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Date: 20/02/2025

Dear Member

CHILDREN'S, YOUNG PEOPLE AND EDUCATION CABINET COMMITTEE - THURSDAY, 27 FEBRUARY 2025

I am now able to enclose, for consideration at next Thursday, 27 February 2025 meeting of the Children's, Young People and Education Cabinet Committee, the following report(s) that were unavailable when the agenda was printed.

Agenda Item No

UNRESTRICTED ITEMS

(During these items the meeting is likely to be open to the public)

- | | |
|----|---|
| 7 | <u>CYPE Contract Register- Overview of Commissioned Contracts</u> (Pages 1 - 10) |
| 9 | <u>25/00022 Admission Arrangements and Scheme for 2026-27 Academic Year</u>
(Pages 11 - 128) |
| 10 | <u>25/00032 Therapies – Recommissioning of SEN Therapy provision to enable access to the Education Curriculum</u> (Pages 129 - 154) |
| 11 | <u>25/00020 Community Learning and Skills (CLS) - Sub-contracting Education and Skills Funding Agency provision for 16 to 19 year olds</u> (Pages 155 - 234) |

EXEMPT ITEMS

(During these items the meeting is likely NOT to be open to the public)

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| 19 | <u>25/00030 Proposed Additional Pathway of The Oaks Specialist College</u> (Pages 235 - 250) |
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Yours sincerely

A handwritten signature in black ink, appearing to read 'B. Watts', with a stylized flourish at the end.

Benjamin Watts
General Counsel

From: Rory Love, Cabinet Member for Education and Skills

Sue Chandler, Cabinet Member for Integrated Children's Services

Sarah Hammond, Corporate Director of Children, Young People and Education

To: **Children's, Young People and Education Cabinet Committee – 27 February 2025**

Subject: Contract Register – Children, Young People and Education

Decision no: N/A

Key Decision : N/A

Classification: Unrestricted

Past Pathway of report: N/A

Future Pathway of report: N/A

Electoral Division: All divisions

Is the decision eligible for call-in? N/A

Summary: This is an annual report providing the Children's, Young People and Education Cabinet Committee with an overview of the commissioned contracts, grants and Service Level Agreements.

Recommendation(s):

The Children, Young People and Education Cabinet Committee is asked to **NOTE** the report.

1. Introduction

- 1.1 Members of the Children's, Young People and Education (CYPE) Cabinet Committee see commissioning reports presented requiring Key Decisions for new services and contracts.
- 1.2 This report provides the annual extract of the Contract register held for the CYPE Directorate.
- 1.3 The Register includes the contracts that have been let, along with Agreements that require monitoring and management. There are further contracts and other agreements for services that will require recording as they are identified.

- 1.4 Commissioning Intentions and Priorities have been developed which is designed to be an internal document, although does not contain any sensitive information.

2 Key Considerations

- 2.1 The Council's rules for procurement and spending activity is guided by Spending the Councils Money which can be found here [Appendix B - KCC Spending the Councils Money - Clean Copy.pdf](#). This was updated in October 2024 to reflect the Procurement Act 2023 which is coming into effect from 24 February 2025 and sets out new processes and legislation for Local Authority procurements over threshold.
- 2.2 Some of the commissioning activity undertaken does not meet the threshold for the Procurement Act 2023 to be required, therefore we use the guidance of Spending the Councils Money for lower value purchasing and commissioning.
- 2.3 The Council is also developing a Commissioning Framework which sets clear principles for the commissioning approach across KCC, detailing expectations of commissioning practice to improve process. The framework seeks to support early thinking on how KCC develops and delivers activity and works to support consistency.

3 Background

- 3.1 The Contract Register is designed to capture all contracts and their status and is included at Appendix 1. The register for CYPE includes Grant spend (a published Grant register is published on www.kent.gov.uk annually) and Service Level Agreements (SLAs). This is to ensure that, in one place, there is a record of all contracted spend with liabilities known and managed accordingly.
- 3.2 Contracts let are held on the central register, with a need to identify and record all remaining contracts across the Directorate. Contracts with significant spend and activity are let by the Commercial and Procurement Division in line with either the Public Contract Regulations 2015, the Procurement Act 2023 or the Provider Selection Regime for some health related services.
- 3.3 Service Level Agreements for an agreement between the Council and other Council services, such as maintained schools. For Academy Trusts and Independent schools, these are determined as economic operators and require contracts.
- 3.4 Some contracts that are below the threshold of £250k are let locally by CYPE. These would still be recorded on the contract register.

