



VALLEY PARK SCHOOL

Admissions Policy 2026/27

Key document details

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SG1

Policy type
School

Colleague responsible:
Exec. Headteacher
/Headteacher

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September 2026



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ADMISSION ARRANGEMENTS FOR SEPTEMBER 2026

- The school will act in accordance with, and will ensure that the Independent Appeal Panel acts in accordance with, all relevant provisions of the statutory codes of practice as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools. Reference in the codes to admission authorities shall be deemed to be references to the governing body of the school. In particular, the school will take part in the Admissions Forum set up by Kent County Council and have regard to its advice and will participate in the co-ordinated admission arrangements operated by the Kent Local Authority;
- Valley Park School has a published admission number (PAN) of 240 students, to be admitted into Year 7 each year;
- Students are not normally admitted outside their calendar age group. Parents/carers with strong medical reasons to request admission out of the normal age group should write to the Executive Headteacher/Headteacher with their request;
- Applications for places will be made in accordance with Kent Local Authority's co-ordinated admission arrangements and will be made on the Secondary Common Application Form (SCAF), provided and administered by the Kent Local Authority;
- Prior to the application of oversubscription criteria, students with a statement of special educational needs, which names the school, will be admitted and the published admission number reduced accordingly.

OVERSUBSCRIPTION CRITERIA

If the school is oversubscribed, places will be offered in priority order of the oversubscription criteria as set out below. Late applications and applications received outside of the normal admissions round will be prioritised in the same order.

- a) EHCP - Before the application of oversubscription criteria children with an Education Health Care Plan which names the school will be admitted and the admission number reduced accordingly.
- b) LAC - Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order. A looked after child is a child who is in the care of a local authority in England in the exercise of their social services function.

The 2021 School Admissions Code (the code) requires 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 to be given equal first priority in admission arrangements, alongside looked after children (LAC) and children who were previously looked after by English local authorities (PLAC). This advice refers to these children as internationally adopted previously looked after children "IAPLAC". It is the responsibility of the adopting parents/carers to prove that the child has previously been in public care and immediately after been adopted.

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- c) Medical, Health and Special Access Reasons – 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 health or physical and social needs means they have a demonstrable and significant need to attend a particular school.

Equally, this priority will apply to children whose parents/carers, physical or mental health or social needs means 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, professional or other practitioner which can demonstrate that a particular school is the only school that can meet the child’s needs.

The evidence must be specifically about your child’s medical/social condition, the effects of the condition and why your child needs to attend a particular school. The evidence should also include detailed knowledge of the school in terms of resources and organisation which demonstrate that your child can only attend the specific school and why no other school is suitable. Your own medical needs cannot justify a place at a particular school but you can apply if you can demonstrate that your child has a social need arising from your medical needs.

- d) Current Family Association (sibling) - this refers to a brother or sister attending the same school when they start there and live at the same address. This includes: natural or adopted siblings; half, step or foster brothers or sisters; those who live as brothers and sisters in the same house. This does not include cousins.
- e) Children of Staff - Children of staff who work for the school full-time with at least two years’ continuous employment or where the school reasonably considers a member of staff has been recruited for a position for which there is a demonstrable skill shortage.
- f) 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 or the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given a space.

The school uses measurements provided by the Local Authority and further information on how distances are calculated, including what is defined as permanent or main residence, is available in the ‘Admission to Secondary School in Kent’ booklet provided by the KCC. If, in the event, more than one applicant has the same distance from home to school (as measured by the local authority), then a random selection will be

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applied (in accordance with the KCC definition). In the event that the final place offered from the ranked list falls to a student of a multiple birth or same cohort sibling, the school will offer a place to each of these children who have met the over-subscription criteria.

With reference to the oversubscription criteria please refer to Appendix 1 of the Kent Admissions booklet regarding residency in Kent.

Home address:

We will accept as a student's address the residential property that is the child's only or main residence, not an address at which your child may sometimes stay or sleep due to your own domestic arrangements. It will be either:

- i owned by the child's parent, parents or carer; or
- ii leased to or rented by the child's parent, parents or carer under a lease or written rental agreement.

Evidence of ownership or rental agreement may be required, plus proof of the child's permanent residency at the property concerned. The Trust reserves the right to check information given on the application form. If any information given on the form is found to be incorrect, or if you fail to notify us of important changes in the information, the offer of a school place can be withdrawn. We can only accept one current home address on the Secondary Common 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 nights in each week. The offer of a place may be withdrawn if proof of residency is not met.

Waiting lists will be maintained up to the end of the academic year.

ADMISSION TO YEAR 7 OUTSIDE THE NORMAL AGE GROUP

Requests for admission to Year 7 outside the normal age group should be made to the Headteacher as early as possible.

The school will take into account the year group the child has been taught in leading up to transition. Deferred applications must be made via paper SCAF to the LA, with written confirmation from the 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.

SIXTH FORM ADMISSIONS

Priority will be given to existing students transferring from Year 11 who meet the entrance criteria. All students joining VPS Sixth Form should meet the academic requirement of 5 GCSE passes (or equivalent vocational grades) at grade 4 and above, including English, and the subject specific entry requirements set out in the Sixth Form prospectus. Valley Park School has a PAN of 170 for Sixth Form students entering Year 12.

The admission number for external candidates will be 50, but this figure may be exceeded in the event that this and the number of internal students transferring into Year 12 is less than the overall figure for the year group.



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SIXTH FORM OVERSUBSCRIPTION CRITERIA

Following the admission of internal students transferring from Year 11, all remaining places will be allocated to learners who have met the entry requirements for the particular course of study. Where there are more learners seeking places than the number of places available, the oversubscription criteria will be applied.

OFFERS AND APPEALS

Offers will be made on the basis of predicted performance at GCSE, with the requirement that the above grades are achieved in the final examinations prior to entry to the Sixth Form and the pupil's 3 chosen subjects being accommodated on the timetable, in feasible group sizes.

All offers made during Year 11 are conditional on students meeting the grade criteria specified and will only become firm offers upon confirmation of actual GCSE results.

Offer letters will be made before the end of May 2025. Offers will be confirmed once the school has been notified of GCSE results in August 2025.

Where learners have achieved better results than the predicted grades, they will be considered based on the grades achieved and ranked accordingly for any places that become available, as a result of other learners failing to meet the required entry levels.

If it has not been possible for you to be offered a place at the school, you have the right to appeal against this decision to an independent appeals panel in accordance with the School Admission Appeal Code. Parents/carers can write to: Admissions department, care of the school.

Late applications will be considered if places in appropriate subjects are still available after all other applicants have been considered.

Waiting List

The school will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of (the first term after the beginning of the school year/the end of the academic year). This will be maintained by the school and it will be open to any parent/carer to ask for their child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Tie-Breaking Method

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 a place.

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Supplementary information form to support an application for children previously in care outside England

Children who appear to have been on state care outside England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

Current legal surname of child		
Any previous name(s) by which the child was known		
Forename(s)		
Current school (if applicable)		
Year group for which you are applying		
Parent(s)/Carer(s)		
Home address		
Telephone		
Email		
Date of adoption		
Name of Country and local authority where the child was in state care		
Please list documentary evidence provided to support above application (e.g. birth certificate, adoption certificate)		

Signed: _____ Name: _____
Date: _____

Please return the completed form and documentary evidence prior to admission.

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Document Management

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Colleague Responsible:	
Next Review:	
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