HADLOW RURAL COMMUNITY SCHOOL

Admissions Arrangements

September 2026-2027

Version	1	2	3	4	5	6	7	8	9
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Authorised By	FGB	FGB	FGB	FGB	FBG				
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Current Legislation

The School Admissions Code ('the Code') has been issued under Section 84 of the School Standards and Framework Act 1998 ('SSFA 1998')1. The Code has been made following a consultation under Section 85(2) of the SSFA 1998 and after being laid before Parliament for forty days.

This Code comes into force on 19 December 2014 and, unless otherwise stated, applies with immediate effect. It will apply to admission arrangements determined in 2015 for admission in school year 2016/17 and any future years. The Code applies to admissions to all maintained schools in England. It should be read alongside the School Admission Appeals Code and other guidance and law that affect admissions and admission appeals in England.

This Code imposes mandatory requirements and includes guidelines setting out aims, objectives and other matters in relation to the discharge of functions relating to admissions by the bodies listed below:

- Admission authorities of maintained schools as defined in Section 88(1) (a) and (b) of the SSFA 19982
- Governing bodies and local authorities (when not admission authorities)
- Schools Adjudicators
- Admission Appeal Panels.

These bodies have a statutory duty to act in accordance with the relevant provisions of the Code.

The most up to date version is from September 2021:
School admissions code 2021 (publishing.service.gov.uk)

Admissions Arrangements

The Academy Trust will participate in all admissions arrangements operated by the LA (Kent County Council) and will be involved in co-ordinating admissions and appeals with them. The trust will also be involved in the local Fair Access Protocol.

Published Admission Number (PAN)

Students will be admitted on the 1 September each year to the relevant age groups, which as defined by the School Admissions Code, will be to Year 7 (75 places) for September 2026.

Banding

Any applicants who have passed the Kent Test will automatically be allocated to Band 7 and will not be required to sit the banding assessment. Parents will need to inform the school with evidence once notified of a successful result.

All applicants who have not passed the Kent Test are required to sit a non-verbal cognitive ability assessment.

This assessment is not an entry test; it is to enable students of different abilities to have an equal opportunity to gain a place at Hadlow Rural Community School. The profile also enables the school to operate as a fully comprehensive school.

Further detailed explanation of this and the aptitude test are available from the school but the table below gives indicative percentages and numbers within each band.

Band	1	2	3	4	5	6	7
CAT Score	<82	82-88	89-96	97-103	104-111	112-118	>118
%	11	12	17	20	17	12	11
No. Students	8	9	13	15	13	9	8

Applicants who do not sit the assessment, other than those who have passed the Kent Test, will be ranked according to the oversubscription criteria and allocated a place only in the event that there are available places at the school after students who have taken the assessment have been considered.

For each band the following over-subscription criteria will be applied:

a) Looked After Children and previously Looked After Children.

Highest priority will be given to Looked After Children or previously looked after, in accordance with the relevant provisions of the School Admissions Code.

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. The definition of “previously looked after children” in the Admissions Code is children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order.

b) 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 mean 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 who can demonstrate a special connection between these needs and the particular school.

c) Children of staff where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

d) Admission of pupils whose siblings currently attend Hadlow Rural Community School and who will continue to do so on the date of admission; For the purpose of allocating places, sibling means;

- Full sibling living at the same address as the applicant
- Step sibling living at the same address as the applicant
- Half sibling living at the same address as the applicant
- Long term foster sibling living at the same address as the applicant

e) Admission of students, on the basis of proximity to the school using a straight line measurement.

The distance is measured as 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 school as specified by the 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 to 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.

A pupil's home address is considered to be a residential property that is the child's only or main residence and not an address at which your child may sometimes stay or sleep due to your own domestic or special arrangements. The address must be the pupil's home address on the day you completed your application form.

If you live separately from your partner but share responsibility for your child, and the child lives at two different addresses during the week, we will regard the home address as the one at which the child sleeps for the majority of weekdays.

