



ADMISSIONS POLICY



Updated: September 2026

Next Review: September 2027

School	Green Park Community Primary School
Document	Admissions Policy 2027–2028
Admission authority	Kent County Council
Published Admission Number	60 pupils for entry to Year R
Policy owner	Headteacher
Updated	September 2026
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1. Introduction and Purpose

Green Park Community Primary School is a community school. Kent County Council (KCC) is the admission authority for Green Park and determines the admission arrangements, including the Published Admission Number and oversubscription criteria. This policy explains how the school implements those arrangements and provides information for parents and carers.

The arrangements in this policy apply to admissions for the academic year beginning September 2027, including normal Reception admissions and in-year applications. Where there is any difference between this policy and the admission arrangements formally determined by KCC, the KCC determined arrangements take precedence.

2. Aims

This policy aims to:

- explain how parents and carers apply for a place at Green Park Community Primary School;
- explain how places are allocated when applications exceed the number of places available;
- explain the arrangements for admission outside the normal age group;
- explain waiting lists, in-year admissions and appeals;
- ensure that the school's admissions information is clear, fair and consistent with the statutory admissions framework.

3. Legislation and Statutory Requirements

This policy is written with regard to the School Admissions Code 2021, the School Admission Appeals Code 2022, the School Standards and Framework Act 1998 and other relevant legislation and guidance. The school and KCC will comply with the statutory requirements applying to admissions.

The School Admissions Code covers applications and offers both within and outside the normal admissions round, admission arrangements, fairness and the operation of waiting lists and in-year admissions. The School Admission Appeals Code sets out the requirements for independent admission appeals.

4. Definitions

4.1 Normal admissions round

The normal admissions round is the process through which parents and carers apply for a state-funded school place at the normal point of entry, using the application process provided by their home local authority.

4.2 Looked-after children

A looked-after child is a child who is in the care of a local authority or who is provided with accommodation by a local authority in the exercise of its social services functions, as defined by section 22(1) of the Children Act 1989.

4.3 Previously looked-after children

Previously looked-after children include children who were previously in care and ceased to be looked after because they were adopted, became subject to a child arrangements order or became subject to a special guardianship order. KCC's arrangements also include qualifying children who appear to the admission authority to have been in state care outside England and ceased to be in state care as a result of adoption.

4.4 Published Admission Number (PAN)

The Published Admission Number is the number of places that the admission authority has determined will be available for admission to the normal point of entry. Green Park's PAN for Reception entry in 2027/28 is 60.

4.5 In-year admission

An in-year admission is an application for a school place made outside the normal admissions round, or for a place in a different year group.

5. How to Apply for a Reception Place

For admission to Reception in September 2027, parents and carers resident in Kent apply through Kent County Council. Parents resident in another local authority must apply through their home local authority, even when Green Park is in Kent.

For the 2027/28 normal admissions round, applications open on Friday 6 November 2026 and close on Friday 15 January 2027. Parents may name up to three schools in order of preference. KCC will coordinate the applications and make one offer of a school place, giving the highest-ranked preference for which the child can be offered a place.

Naming Green Park as a preference does not guarantee a place. Parents are encouraged to use all available preferences. Further information and the application process are available from Kent County Council.

Children with an Education, Health and Care (EHC) plan have their school placement arranged through the local authority's SEN process. Parents should follow the advice provided by the SEN team.

6. Allocation of Places

6.1 Admission authority and PAN

Kent County Council is the admission authority for Green Park Community Primary School. The Published Admission Number for Reception entry in September 2027 is 60.

6.2 EHC plans

Before applying the oversubscription criteria, children with an Education, Health and Care Plan that names Green Park will be admitted. The PAN will be reduced accordingly.

6.3 Oversubscription criteria

If the number of applications is greater than the number of available places, KCC will rank applications using the following criteria, in order:

1. Looked-after children and previously looked-after children.
2. Current family association: a brother or sister attending Green Park at the time of the applicant's admission, subject to KCC's published conditions concerning the family's address and the sibling link.
3. Health and special access reasons: priority may be given where a child or their parent/carer has a demonstrable and significant medical, health, social or special-access need to attend Green Park. Supporting written evidence from an appropriately qualified professional is required and must demonstrate the special connection between the need and the school.

4. Nearness of the child's permanent home to Green Park, with children living nearer to the school receiving higher priority.

For the full current wording and interpretation of these criteria, the school follows KCC's determined admission arrangements for community and voluntary controlled primary schools.

6.4 Nearness and home address

KCC measures distance in a straight line between the child's permanent home address and the school using National Land and Property Gazetteer (NLPG) address-point data. The same school address point is used for all applicants. Where an address is not recorded in the NLPG, KCC may use relevant planning or other coordinates in accordance with its published arrangements.

Where a child lives at more than one address, KCC uses the address where the child sleeps for the majority of school nights (Sunday to Thursday) during the first academic year. Where time is equally divided, KCC uses the address that is closer to the school named as the child's first preference.

6.5 Tie-break arrangements

If two or more applicants remain equally ranked for the final available place, KCC will use its random allocation procedure. Applicants are assigned numbers and a random draw is undertaken under independent supervision.

