Secondary Schools Admissions Policy 2026-27

1. Introduction

This policy applies to admissions to secondary schools within the Kent Catholic Schools Partnership ("the Trust") from 1 September 2026. It has been agreed by the Trust Board, as the admissions authority, after due consultation including with the Archdiocese Education Commission and Kent County Council. The schools included are:

St Anselm's Catholic School, Canterbury

St Edmund's Catholic School, Dover

St Gregory's Catholic School, Tunbridge Wells

St Simon Stock Catholic School, Maidstone

The Ursuline College, Westgate

These schools are part of the Archdiocese of Southwark. Their mission is to provide a Catholic education for all Catholic children in their area and for any other child whose parent or carer wishes their child to have such an education.

2. Planned Admission Numbers

The Trust plans to offer the following number of places in year 7 in each school:

School	**Planned Admission Number**
St Anselm's Catholic School, Canterbury	180 places
St Edmund's Catholic School, Dover	120 places
St Gregory's Catholic School, Tunbridge Wells	180 places
St Simon Stock Catholic School, Maidstone	180 places
Ursuline College, Westgate	150 places

3. Oversubscription criteria

Children with an Education, Health and Care Plan (EHCP)

The admission of pupils with an EHC Plan is dealt with by a completely separate procedure. The procedure is integral to the making and maintaining of EHC plans by the pupil's home local authority. Details of this separate procedure are set out in the SEND code of practice. All children whose education, health and care (EHC) plan names one of the schools will be admitted before any other places are allocated.

In the event that any of the schools receives more applications than the planned admission number, places will be offered in rank order set through the following criteria:

1. Looked after Catholic children or looked after children in the care of Catholic families, previously looked after Catholic children who have been adopted or who become the subject of a residence or guardianship order, and Catholic 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. A copy of the baptismal certificate or evidence of reception into the Catholic Church must be given to the school. *See notes 1 and 2.*

2. Baptised Catholic children. A copy of the baptismal certificate or evidence of reception into the Catholic Church must accompany the Supplementary Information Form. *See note 2.*

3. Other looked after children, previously looked after children who have been adopted or who have become the subject of a residence or guardianship order, and and 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. *See note 1*

4. Children who will have siblings at the school at the date of entry. *See note 3*

5. Children currently in the listed Catholic feeder primary schools at the time of application. *See note 4*

6. Children of staff. *See note 5*

7. Children enrolled in the catechumenate and children whose families are members of other Christian denominations and catechumens. *See note 6*

8. Children of other faiths. *See note 7*

9. Other children.

The following order of priorities will be applied when applications within any of the above categories exceed the places available and it is necessary to decide between applications within each category.

i. Priority will first be given to children with a sibling in the school at the time of admission (see note 3).

ii. **For Category 7 and 8:** If the number of applications exceeds the number of places available, priority will be given to those applicants who have shown commitment to their faith for at least three years. This evidence must be provided by completion of the Supplementary Information Form by the child's parents/carers, endorsed by a minister or faith leader of the faith community where the family normally attends. If the family has moved very recently, the form can be signed by a minister or faith leader at their previous place of worship

iii. 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 KCC Senior Admissions Officer and confirmed by the KCC Head of Service. In the unlikely event that there are two or more applications of equal eligibility for the last available place at the school a random selection will be applied. This process will be independently verified.

3.1 Notes

Note 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 arrangement 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 organization, or any other provider of care whose sole or main purpose is to benefit society.

Note 2

Catholic children includes members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome. A baptismal certificate or evidence of reception into the Catholic Church must be provided.

Note 3

Siblings are defined as natural and adopted brothers and sisters, and children who live as a brother and sister in the same house, including stepbrothers or sisters and foster brothers and sisters.

Note 4

The feeder primary schools for each secondary school are**:**

St Anselm's Catholic School, Canterbury:

St Augustine's Catholic Primary School Hythe; St Joseph's Catholic Primary School, Aylesham; St Mary's Catholic Primary School Whitstable; St Simon of England Catholic Primary School, Ashford; St Teresa's Catholic Primary School, Ashford; St Thomas Catholic Primary School, Canterbury and Stella Maris Catholic Primary School, Folkestone.

St Edmund's Catholic School, Dover

St Augustine's Catholic Primary School, Hythe; St Mary's Catholic Primary School, Deal; St Joseph's Catholic Primary School, Aylesham; St Richards Catholic Primary School, Dover; and Stella Maris Catholic Primary School, Folkestone.

