



Admissions policy

The Skinners Kent Academy

Adopted:	March 2025
Review cycle:	Annual
Last review:	March 2025
Next Review:	March 2026

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1. Aims

This policy aims to:

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

2. 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 Skinners' Kent Academy, hereafter referred to as 'the Academy', is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with our funding agreement and articles of association which can be found on the Academy's website.

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked-after children, as defined in section 22 of the Children Act 1989, are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked-after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order (defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014), or
- Became subject to a special guardianship order (defined in section 14A of the Children Act 1989)

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to 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.

A child reaches **compulsory school age** on the prescribed day following their fifth birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

A **parent** is any individual who holds parental responsibility, as defined under the Children Act 1989, or any person who has care of a child, where the child lives with them either full or part time and they look after that child.

4. How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in).

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

5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Requests for admission outside the expected Year Group for the child's age, should be made to the Admissions Manager at the Academy.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and the best interests of the child concerned. In accordance with the Academy Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The principal's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the Academy, but it is not in their preferred age group.

6. Allocation of places

6.1 Published admission number (PAN)

The Academy has the following published admission numbers for entry in 2026/2027.

- a) 180 in Year 7
- b) 125 in Year 12

6.3 Oversubscription criteria

All children whose education, health and care (EHC) plan names the Academy will be admitted before any other places are allocated.

If the Academy is not oversubscribed, all applicants will be offered a place.

In the event that the Academy receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order, until all places are filled.

1. Highest priority will be given to looked-after children and all previously looked-after children who apply for a place at the Academy.
2. Priority will next be given to children on the basis of compelling medical or other social reason. Robust and documented social, medical or psychological evidence must be provided in support, from an appropriate independent registered professional such as a social worker, hospital consultant, GP or health visitor at the time of the original application and must set out why the Academy is the only school that can meet the young person's needs or circumstances.
3. Priority will next be given to children whose siblings currently attend The Skinners' Kent Academy and who will continue to do so on the date of admission. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former students of the Academy.
4. Priority will next be given to children on roll at The Skinners' Kent Primary on 1 September of the academic year in which a secondary school application is made.
5. Priority will next be given to children of staff at the Academy, in either of the following circumstances:
 - a) The member of staff has been employed at the Academy for 2 or more years at the time at which the application for admission to the Academy is made, and/or
 - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
6. Priority will next be given to children on the basis of proximity to the Academy using a straight-line measurement.

6.4 Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the Academy will use random allocation as a tie breaker to decide between applicants. This process will be independently verified.

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

Distance will be measured in a straight line from the child's home address to the Academy's front gates on Sandown Park. 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 Academy 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 Academy is the same, random allocation will be used to decide between them. This process will be independently verified.

6.5 Waiting list

We will maintain a clear, fair and objective waiting list for children entering Years 7 and 12 until 31 December of each Academy year of admission. If your application is unsuccessful, your child's name will be added to the waiting list. Where places become available, they will be allocated to children on the waiting list in accordance with the oversubscription criteria outlined in section 6.3. Priority will not be given to children based on the date their application was received, or when their name was added to the list.

Under the Academy Admissions Code, looked-after children, previously-looked after children, and those allocated a place at the Academy in accordance with a Fair Access Protocol (see section 6.6 below) must take precedence over those on the waiting list.

6.6 Fair Access Protocol

We participate in Kent County Council's In-Year Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing an Academy place in-year, get access to an Academy place as quickly as possible and before anyone is considered from the waiting list. Eligibility for the Fair Access Protocol does not limit a parent's right to make an in-year application to the Academy for their child. Any application will be processed in accordance with the usual in-year admission procedures (see section 7).

6.7 Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. The exception to this is where we may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, in certain cases where the specific criteria listed in the School Admissions Code (paragraphs 3.10 to 3.13) apply.

6.8 Children of UK service personnel and crown servants

Families of UK service personnel with a confirmed posting, or crown servants returning from overseas, will be allocated a place in advance of the family arriving in the area, provided a place is available and the application is accompanied by an official letter that declares a relocation date.

We will use the address at which the child will live when applying our oversubscription criteria, provided the parents provide some evidence of their intended address. Alternatively, the unit or quartering address will be used as the child's home address when considering the application against the oversubscription criteria, where this is requested by a parent.

6.9 Withdrawing an offer of a place

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.

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 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 Academy except where that place was fraudulently obtained. In these circumstances, we will consider the length of time that the child has been at the Academy before deciding whether to withdraw the place.

6.10 Post-16 Transfer Criteria

The Academy will operate a sixth form for a total of 250 students. 125 places overall will normally be available in Year 12. The Governing Body of The Skinners' Kent Academy will publish specific criteria in relation to minimum academic entrance requirements for the sixth form based upon GCSE grades or other measures of prior attainment. These criteria are the same for internal and any external transfers. However, all internal applicants who meet the academic eligibility criteria will be allowed to enter the 6th form, even if this number is greater than the planned admissions number.

In addition to the sixth form's minimum academic entry requirements students will need to satisfy minimum entrance requirements to the courses for which they are applying. If students fail to meet the minimum course requirements, they will be given the option of pursuing any alternative courses for which they do meet the minimum academic requirements.

The academic entry criteria will be published in the autumn, immediately preceding the year of admissions (that is Autumn 2025), for September 2026 admissions. The criteria will be included on the Academy's website.

From **September 2026**, where fewer than 125 of the Academy's Year 11 students progress to Year 12, vacant places will be offered to external applicants meeting the Academic entry requirements up to a maximum year group size of 125 in Year 12.

Where there are more eligible external applicants for any available sixth form places than places available, after the admission of students with Special Educational Needs, where the Academy is named on the

Statement, the oversubscription criteria in paragraph 6.3 above will be applied to determine who is admitted.

7. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the Academy will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to the waiting list for the relevant year group. When a space becomes available, it will be filled by 1 of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.3 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

You can find details on our in-year admissions and an application form on the following webpage:

<https://skinnerkentacademy.applicaa.com/inyearform>

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

8. Appeals

If your child's application for a place at the Academy is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. Parents/carers have a right to appeal an admission decision in front of an independent panel, appeal information can be found on the following webpage:

<https://www.educationappeals.com/appealinfo/>

If you wish to appeal, you must use the link below to complete your appeal online.

<https://www.edap.link/myAcademyappeal>

You can find details of the Academy's appeals timetable on the following webpage:

[Appeals Information, Form & Timetable](#)

9. Monitoring arrangements

This policy will be reviewed and approved by the Local Governing Body every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the published admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the Academy's admission arrangements at least once every 7 years.

Consultation will be for a minimum of 6 weeks and will take place between 1 October and 31 January of the school year before the arrangement are to apply.