4 Financial Implications

- 4.1 The full Contract Register assists KCC with budget setting and identifies risks and commitments through Index linked contracts. Further, it aids budget setting where contracts that cover many years are reviewed annually to look at

implications, whether they can be renegotiated and whether they remain fit-for-purpose.

- 4.2 The financial implications for each commissioning and procurement activity will be detailed in the Cabinet Committee reports and Decision papers as they become due.

5 Legal implications

- 5.1 The Public Contract Regulations 2015, Procurement Act 2023 and the Local Government Transparency Code provides the framework for publishing activity of contract awards. The full contract register includes operational management information of which there is commercial sensitivity, therefore, the information shared is an extract of the full register and is available publicly.
- 5.2 The majority of the services listed fulfil the statutory requirements of Children's Services. There are some services that are non-statutory, however they are critical in KCC fulfilling their statutory duty. Not all contracts are automatically re-commissioned and consideration is given to whether public consultation is required should services require decommissioning as a result of not awarding new contracts.

6 Equalities implications

- 6.1 Equality Impact Assessments (EQIA) are undertaken through commissioning of the new contracts. They would also be completed for decommissioning services, where required.

7 Data Protection Implications

- 7.1 Data Protection Impact Assessments are undertaken through commissioning of the new contracts.

8 Other corporate implications

- 8.1 The Council's Corporate Management Team has endorsed the use of the Contract Register within KCC. There is a Contract Management Review Group that meets bi-monthly and reviews contracts against a maturity matrix.
- 8.2 A Commissioning Framework has been developed along with a Pipeline and Assessment Tool. This is managed by the Strategic Partnerships, Relationships and Corporate Assurance Division and assists the Corporate Management Team in identifying opportunities and barriers in commissioning.

9 Governance

- 9.1 Accountability of the services commissioned is with the relevant Director(s) in line with the Scheme of Delegations.

10 Conclusions

10.1 The Contract Register for CYPE is still evolving with an aim to capture all contracted activity including SEND and Education. This will take time to capture for a full register to be complete. It will also include Grants and SLAs and other agreements whereby there is liability to KCC to ensure all CYPE activity is in one place.

11 Recommendation(s):

11.1 The Children's, Young People and Education Cabinet Committee is asked to **NOTE** the report.

12 Background Documents

- None

13 Appendices

- Appendix 1: Contract Register – Children's Young People and Education

14 Contact details

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Contracts Managed by Children, Young People and Education

Cabinet Member	Contract Name	Start Date	End Date	Contract Type Name	Estimated Annual Value	Narrative from Head of Children's Commissioning
Sue Chandler	Rights, Representation and Advocacy	01/10/2022	30/09/2025	Contract	£ 258,800.00	Service meeting KPIs, contract managed - review underway to determine whether to use extensions or re-procure
Sue Chandler	UASC - Rights Representation and Advocacy Pilot	01/08/2024	30/03/2025	Contract	£ 30,000.00	Main contract varied
Sue Chandler	Care and Support in the Home (Children's)	01/02/2022	31/03/2026	Contract	£ 1,300,000.00	Implementing recommendations, enact extension and fully review for recommissioning alongside ASCH
Sue Chandler	Commissioned Family Hub (Millmead)	01/04/2020	31/03/2025	Contract	£ 233,233.00	Contract ending
Sue Chandler	Commissioned Family Hub (Seashells)	01/04/2020	31/03/2025	Contract	£ 214,517.00	Contract ending
Sue Chandler	Together with parents	01/04/2022	31/03/2026	Contract	£ 369,380.00	Utilising one of two year extensions from 01/04/2025 to 31/03/2026 - agreed 9/12/2024
Rory Love	QPL - Therapies - SEN, VSK and Adoption	31/05/2022	31/05/2026	Contract	£ 3,000,000.00	Contracts managed - review, coordination and streamlining of KPIs - contract design evergreen
Sue Chandler	IFP Framework 2022	01/04/2022	31/03/2026	Contract	£ 11,100,000.00	Service meeting KPIs, contract managed
Sue Chandler	IFP Non-framework	01/04/2021	31/03/2026	Spot Purchase Arrangement	£ 204,200.00	Spot purchased - individual contracts outside of Framework
Sue Chandler	Direct Payments Support Service	01/04/2018	31/03/2025	Contract	£ 550,000.00	Contract ending
Sue Chandler	Direct Payments Support Service	01/04/2025	31/03/2028	Contract	£ 505,318.00	Contract mobilising
Sue Chandler	Young Carers Service	01/05/2022	30/04/2026	Contract	£ 325,500.00	Service meeting KPIs, contract managed - one of two year extensions agreed 9/12/2024