St Gregory's Catholic School, Tunbridge Wells

St Augustine's Catholic Primary School, Tunbridge Wells; St Margaret Clitherow Catholic Primary School, Tonbridge; St Mary's Catholic Primary School, Crowborough; and St Thomas' Catholic Primary School, Sevenoaks.

St Simon Stock Catholic School, Maidstone

St Francis Catholic Primary School, Maidstone; Holy Family Catholic Primary School, Maidstone; and More Park Catholic Primary School, West Malling.

The Ursuline College, Westgate

St Ethelbert's Catholic Primary School, Ramsgate; St Joseph's Catholic Primary School, Broadstairs; St Mary's Catholic Primary School, Whitstable; and St Gregory's Catholic Primary School, Margate.

Note 5

Children of staff applies in either or both of the following circumstances:

- Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made,
- Where the member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage.

Note 6

Other Christian denominations are denominations that are members of Churches Together in England or the Evangelical Alliance. Evidence of Baptism/ dedication or evidence of membership is required on the supplementary information form.

Catechumens refer to a person who is preparing to become a Catholic usually by way of the Rite of Christian Initiation of Adults and children of catechetical age. Younger children may be initiated through an adapted version sometimes referred to as the Rite of Christian Initiation of Children (RCIC). Evidence should be provided by a parish priest (or equivalent) and should state when the preparation started and when baptism or reception into the Catholic church will take place. The date of baptism or reception must be set and be prior to the date of admission.

Note 7

Children of other faiths will require evidence of Baptism/ dedication or evidence of membership on the supplementary information form.

Proof of address will be requested at the time of acceptance of a place.

4. Supplementary Information Form

In addition to applying online through a local authority website or on a paper Secondary Common Application Form (SCAF), all applicants must complete a Supplementary Information Form (available on the school website or from each school's Admissions Officer), and send this to the Admissions Officer at the school at the time of the application. Not doing so may lead to your child being placed in a lower priority category than they should.

For Catholic, Other Christian or Other Faith children, a copy of a baptismal certificate/dedication or evidence of membership must accompany the Supplementary Information Form.

5. Application Procedure for entry to Year 7 through KCC Co-ordinated System

All applications for entry to year 7 will be processed through the Kent County Council Co-Ordinated System see **www.kent.gov.uk/secondaryadmissions**

6. In Year or Casual Applications

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

Applications made too late for the Kent co-ordinated system, in-year applications for year 7 and applications for entry to years 8-11 must be made on the In Year Casual Application Form (IYCAF) available on school websites.

The same policy and procedure (apart from the timetable) applies to these applications. This form must be sent to the school's Admissions Officer with a Supplementary Information Form. They will be considered under the same policy set out above. If there are spaces available in the year group you are applying for, your child will be offered a place. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Parents will be notified of the outcome of an in-year application in writing within 15 school days.

7. Appeals

Parents (or students over 16) whose applications for places are unsuccessful, may appeal to an Independent Appeal Panel set up in accordance with sections 88 and 94 of the School Standards and Framework Act 1998. Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be sent to the Admissions Officer at the school address. Appellants have the right to make written and oral representations to the Appeal Panel.

8. Waiting List

Parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list. The criteria listed at Section 3 will be used to rank children on the waiting list. The school's waiting list will be re-ranked, in line with the published oversubscription criteria, every time a child is added. Placing a child's name on the waiting list does not prevent parents from exercising their right to appeal against the decision not to offer a place.

All schools participate in the Local Authority's Fair Access Protocol to allocate places to vulnerable and other children in accordance with the School Admission Code. Admitting pupils under the protocol may require the school to admit above the published admission number for the relevant year group and may mean that a child directed to the school by the Local Authority will take precedence over those children already on the waiting list.

The waiting list for Year 7 will remain operational until the end of December of the year of application.

9. Entry to years other than anticipated

The expectation is that children will be admitted in-year with their peers of the same age. Only in exceptional circumstances will this not apply. If an application is made for admission other than to the child's expected year group, the Headteacher has the discretion to agree but only if this is educationally the best option for the child. The application will then be considered against the number on roll for that year group using the standard policy.

10. Challenging behaviour

A child will not be refused admission on behavioural grounds in the normal admissions round or at any point in the normal year of entry. There may be certain cases where admission is refused where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

Where an in-year application for a year group that is not the normal point of entry is received and the school does not wish to admit the child because it has good reason to believe that the child may display challenging behaviour, admission may be refused. In such cases the school will refer the child to the Fair Access Protocol. A refusal on the grounds of challenging behaviour will only be made if the school has a particularly high proportion of either children with challenging behaviour or previously permanently excluded pupils on roll

compared to other local schools and it considers that admitting another child with challenging behaviour would prejudice the provision of efficient education or the efficient use of resources.

