



Kemnal  
Technology  
College



# ADMISSION ARRANGEMENTS 2025/26

This Policy was reviewed:

**February 2024**

The Policy will next be reviewed by TKAT &  
Kemnal Technology College by:

**Autumn 2025**

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## INTRODUCTORY STATEMENT

Kemnal Technology College, located in the Borough of Bromley, is a comprehensive entry 11-16 mixed academy and is part of The Kemnal Academies Trust.

We offer 100 places in Year 7 each year.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission numbers (PAN) for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied.

## APPLICATION PROCESS FOR YEAR 7 ENTRY

Applications for admission must be made via the local authority, more information can be found at <https://www.bromley.gov.uk/secondary-school-admissions/secondary-school-places>

Applications for **September 2025** must be received by the **1st November 2024**. The local authority will send parents/carers letters/emails telling them the outcome of their applications on **3rd March 2025**.

Where more than 100 students apply places will be allocated in accordance with the criteria and in the order set out below:



## **OVERSUBSCRIPTION CRITERIA**

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan or a Statement of Special Educational Needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Children in public care, and those who have been in care and have been subsequently adopted or have been made subject of a residence order or special guardianship, including those children who appear (to the admissions authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Siblings in school at the time of proposed entry. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address.
3. Distance to the College as measured in a straight line/by the shortest walking route from the front door of the child's home address (including flats) to the main entrance of the College, using the Local Authority's computerised measuring system, with those living closer to the College receiving the higher priority.

## **TIE-BREAK**

If in categories 2-3 above a tie-break is necessary to determine which child is admitted, random allocation undertaken by the local authority or another body unconnected with the Academy Trust will be used as a tie-break to decide who will be admitted.

Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. We will admit them all and exceed our PAN.

## **LATE APPLICATIONS**

All applications received by the LA after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.



## **ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP**

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested and the year group in which they wish their child to be allocated a place.

When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Headteacher and any supporting evidence provided by the parent.

Children directed via Fair Access Protocol will take precedence over any child already on the school waiting list and this includes admitting children over the published admissions number.

## **WAITING LISTS**

The school will operate a waiting list for each year group. Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. This will be maintained by the Academy Trust and it will be open to any parent to ask for his or her 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.

## **IN-YEAR ADMISSIONS**

Any parent can apply for a place for their child at any time to any school outside the normal admissions round. They can do this by applying directly to the local authority who coordinates all in-year admissions for the school. Details on how applications can be made and how they will be dealt with can be found at: <https://www.bromley.gov.uk/secondary-school-admissions>



## **APPEALS**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact the Chair of Governors by **1st May 2025**. Any child not offered a place has the statutory right of appeal to an Independent Appeal Panel. The Independent Appeal Panel will be determined by the Governing Body on an annual basis and will, usually, consist of two lay members and one person from the community, independent of the College. The decision of the Independent Appeal Panel will be binding on the Governors and the parents. Full details of the appeals process are available from the Clerk to Governors.

### **TIMETABLE FOR APPEALS - SECONDARY SEPTEMBER 2025**

Your appeal will be heard at what is called a Hearing, within a time scale of 40 school days from **28th March 2025**. It is likely to be heard at the end of **April 2025**.

All other appeals known as 'in-year' admissions and those for Year 7 submitted after **28th March 2025** will be heard within 30 school working days of submitting the request.

Your appeal request should state your reasons for your request and any additional information/documentation/appendices should be submitted five days before the Hearing to allow time for it to be copied and distributed to all the interested parties. At least 10 working days before your appeal, unless you choose to waive this right, you will be sent detailed information regarding the process and also the date and names of the independent panel members who will hear the appeal.

The school is unable to guarantee that any original work/evidence/folders, submitted as part of the appeal, will be returned. Appellants may wish to submit copies in advance and then take important original documents verifying evidence to the appeal.

If you require any further information, please do not hesitate to contact the school office.



## **NOTES**

### *Home address:*

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week.

### *Sibling:*

'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.