



POLICIES AND PROCEDURES

ADMISSIONS ARRANGEMENTS 2025-2026

Date Policy Originated/ Amended	Date Policy Approved by Headteacher/ WPS Governing Body	Signature
January 2021	January 2021	<i>Adam Lowing</i>
February 2021	March 2021	<i>Adam Lowing</i>
July 2021	July 2021	<i>Barbara Guess</i>
February 2022	March 2022	<i>Angela Carpenter</i>
October 2023	January 2024	<i>Geoff Whybar</i>

For review by Headteacher/LGB

Next review due: Jan 2025

Admissions Arrangements for Entry to Reception in September 2025

These are the published admissions arrangements for entry into Whitehill Primary School & Nursery Reception in September 2023. In accordance with mandatory provisions of the School Admissions Code 2021, these arrangements may not be varied except in circumstances identified in paragraph 3.6 of the Code.

Admission:

The Published Admission Number (PAN) for 2025 is 60.

Before the application of the over-subscription criteria, children with a Statement of Special Educational Need (SSEN) or a Health and Care Plan (EHCP) that name the school will be admitted. As a result the published admission number will be reduced accordingly.

Where the number of children seeking admission exceeds the number of places available, the following criteria will be applied in the order in which they are set out.

Deferred entry for Reception places

Parents offered a place in Reception for their child have a right to defer the date their child takes up the place, or to take the place up part-time, until the child reaches compulsory school age. Children reach compulsory school age on 31 August, 31 December or 31 March – whichever of those three dates follows (or falls on) the child's 5th birthday. Places cannot be deferred beyond the beginning of the summer term (April) of the school year for which the offer was made.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. To do so, they should include a written request with their application, setting out the year group in which they wish their child to be allocated a place and the reasons for their request. When such a request is made, the Head will make a decision on the basis of the circumstances of the case, based on their professional judgement of what is in the best interest of the child, taking account of the evidence and rationale provided by the parents.

Over-Subscription:

1. Looked After Children and previously Looked After Children:

A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

A previously looked after child means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

2. 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 eligible 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' mental or physical health or social needs mean 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 who can demonstrate a special connection between these needs and the particular school.
3. Children who have a sibling who will be attending the School when the applicant joins. In this context, sibling

refers to children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

4. Children who have a parent who is a member of staff provided that they have been employed for a minimum of two years and/or are recruited to fill a vacant post for which there is a demonstrable skills shortage.
5. Nearness of children's homes to school - we use the distance between the child's permanent home address (defined in KCC's annual admissions prospectus) and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point. 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. When we apply the distance criterion for the school, these straight-line measurements are used to determine how close each applicant's address is to the school. Where applications are made from properties or abodes that are not registered to the NLPG, including new build properties, KCC may be required to use planning sites or other relevant co-ordinates. In exceptional circumstances where alternative co-ordinates are not available, measurements will be determined by a Senior Admissions Officer and confirmed by Head of Service.

In the unlikely event that two or more children in all other ways have equal eligibility for the last available place at the School, the names will be issued a number and drawn randomly to decide which child should be given the place. Children who do not secure a place may, on request, be added to the School's waiting list which will be ranked in line with the published oversubscription criteria.

Appeals Process

All applicants refused a place have a right of appeal to an independent panel constituted and operated in accordance with the School Admission Appeals Code.

<https://www.gov.uk/government/publications/school-admissions-appeals-code>

Appellants should contact Whitehill Primary School within 10 school days of the refusal to lodge an appeal. Please send the request to the Headteacher at **admin@whitehillprimary.com**

Whitehill Primary will then instruct the Independent Appeals Panel to act on the schools behalf and they will then contact the appellant.

Appeal must be lodged with school	Max 10 school days from refusal
Appeal must be heard	Within 30 school days
Parent notified of hearing in writing	No later than 10 days before
Parent informed of decision	No later than 5 school days after the hearing