POLICY FOR	**ADMISSIONS**
PERSON RESPONSIBLE	**OPERATIONS MANAGER**
REVIEW DATE	**OCTOBER 2026**
NEXT REVIEW DATE	**OCTOBER 2027**
APPROVED BY	**GOVERNING BODY/HEADTEACHER**

The Malling School Admission Arrangements for September 2027

Oversubscription Criteria

If the number of preferences for the school is more than the number of places available (PAN 159 with an additional 24 places in The Malling School Specialist Resource Provision), places will be allocated in the priority order outlined below. Before the application of oversubscription criteria, children with a Statement of Special Educational Need or Education, Health and Care Plan which names the school will be admitted. As a result of this, the published admissions number will be reduced accordingly:

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. Current Family Association – a brother or sister in the same school at the time of entry. In this context brother or sister means child 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.

3. Where the child is the daughter/son of a member of staff who has been permanently employed at the school for two or more years at the time at which the application for admission to the school is made, or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage – in this context, daughter/son means children who are natural children, step children, adopted or fostered children.

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 The Malling 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 Malling School.

5. 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 to decide which child should be given the place.

If siblings from multiple births (twins, triplets, etc) apply for a school and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, a place will be offered to each of the siblings, even if doing so takes the school above its PAN.

Waiting lists will be re-ranked, in line with the published oversubscription criteria each time a child is added.

Admission to The Malling School Specialist Resource Provision

24 places will be available in each year group for pupils who attend The Malling School Specialist Resource Provision. These places are commissioned from The Malling School by the Local Authority and the Local Authority therefore becomes the admission authority for these places.

In order for the Local Authority to offer a place in The Malling School Specialist Resource Provision, the child must have an Education, Health and Care Plan identifying one or more of the following:

- Speech Disorder, Developmental Language Disorder (DLD)
- Specific Language Impairment (SLI)
- An Autistic Spectrum Disorder (ASD)
- No Behavioural Need.

The Malling School will identify the best match from the applications and advise the Local Authority accordingly.

Supplementary Form Required: No

Admissions Outside of the Normal Age Group

Requests for admission outside of the normal age group should be made to the Headteacher of each preferred school as early as possible in the admissions round associated with that child's date of birth. This will allow The Malling School sufficient time to make a decision before the closing date. Parents are not expected to provide evidence to support their request to defer their application, however, where it is 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. Parents are required to complete an application for the normal point of entry, in case their request is declined. Deferred applications must be made via paper Common Application Form to the Local Authority,

with written confirmation from each named school attached. 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.

Sixth Form Admission Arrangements for 2027

The Malling School operates a sixth form for a total of 160 students. 80 places overall will be available in year 12 (the year 12 'capacity'). The admission number for external candidates is 10. This is the number of places which will be offered on an annual basis to eligible external applicants.
If fewer than 70 of the schools' own year 11 pupils transfer into year 12, additional external pupils will be admitted until year 12 meets its capacity of 80.

Students should apply for sixth form places via The Malling School's common application process. This involves applying via Kent Choices 4U.

Provided enough students choose the given course to make it viable (usually greater than 10 students) places in the sixth form will be given to students who meet the entrance requirements for courses offered within The Malling School sixth form.

Entrance requirements are as follows:

- 5 GCSEs or equivalent at Grade 5 or above to study level 3 courses *(some subjects may require a grade 6 or above at GCSE in that subject)*
- 5 GCSEs or equivalent at Grade 5 or above including Grade 5 or above in English and Mathematics, to study International Baccalaureate programmes
- Individual subject prior attainment entry requirements as published annually
- Level 2 course places will be given to students who meet the individual subject prior entry requirements.

If The Malling School Sixth Form is oversubscribed (PAN 50), in addition to the above criteria, the following will also be applied in priority order:

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. Previous School – priority will be given to pupils who attended The Malling School throughout Year 11.

3. Current Family Association – a brother or sister in the same school at the time of entry. In this context brother or sister means child 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.

4. Where the child is the daughter/son of a member of staff who has been permanently employed at the school for two or more years at the time at which the application for admission to the school is made, or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage – in this context, daughter/son means children who are natural children, step children, adopted or fostered children.

5. 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 The Malling 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 Malling School.

6. 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.

Sixth Form Places – The Malling School Specialist Resource Provision

An additional five places in each of Year 12 and 13 will be reserved for pupils attending The Malling School Specialist Resource Provision for their post 16 education. The entry requirements are the same as those for entry in Year 7 with preference given to pupils who attended The Malling School Specialist Resource Provision throughout Year 11. In the case of oversubscription, oversubscription criteria will be applied in the same way as for the rest of the sixth form.