6.6 Multiple births

Where siblings from a multiple birth apply and the admission of one or more would reach the PAN before all siblings can be admitted, KCC may offer places to all siblings even if this takes the school above its PAN. Where this results in a breach of infant class size legislation in Reception, the additional pupil(s) will be treated as excepted pupils in accordance with the School Admissions Code.

7. Admission to Reception and Deferred Entry

Where a place has been offered, Green Park will provide for the admission of children in the September following their fourth birthday. Parents may defer the date their child starts school until later in the academic year, subject to the limits set out in KCC's determined arrangements and the School Admissions Code.

Parents may also request that their child attends part-time until later in the school year, subject to the same statutory limits.

8. Admission Outside the Normal Age Group

Parents may request that their child is admitted to Reception outside their normal age group. Requests should be made to the Headteacher of each preferred school as early as possible in the admissions round linked to the child's date of birth, so that the school and admission authority have sufficient time to consider the request.

Requests will be considered on the circumstances of the individual case and the best interests of the child. Relevant information may include the parents' views, information about the child's development, medical information where relevant, previous education outside the normal age group, whether the child was born prematurely and the Headteacher's views.

Parents should also make an application for the child's normal point of entry at the same time in case the request is not agreed. Where a deferred application for Reception in the following year is agreed, the application will be processed with that cohort in accordance with the admission arrangements applying to that admissions round.

Where a child is offered a place but not in the year group requested, there is no statutory right of appeal against the year-group decision itself; the statutory appeal concerns the refusal of a place at the school.

9. Waiting Lists

KCC's arrangements require a waiting list to be maintained for each year group where there are more applications than places available. The waiting list is ranked in accordance with the published oversubscription criteria and is re-ranked whenever a child is added or before a further offer is made. Being on a waiting list does not guarantee that a place will become available. A child's position can change as other applications are added or circumstances change.

10. In-Year Admissions

Applications made outside the normal admissions round, including applications for a different year group, are treated as in-year admissions. For Green Park, applications should be made directly to the school using the Kent County Council In-Year Application Form.

In-year applications will be ranked using the same published oversubscription criteria and arrangements. Where a place cannot be offered, the child may be placed on the relevant waiting list in accordance with KCC's arrangements.

Parents and carers should not withdraw a child from their current school until a place at Green Park has been formally offered.

Where a child is eligible for consideration under Kent's Fair Access Protocol, the application will be processed in accordance with the statutory Fair Access arrangements. Eligibility for Fair Access does not remove a parent's right to make an in-year application or appeal a refusal.

11. Fair Access Protocol

Green Park participates in Kent County Council's Fair Access Protocol. The protocol is designed to ensure that vulnerable children and children who are having difficulty securing a school place outside the normal admissions round can be allocated a suitable school place quickly. Fair Access arrangements operate separately from the normal oversubscription criteria and do not remove parents' rights to apply for a school place.

12. Appeals

Where an application for a place is refused, the parent or carer has a statutory right of appeal to an independent appeal panel. Appeal arrangements are administered in accordance with the School Admission Appeals Code.

Information about the appeal process, including current deadlines and how to lodge an appeal, is available from Kent County Council at www.kent.gov.uk/schoolappeals.

Appeals concerning the school named in an EHC plan are dealt with through the appropriate SEND tribunal process rather than the ordinary school admission appeal process.

13. Equality, Inclusion and Accessibility

Green Park is committed to fair and inclusive admissions. The school will apply the admissions arrangements without unlawful discrimination and will have regard to its duties under the Equality Act 2010.

Reasonable adjustments will be considered where required to enable parents, carers and children to access admissions information and processes. Accessibility arrangements are supported by the school's Accessibility Plan and Equality Policy.

14. Information for Parents and Carers

Admissions information and current KCC arrangements are available through the school's website and Kent County Council.

Parents and carers are encouraged to read the current KCC admission arrangements before making an application.

School visits and enquiries about Green Park can be arranged through the School Office.

Admission to Reception requires a formal application; attendance at nursery or a previous connection with the school does not create an automatic entitlement to a Reception place.

Parents should notify the relevant admissions authority of changes to address or other information that may affect an application.

15. Monitoring and Review

Kent County Council determines the admission arrangements for Green Park. The school will implement those arrangements and review its published admissions information annually to ensure that it remains accurate and consistent with the arrangements determined by KCC.

Where KCC determines changes to admission arrangements, the school will update this policy and its published information as appropriate. Any inconsistency between this document and KCC's determined arrangements will be resolved in favour of the KCC arrangements.

16. Key Dates for Reception 2027

Applications open	Friday 6 November 2026
Application closing date	Friday 15 January 2027
Primary National Offer Day	Friday 16 April 2027
Expected Reception entry	September 2027

17. Related Policies and Guidance

Kent County Council Primary Determined Admissions Scheme 2027/28.

Kent County Council Determined Admissions Arrangements for Community and Voluntary Controlled Primary Schools 2027/28.

School Admissions Code 2021.

School Admission Appeals Code 2022.

Equality Act 2010.

Accessibility Plan.

Equality Policy.

SEND Policy and SEND Information Report.

18. Approval and Review

Reviewed	September 2026
Policy owner	Headteacher
Admission authority	Kent County Council
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Next review	September 2027