After a place has been offered the school reserves the right to withdraw the place in the following circumstances:

1. When a parent has failed to respond to an offer within a reasonable time or
2. When a parent fails to notify the school of important changes to the application information or
3. The admission authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent.

Waiting lists will be maintained for 6 months. The school's waiting list will be re-ranked, in line with the published over subscription criteria, every time a child is added.

Procedure for admission arrangements for students outside of their expected year of entry

Requests for admission to Year 7 outside of the normal age group should be made to the Headteacher as early as possible to allow the school and admissions authority sufficient time to make a decision before the closing date.

Where a parent is requesting for their child to apply a year early, they should contact the school at the start of the application process related to the year they wish their child to start.

Where a parent is requesting for their child to apply a year later than expected, they should make their request at the start of the application process associated with the child's date of birth. Parents are required to complete an application for the normal point of entry at the same time, in case their request is declined. This application can be cancelled if the school agrees to accept a deferred application for entry into Year 7 the following year.

Parents are not expected to provide evidence to support their request to defer their application, however where provided it must be specific to the child in question. This might include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede a school's ability to agree to deferral or early admission to their secondary phase of education.

The school will take into account the year group the child has been taught in leading up to transition. If the request is declined, a school may offer a year 8 place as an alternative or simply refuse admission if the child is younger than the normal entry age. Deferred applications must be made via paper SCAF to the LA, with written confirmation from each named school attached. Early or deferred applications

will be processed in the same way as all applications for the cohort in the following admissions round, and offers will be made in accordance with each school's oversubscription criteria. Further advice is available at www.kent.gov.uk/schooladmissions"

Waiting List

If there are no places available, parents/guardians that have applied for places in the relevant age group (as defined in the School Admissions Code), Year 7 must confirm in writing to Hadlow Rural Community School if they wish to have their application placed on the waiting list. The waiting list will be maintained in order of the oversubscription criteria and not in the order in which applications are received or added to the list. Names are normally removed from the list after six months unless parents/guardians submit a written request asking for their application to remain on the waiting list.

Appeals

The Academy Trust shall ensure that parents and 'relevant children' will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of the Academy Trust. 'Relevant children' means children who are above compulsory school age or will be above compulsory school age by the time they start to receive education at the school. The Independent Appeal Panel will be independent of the Academy Trust. The arrangements for appeals will comply with the School Admission Appeals Code published by the Department for Education as it applies to Foundation and Voluntary Aided schools. The determination of the appeal panel is binding on all parties.

Parents will normally have 20 days after notification of a place not being offered at Hadlow Rural Community School to lodge an appeal. The notification will indicate the reasons for refusal of a place and of the right of appeal. Parents wishing to appeal against an admission decision by Hadlow Rural Community School should send a completed appeal form to the Clerk to the Appeal Panel at the address given on the appeal form, and will receive a date for their appeal hearing, giving a minimum of 10 days' notice. Other documents may be submitted in support of an appeal and should be lodged with the Clerk to the Appeal Panel not less than 7 days before the appeal hearing. Parents will always be given 10 days' notice of the appeal hearing unless they agree to a shorter period of notice. At least 7 days before the hearing Hadlow Rural Community School will provide the parent with a written statement detailing the reasons why it has not been possible to allow the child to attend Hadlow Rural Community School.

The Clerk to the Appeal Panel will, if possible, inform parents of the Appeal Panel's decision on the day of the hearing. In the case of the appeal hearings taking in excess of one day the Clerk to the Appeal Panel will contact parents with the decision on the final day of the hearings. The parents will also be informed of the outcome in writing within 5 days of the date of the hearing. In the case of unsuccessful appeals, the Appeal Panel will give the parents their reasons for not upholding the appeal.

Appendix

Reference:

https://www.kelsi.org.uk/__data/assets/pdf_file/0009/29673/Admissions-Code-2014.pdf

School admissions code 2021 (publishing.service.gov.uk)