

As Kent County Council is the admission authority for Hadlow Primary School, **Kent County Council will make the decision** about admission outside the normal age group. The decision will be made on the basis of the circumstances of the individual case and the best interests of the child.

Parents and carers should refer to Kent County Council's current guidance for further information.

11. Infant class size

Hadlow Primary School complies with the statutory limit on infant class sizes.

Reception, Year 1 and Year 2 classes will normally contain no more than **30 pupils with one qualified teacher**.

There are limited circumstances set out in legislation in which an infant class may exceed 30 pupils. These are known as the statutory infant class size exceptions.

Where an application would result in an infant class exceeding 30 pupils and none of the statutory exceptions applies, the application may be refused on infant class size prejudice grounds. Parents and carers retain their right of appeal.

12. In-year admissions

Applications for admission to Hadlow Primary School outside the normal Reception admission round are known as **in-year admissions**.

Parents and carers should apply through Kent County Council's in-year admissions process.

Where a place is available, the admission authority will allocate the place in accordance with the published admission arrangements.

Where a place is not available, the application will be refused and the parent or carer will be informed of their right of appeal. The child may also be placed on the relevant waiting list in accordance with Kent County Council's arrangements.

The school will work with Kent County Council and families to support children joining the school during the academic year.

13. Fair Access

Hadlow Primary School participates in Kent County Council's **Fair Access Protocol**.

The Fair Access Protocol exists to ensure that, outside the normal admissions process, unplaced children who meet the requirements of the Protocol are offered a suitable school place as quickly as possible.

Children admitted through the Fair Access Protocol may be admitted above the school's PAN where this is permitted by the School Admissions Code and the agreed Fair Access arrangements.

14. Monitoring and review

This policy will be monitored by the Headteacher and Governing Board.

As Kent County Council is the admission authority for Hadlow Primary School, the school will follow the admission arrangements determined by Kent County Council.

The policy will be reviewed annually, or earlier where there are changes to legislation, the School Admissions Code, Kent County Council's admission arrangements or other relevant circumstances.

Where changes are made by Kent County Council to the determined admission arrangements, those arrangements will take precedence over any information in this policy that is inconsistent with them.

15. Related information

Parents and carers should refer to Kent County Council for the most up-to-date information about:

- applying for a Reception place;
- in-year admissions;
- oversubscription criteria;
- waiting lists;
- admission outside the normal age range;
- deferred entry;
- admission appeals; and
- Fair Access arrangements.

Kent County Council – School admissions