Wye School
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Admissions Policy

Review Timetable

The Policy will be reviewed every year, as set out below:	
Policy reviewed centrally	n/a
Policy tailored by individual schools	January 2026
Policy ratified by Local Governing Bodies	February 2026
Renewal Date	February 2027
Author	Luke Magee

WYE SCHOOL ADMISSIONS POLICY

Wye School abides by the School Admissions Code and the School Admissions Appeals Code. In order to do this, we ensure that arrangements for admission to the school are clear and fair and that they are as simple as possible.

Wye School is socially, academically, and culturally inclusive and welcomes applications from all. We do not select students by ability or by faith. The school provides high quality education for boys and girls from the age of 11 to 16 years. Our aim is to ensure that boys and girls who join the school will be happy and successful in the unique academic, pastoral, and cultural environment that we offer. Prospective students and their parents are offered the opportunity to visit the school before making an application for a place.

Kent County Council co-ordinates admissions arrangements for all schools in the area for entry into Year 7. Wye School has participated in the Kent scheme for students joining the school from September 2014 onwards.

Year 7 Entry

The Published Admissions Number (PAN) for entry into Year 7 is 120. If fewer than 120 students apply for a place, then all will be admitted.

Special Educational Needs

All students with an Education, Health and Care Plan (EHCP) which names Wye School will be admitted. As a result of this, the published admissions number will be reduced accordingly.

Oversubscription Criteria

The oversubscription policy for entry into Wye School in Year 7 ranks prospective students as follows, those ranked highest being offered places first.

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 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 and main purpose is to benefit society.

2. Siblings
   A brother or sister attending the school when the child starts. 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 and sisters. If siblings from multiple births (twins, triplets etc) apply for a school place and the school would reach its Published Admissions Number (PAN) after admitting one or more, but before admitting all of those siblings the school will offer a place to each of the siblings even if doing so takes the school over its PAN.

3. Staff
   Priority will be given to children of all staff directly employed on permanent contracts who have either a) been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

4. Health and Special Access Reasons
   Medical/Health 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 or physical impairment means they have a demonstrable and significant need to attend Wye School. Equally, this priority will apply to children whose parents'/guardians' physical or mental health or social need means there is a demonstrable and significant need for their child to attend Wye School. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the school. As Wye School is a mainstream secondary school, having SEN or a medical diagnosis would not normally be accepted as establishing a special access need to be admitted to Wye School as compared to any other local mainstream secondary school.

5. Children who live nearer to Wye School than any other maintained nonselective secondary school or academy
   Children will be ranked according to the distance from their home to Wye School with those living closest being ranked highest. 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.

6. Children who live nearer to any other maintained nonselective secondary school or academy than Wye School
   Children for whom Wye School is not their nearest nonselective secondary school or academy will be ranked according to the distance from their home to Wye School with those living closest being ranked highest. We use the distance between the child's permanent home address and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point data. 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. Distances will be measured in accordance with the practices set out in "Admission to Secondary School in Kent" booklet.

Tie breaking

If two or more children are ranked equally on any of the above criteria, random allocation will determine which child or children are offered places. In this case, a child or children's names will be randomly selected from a total list of tied applicants by someone unconnected with the school.

Waiting lists

If Wye School is oversubscribed for Year 7 entry on 1 March in each year (or next working day), the names of pupils who have applied, but have not been offered places, will be included on a waiting list if their parents ask for this by 15th March each year. Any places which become available will be offered to pupils who will be ranked according to the original oversubscription criteria. Those ranked highest will be offered places first. The school's waiting list will be re ranked, in line with the over subscription criteria, every time a child is added. Waiting lists will be maintained up to January following the start of the academic year and longer on request.

Appeals

There will be a right of appeal to an Independent Appeals Panel for unsuccessful applicants. The Admissions Appeals Code 2022 allows admission authorities to decide whether to hold appeal hearings remotely (by telephone or video conference) or in person, or to give a choice of either. At the time of writing this policy, the Wye School appeals are held online using Teams, parents will be told of the format for their appeal before any hearing. The deadline for lodging appeals must be at least 20 days from the date of notification that the application was unsuccessful. At least 10 school days' notice will be given of the date of the hearing, and decision letters will be sent within 5 school days of the hearing, wherever possible.

The deadline for hearing appeals is 40 school days from the deadline for lodging appeals, or within 30 school days for in-year admission appeals.

Information on appealing a refusal of admission to Wye School can be sourced from Caroline.Castle@wyeschool.org.uk

Children Taught Outside their Expected Year Group.
Requests for admission outside of the normal age group should be made to the Principal of Wye School as early as possible in the admissions round associated with that child's date of birth. This is to allow the school sufficient time to make a decision before the closing date. Parents are not expected to provide evidence to support their request for an out of year 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 the request. Parents should complete an application for the normal point of entry at the same time in case their request is declined.

Crown Servants
Children of UK service personnel and crown servants with a confirmed posting, or returning from overseas, will be allocated a place in advance of the family arriving in the area (if one is available), provided the application is accompanied by an official letter that declares a relocation date. We will use the address at which the child will live when applying our oversubscription criteria if the parents provide some evidence of their intended address. We will use a Unit or quartering address as the child's home address when considering the application against our oversubscription criteria, where a parent requests this.

Supplementary Information
Entry to Year 7 in September of any year is made by completion of a 'Secondary Common Application form' (SCAF). The process for admission in **September 2027** is as follows:

- 1 September 2026 to 2 November 2026 – SCAFs returned to Local Authority. Parents are asked to specify up to four secondary school choices and to rank them in order of preference.
- 4 January 2027 - Applicants' details received by Wye School for the applicants to be ranked according to the schools over subscription criteria.
- 15 January 2027 - Ranked lists returned to Local Authority.
- 1 March 2027 - Offers of places made to parents by email sent after 4pm
- 1 March – 15 March 2027 - Places must be accepted or declined.
- 13 April 2027 – Deadline for lodging appeals if necessary
- 27 April 2027 onwards - Local Authority reallocates places that have become available using the schools' ranked waiting lists.

In Year Applications - Arrangements for Admitting Students to Year Groups other than Year 7

If places become available, applications will be considered for entry into other year groups. Applications should be made to the school using the Kent County Council In-Year Application Form,

available from the school on request. If more applications are received than there are places available, the school's declared oversubscription criteria will apply.
Students will not generally be admitted into the exam year, Year 11, but exceptions may be made where there is a demonstrable need.

In Year applications will be processed and a decision made within 10 school days of application. Where the year group has a place (it has fewer students than the published PAN for that year group), that place will be automatically offered to an applicant. Where there are multiple applicants for an available space, the usual oversubscription criteria will apply. Where there is no available place, the parents of applicants will be offered a place on the waiting list and have their right of appeal explained. Kent County Council will be informed of each decision to admit or not admit. Existing or previous schools will be asked for a reference, to aid Wye School in setting and pastoral arrangements, but the decision on admission is in no way related to or dependent on a reference.

The School Admissions Code states that 'where an admission authority receives an in-year application for a year group that is not the normal point of entry (not the start of Year 7) and it does not wish to admit the child because it has good reason to believe that the child may display challenging behaviour, it may refuse admission and refer the child to the Fair Access Protocol.' Wye School works with the Ashford Schools In Year Fair Access Panel and reserves the right to refer students to it for allocation of a school place where there is evidence that they have a record of persistently challenging behaviour or have been permanently excluded from two or more schools. This would not apply to children in care, children previously in care or children with Education and Health Care Plans.

Please note that this admissions policy is subject to statutory consultation and therefore to change.