

Admission to Herne Bay High School – September 2026

Herne Bay High School Admission Arrangements for entrance into Year 7

Herne Bay High School is a mixed 11-18 community school which, through a carefully differentiated curriculum, caters for children of all abilities. We have an agreed Pupil Admissions Number (PAN) of 258 students to be admitted into Year 7 every year.

Applications for places at the school should be made, in accordance with Kent County Council's (KCC) Co-ordinated Admissions Scheme, using the Secondary Common Application Form (SCAF). Before application of the oversubscription criteria, students with an Education and Health Care Plan (EHCP), which names the school, will be admitted. As a result, the published admissions number will be reduced accordingly. Admissions forms can be found here: www.kent.gov.uk/ola

We participate in the Kent Co-ordinated Scheme for Transfer to Year 7 as determined by Kent County Council (KCC) as the local Authority.

The school has an inclusive view on admissions and has a comprehensive ethos welcoming eligible applicants of all ability levels that are suitable for mainstream secondary education.

Legislation and Statutory Requirements

This policy is based on the following advice from the Department for Education:

- School Admissions Code 2021
- School Admission Appeals Code

The school is required to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998. As an academy, the school 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.

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 Kent County Council.

Looked After Children (LAC) 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 (PLAC) 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, or
- Became subject to a special guardianship order
- 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.

Internationally Adopted Previously Looked After Children (IAPLAC) are children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Late Applications

Late applications where the SCAF was submitted after the closing date, will be handled in accordance with the Kent Co-ordinated Admissions Scheme and considered using the oversubscription criteria below.

Procedure where Herne Bay High School is oversubscribed

If the number of applications exceed the number of places available, places will be allocated to pupils in the following priority order.

Before the application of oversubscription criteria, children with an Educational Health Care Plan (EHCP) which names the school will be considered. As a result of this the published admissions number will be reduced accordingly.

1. **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. **Current Sibling Association.** A brother or sister on the roll of Herne Bay High School at the time of entry. In this context brother or sister means children who live as brother or sister in the same house, including adopted siblings, stepbrothers or sisters and foster brothers or sisters. If siblings from multiple births (twins, triplets, etc) apply and one is successful then a place/s will be made available to the other sibling/s.
3. **A child of a permanent member of staff**, providing the child lives in the same property as the staff member. In this context, a child means a natural son/daughter, stepchild, adopted or fostered child. Members of staff must have been employed by Herne Bay High School for two years or more at the time the application for school admission is made and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. The definition does not include contract or temporary staff.
4. **Proximity of a student's home to Herne Bay High School**, with those residing in the CT6 postcode area and living closest being given highest priority. 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. 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 a partner but

share responsibility for your child who 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. If two applications are received which are identical in nature (i.e. the identical distance from the school) then both applicants will be offered a place.

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
2. When a parent fails to notify the school of important changes to the application information
3. The admission authority offered the place based on a fraudulent or intentionally misleading application from a parent.

Supplementary form required:

NO

Waiting lists will be maintained up to January 2027 and this 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 Herne Bay High School outside of the normal age group should be made in writing to the Principal, as early as possible in the admissions round associated with the student's date of birth. This will allow the school sufficient time to decide before the closing date. 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 the school's ability to agree to deferral. Parents are advised to complete an application for the normal point of entry at the same time, in case their request is declined.

In-Year Casual Admissions (IYCA)

If the school is full in the year group requested, the child will be added to our waiting list for that year in accordance with the oversubscription criteria from points 1- 4 above. An KCC IYFA form (found here [link](#)) must be completed and returned to admissions@hernebayhigh.org in order to apply for a place.

Herne Bay High School Admission Arrangements for entrance into Year 12

1. Our Published Admissions Number (PAN) for year 12 admission is 200. All applicants apply via the Kent Choices website (www.kentchoices.com) and no further applicants will be accepted after our deadline, which is detailed on the school's website. Additional/late applicants should make contact in August after GCSE results and course availability are known.
2. Minimum entry requirements for each subject are detailed on the Kentchoices4u website or via our website www.hernebayhigh.org.

Students wishing to gain entry to Level 3 courses will be guaranteed a place of entry if they get 5 grade 4s and above including in English and Mathematics. Students with grades lower than this combination will attend a guidance meeting to discuss suitability of course choices.

3. All applicants are invited to discuss their choices at an information, advice and guidance meeting in the Spring term.

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

1. When an applicant has failed to respond to an offer within the deadlines stated on the offer letter
2. When an applicant has failed to notify the school of relevant changes to the application information
3. When a place had been offered based on a fraudulent or intentionally misleading application.