



## Admissions Policy

<b>Date Adopted:</b>	<b>February 2026</b>
<b>Next Review Date:</b>	<b>February 2029</b>
<b>Signature of Chair of Governors</b>	
<b>Signature of Headteacher</b>	

**ADMISSIONS POLICY****GENERAL:**

We welcome admissions from children of all backgrounds and abilities. We treat admissions equally and fairly. We follow Kent admissions procedures, and as such, we have a published number of children that we can admit each year. Hollingbourne is a half form entry school and so has 15 places available.

**To apply for a school place in the usual way, you need to visit:**

<http://www.kent.gov.uk/education-and-children/schools/school-places>

However, if your child has an Education Health and Care plan then you should liaise directly with Kent admissions, contacting them (03000 41 21 21 or email [primaryadmissions@kent.gov.uk](mailto:primaryadmissions@kent.gov.uk)) and should not apply through the usual admission process. If your child has an EHC plan, the school named in it must offer them a place.

If your child doesn't have a statement of special educational needs or education health and care (EHC) plan you apply for a primary school place in the same way as other parents.

If your child is being assessed for special educational needs you should follow the standard process. If you don't apply for a place and your child doesn't get an EHC plan you may miss out on a place at one of your preferred schools.

If there are more applications than places, those places available will be allocated on the following criteria:

- **Children in Local Authority Care and children who have been adopted from Care.**
- **Current family association (sibling)** - *“Siblings” means children who live as brother and/or sister in the same house, including natural brothers/sisters, adopted siblings, step brothers/sisters and foster brothers/sisters.*
- **Health, Social and Special Access Reasons** – *Priority under Health and Special Access reasons will be given to those children who have (or whose parent/parents/guardian have) a mental or physical impairment or social need which means they have a demonstrable and significant need to attend our School. This needs to be supported by written evidence from a suitably qualified medical or other practitioner, which can demonstrate a special connection between these needs and Hollingbourne School meaning Hollingbourne is the only school that can accommodate these needs.*
- **Nearness of Children’s Homes to School** – *KCC’s measuring software uses assigned address point data provided annually by Ordnance Survey. The measurement is taken as a straight line (as the crow flies) from a child’s assigned address point to the School’s assigned address point. Address point references allow KCC to calculate distances in miles to four decimal places.*

*The child’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 the child may stay during the week such as a friend’s, grandparent’s or childminder’s home; it can be owned, leased or rented by the child’s parent, parents or guardian.*