

# Meopham School

A Member of Swale Academies Trust

Headteacher: Mr G Prebble BEd Joint Honours NPQH  
Executive Headteacher: Mr S Cox MA



Wrotham Road Meopham Kent DA13 0AH  
Tel: 01474 814646  
Website: [www.meophamschool.org.uk](http://www.meophamschool.org.uk)

## Meopham School Admissions Policy

### September 2025 Admissions

#### Arrangements for admission at 11+ for September 2025

The school is open to boys and girls of all abilities without reference to a selection test. The school's published admission number is 200. The school has to apply criteria to prioritise applications in the event of being over-subscribed.

Children with a statement of special educational need or Education (SEN), Health and Care Plan (EHCP) which names the school will be admitted. As a result of this, the published admissions number will be reduced accordingly.

#### Oversubscription criteria:

If the number of preferences for the school exceeds the number of places available, the following criteria will be applied and priority given to:

1. **Children in Local Authority Care** – a child under the age of 18 years for whom the local authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act. This applies equally to children who immediately, after being looked after by the local authority, became subject to an adoption, residence or special guardianship order. (As defined by Section 46 of the Adoption and Children Act 2002 or Section 8 or 14A of the Children Act 1989)

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.*

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2. Applicants who have a **sibling association** with the school at the time of admission, i.e. a brother or sister, step or half-brother or sister, an adopted brother or sister or other person resident at the same address as if a sibling;
3. **Health and Special Access Reasons** – medical, health, social 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 a particular school. Equally this priority will apply to children whose parents'/guardians' physical or mental health or social needs mean that they have a demonstrable and significant need to attend a particular 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 particular school.
4. Applicants who have attended Istead Rise Primary School for the last full academic year.
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.
6. We will maintain a clear, **fair and objective waiting list** until at least **31 December** of each school year of admission. Each added child will require the list to be ranked again in line with the school's published oversubscription criteria. Priority will **not** be given to children based on the date their application was received or their name was added to the list. Looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol, **must** take precedence over those on a waiting list. In the unlikely event of a tie breaker all students have equal eligibility for the last available place, their names will be issued a number and drawn randomly to decide which child should be offered a place.

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## Applications Out-of-Chronological Age Group

In rare circumstances, parents/carers may choose to seek a place for their child outside of their chronological age group for a variety of reasons (e.g. the child is summer-born, is considered gifted and talented, has experienced problems such as ill health, or has had an interrupted education through residency abroad).

The decision to admit a child out-of-year group is rare. It will always be made on the basis of the unique circumstances for each specific case and what is best for that individual child. The decision will be made by the Executive Headteacher of the school and will take into account the following:

- parents'/carers' views;
- expert advice from relevant social, educational and medical professionals;
- whether the child has previously been educated out of their normal age group; any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- the long-term impact of the decision on the child.

Applications for a child to be admitted to a year group outside of their chronological age group should be made through the same process set out in this policy for both 'normal round' and 'in-year' applications. However, in addition to the standard application form further documentation should be provided to support the request for a place out of chronological year group. This applies regardless of whether it is for a higher or lower year group.

The Executive Headteacher may request additional information after the submission of an application for an out-of-year group place, if necessary.

Each application will be considered on the individual circumstances of each case. Applicants will be notified in writing of the decision, including the reasons for it.

Unsuccessful applicants have the right to appeal if they are refused a place at the school. However, this right does not apply if they are offered a place at the school, but it is not in their preferred age group.

## Arrangements for Admission at 16+ for September 2025:

Meopham School operates a sixth form for a total of 150 students. 75 places overall will be available in year 12.

While the admission number is 10, if fewer than 120 of the academy's own year 11 pupils transfer into year 12, additional external students will be admitted until year 12 meets its capacity of 130.

The academy will admit any pupils with an Education, Health and Care plan naming the school.

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Students already on the roll of the school in Year 11 will qualify for a place in the Sixth Form, providing they meet the following standards at GCSE (or equivalent):

- For a full time AS/BTEC/Diploma programme at NVQ level 3: 5+ A\*-C grades, including English and Mathematics (NVQ Level 2). It is a normal requirement that students have grade 4+ or better in the subjects they wish to study. For some subjects the entrance criteria is a grade 5 or 6 at GCSE level.

Students from other schools must meet these same requirements and Meopham students will be given priority if places are limited. All students wishing to join Meopham School Sixth Form must complete the application form during the admission year. Applications can be received right through to September.