Admission will not be refused on the grounds of challenging behaviour to looked after children, previously looked after children and children with EHC plans listing the school.

11. Fair Access Protocol

The Trust participates in Kent County Council's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

12. Admissions to Sixth Form (Years 12 and 13)

Students in Year 11 at St Anselm's, St Gregory's, St Simon Stock and The Ursuline have the right to continue their Catholic education into the sixth form at their school provided they meet the entry requirements for a course of study they wish to undertake. Students who do not meet that requirement will be supported to obtain a place at another institution of their choice.

Students at St Edmund's who wish to join the sixth forms at St Anselm's or Ursuline College will have priority over all other external applicants if they meet the entry requirement for the course they wish to undertake.

We welcome applications from students at other schools who will support the Christian ethos of our school communities. The number of external applications we receive varies from year to year and school to school. We do not expect to admit more than the following numbers to Year 12 in each school but will exceed this number if the preferred courses of study are not oversubscribed and the external applicant has met the relevant entry requirements.

School	**Planned Admission Number**
St Anselm's Catholic School, Canterbury	120
St Gregory's Catholic School, Tunbridge Wells	115
St Simon Stock Catholic School, Maidstone	120
The Ursuline College, Westgate	120

12.1 Oversubscription criteria

In the event of there being more external applicants than places available, preference will be given to current year 11 students in each school. If necessary external applications will be ranked, subject to availability of courses, and entry criteria being met, by:

1. Looked after Catholic children or looked after children in the care of Catholic families, previously looked after Catholic children who have been adopted or who become the subject of a residence or guardianship order, and Catholic 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. A copy of the baptismal certificate or evidence of reception into the Catholic Church must be given to the school. *See notes 1 and 2 above*.

2. Baptised Catholic children and catechumens. A copy of the baptismal certificate or evidence of reception into the Catholic Church must be given to the school. *See note 2 above*.

3. Other looked after children and other previously looked after children who have been adopted or who have become the subject of a residence or guardianship order. *See note 1 above.*

4. Other children.

12.2 Tie break

If it is necessary to decide between applicants within these categories, applications will be ranked by the distance from home to school (measured in a straight line using National Land and Property Gazetteer (NLPG) address point data supplied by Kent County Council. Where two or more children live at an equal distance, random selection will be used to establish which is ranked ahead of the other. This process will be independently verified.

12.3 Entry Criteria

There are specific entry requirements for all subjects and these are listed in the 6th Form Prospectuses available on the school websites and Kent Choices.

To enrol on any A-Level/Level 3 course in Year 12 students will normally have gained at least five GCSE passes of grade 4 or above. They will also need to meet any specific criteria for the subjects they wish to study. Please refer to the 6th Form Prospectus for the specific entry requirements for the chosen subjects.

Please consult the prospectuses or Kent Choices for the entry requirements for **other courses**.

Students who have not achieved a level 4 in English and or Mathematics will need to continue with this GCSE until they have achieved it.

Courses offered may not be run if there are insufficient qualified applicants. Any applicant affected will then, if possible, be offered another course for which they are qualified and on which there is a place.

12.4 Offers

All offers are conditional on students meeting the grade criteria specified and will only become firm offers upon confirmation of actual GCSE results, and the pupil's chosen subjects being accommodated on the timetable, in feasible group sizes. Where students have achieved better results than the predicted grades they will be considered based on the grades achieved and ranked according to the school's admissions criteria.

12.5 Sixth form admission procedure

Students currently attending a Kent school should apply for a Sixth Form course via Kent Choices. Internal applicants will receive support with the online application process. External applicants need to contact the relevant school on how to apply. Students are only required to complete the Supplementary Information Form if they are applying under criteria 1, 2 or 3 of the oversubscription criteria. Completed forms should be returned to the school office.

Late applications will be considered if course places are available after all other applications have been considered.

Conditional offers based on predicted GCSE grades will be sent to applicants by the end of March 2026.

External applicants must give evidence of their achieved grades to the school by GCSE results day.

The offer of a place will be confirmed by 31st August 2026.

12.6 Appeals see Section 7 above.

12.7 Waiting Lists are not maintained for sixth forms.