

Schools are required by law to make clear the criteria by which new pupils will be admitted. The arrangements for King Ethelbert School are summarised below.

ADMISSION INTO YEAR 7 AT THE BEGINNING OF THE SCHOOL YEAR:

King Ethelbert School has a Published Admission Number (PAN) of 150 pupils in Year 7 for September 2026

Headteacher: Tom Sellen

Admissions Contact: Lauren Amos (admissions@kingethelbert.kent.sch.uk)

Email: admissions@kingethelbert.kent.sch.uk

Type of school: Academy, High, Mixed

Age Range: 11-18

Open Events for Year 6:

Tuesday 23rd September – 6.00 – 8.00 pm

Wednesday 24th September – 9.30 – 11.00 am

Wednesday 24th September – 4.00 – 6.00 pm

Number of places allocated March 2025 in Year 7: 154

Oversubscription Criteria

Before the application of oversubscription criteria, children with a statement of special educational need or Education (SSEN), Health and Care Plan (EHCP) which names the school will be admitted. As a result of this, the published admissions number will be reduced accordingly.

Subsequently where applications for admission exceed the number of places available, the following oversubscription criteria will be applied, in the priority order set out below, to decide which children to admit

1) Looked After Children and previously Looked After Children

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) Where a child has a brother or sister attending King Ethelbert 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 natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters.

3) 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 event of any of the above criteria being oversubscribed, priority will be given based on distance as described above with those closest being given higher priority. 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 under independent supervision to decide which child should be given the place.

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

- a) When the parent or learner has failed to respond to an offer within a reasonable time or to provide evidence of the child's permanent address together with any other admissions documentation reasonably required by the school; or
- b) When a parent or learner has failed to notify the school of important changes to the application information; or
- c) The admission authority offered the place on the basis of a fraudulent or intentionally misleading application from the parent or learner.

Supplementary Form Required: No

Waiting lists – will be maintained up to January 2027 and will be re-ranked in line with the published oversubscription criteria every time a child is added

In Year Admissions

Admissions for all other year groups will be dealt with in accordance with this policy.

Requesting admission outside the normal age group

Parents may request a place outside of their child's normal age group, by completing a normal In Year Access form and attaching a covering letter explaining the reasons for the request. Each case will be considered individually taking into account the views of all parties.

Requests for admission to Year 7 outside of the normal age group should be made to the Headteacher the school as early as possible. Where a parent is requesting for their child to apply later than expected, they should make their request as early as possible in the admissions round associated with that child's date of birth. This will allow the school and admissions authority sufficient time to make a decision before the closing date. Parents are advised 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. Deferred applications must be made via paper Secondary Common Application Form (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

Appeals

If you are not offered a place at our school you have the right to appeal to an independent panel. If you wish to appeal, please write to the Chair of Governors c/o King Ethelbert School at the address above. King Ethelbert School will administer admissions arrangements in line with the Coordinated Admissions Scheme for Kent. Parents should familiarise themselves with the Admission to Secondary School in Kent booklet which will outline the key dates by which applications must be returned.

Admission to King Ethelbert School Sixth Form for the International Baccalaureate Career-related Programme (IBCP)

Admission to the IBCP will be as a result of applicants obtaining a minimum of five GCSE passes at grade **9-4** or equivalent, including a **grade 5 in Maths and English Language**, and a **5 grade or equivalent** in the subject to be taken in the L3 Careers Related Study. Priority will be given to existing pupils transferring from Year 11 who meet the entrance criteria.

The overall admission number for Year 12 is 50.

Oversubscription Criteria

Following 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 following oversubscription criteria will be applied in the order set out below to rank students until the overall figure for the year group is reached:

1) Looked After Children and previously Looked After Children

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) Where a child has a brother or sister attending King Ethelbert School, including attending the 6th Form at King Ethelbert 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 natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters.

3) 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 event of any of the above criteria being oversubscribed, priority will be given based on distance as described above with those closest being given higher priority. 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 under independent supervision to decide which child should be given the place.

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

- a) When the parent or learner has failed to respond to an offer within a reasonable time or to provide evidence of the child's permanent address together with any other admissions documentation reasonably required by the school; or
- b) When a parent or learner has failed to notify the school of important changes to the application information; or
- c) The admission authority offered the place on the basis of a fraudulent or intentionally misleading application from the parent or learner.

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 to study the IBCP and the student's 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 2026. Offers will be confirmed once the school has been notified of GCSE results in August 2026.

Parents have a statutory right of appeal, should an application for a place be refused, by writing to the Clerk to the Governors, care of the school.

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

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Requests for admission to Year 12 outside of the normal age group should be made to the Headteacher the school as early as possible. Where a parent is requesting for their child to apply later than expected, they should make their request as early as possible in the admissions round associated with that child's date of birth. This will allow the school and admissions authority sufficient time to make a decision before the closing date. Parents are advised 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. Deferred applications must be made via paper Secondary Common Application Form (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

Waiting lists – a waiting list will be held, ranked according to the over-subscription criteria and will be maintained up to January 2027 and will be re-ranked in line with the published oversubscription criteria every time a child is added