Rory Love	Non-Maintained and Independent Special Schools (NMISS) Placement Dynamic Purchasing System (DPS)	01/09/2022	31/08/2025	External Framework Agreement	£ 58,000,000.00	Review, coordination and streamlining of KPIs - seeking one year extension pending re-procurement
Rory Love	Multiply Numeracy Programme Dynamic Purchasing System	01/01/2023	31/03/2025	External Framework Agreement	£ 2,500,000.00	Ringfenced Grant - expected to end in March 2025
Sue Chandler	Short Breaks for Disabled Children and Young People 2024-2026	01/04/2024	31/03/2026	Grant Agreement	£ 1,060,000.00	Service Review underway, re-procurement planned
Rory Love	STLS Rowhill School (Dartford)	01/04/2022	31/08/2025	Service Level Agreement	£ 458,830.00	Review complete - Key Decision awaited @ 06/01/2025
Rory Love	STLS Ifield School (Gravesham)	01/04/2022	31/08/2025	Service Level Agreement	£ 489,310.00	Review complete - Key Decision awaited @ 06/01/2025
Rory Love	STLS Valence School (Sevenoaks)	01/09/2022	31/08/2025	Service Level Agreement	£ 355,480.00	Review complete - Key Decision awaited @ 06/01/2025
Rory Love	STLS Broomhill Bank School (Tunbridge Wells)	01/09/2022	31/08/2025	Service Level Agreement	£ 364,800.00	Review complete - Key Decision awaited @ 06/01/2025
Rory Love	STLS Nexus Foundation Special School (Tonbridge)	01/09/2022	31/08/2025	Service Level Agreement	£ 454,850.00	Review complete - Key Decision awaited @ 06/01/2025
Rory Love	STLS Five Acre Wood (Maidstone)	01/09/2022	31/08/2025	Service Level Agreement	£ 507,850.00	Review complete - Key Decision awaited @ 06/01/2025
Rory Love	STLS Goldwyn School (Ashford)	01/09/2022	31/08/2025	Service Level Agreement	£ 502,840.00	Review complete - Key Decision awaited @ 06/01/2025
Rory Love	STLS The Beacon School (Folkestone & Hythe)	31/08/2022	31/08/2025	Service Level Agreement	£ 507,210.00	Review complete - Key Decision awaited @ 06/01/2025
Rory Love	STLS Elm School (Dover)	01/09/2022	31/08/2025	Service Level Agreement	£ 463,230.00	Review complete - Key Decision awaited @ 06/01/2025
Rory Love	STLS Meadowfield School (Sittingbourne)	01/09/2022	31/08/2025	Service Level Agreement	£ 617,380.00	Review complete - Key Decision awaited @ 06/01/2025
Rory Love	STLS St Nicholas School (Canterbury)	01/09/2022	31/08/2025	Service Level Agreement	£ 478,840.00	Review complete - Key Decision awaited @ 06/01/2025
Rory Love	STLS Laleham Gap School (Thanet)	01/09/2022	31/08/2025	Service Level Agreement	£ 65,550.00	Review complete - Key Decision awaited @ 06/01/2025

Rory Love	RFQ: Special School Implementation Project Team	09/12/2024	08/12/2027	Contract	£ 60,000.00	
Sue Chandler	NEET Support Service	01/10/2020	30/09/2025	Service Level Agreement	£ 498,410.00	Current service review underway - agreed to roll for further year to September 2025
Sue Chandler	Kent Supported Employment - CORE Service CYPE	01/04/2018	31/08/2028	Service Level Agreement	£ 493,600.00	Reviewed in 2024 - need to develop SMARTer KPIs
Rory Love	SEND & The Education Programme SLA	01/09/2022	31/07/2027	Service Level Agreement	£ 184,260.00	Reviewed from September 2024 - extended for three years to 2027
Sue Chandler	Residential Children's Homes	01/04/2022	31/03/2030	Spot Purchase Arrangement	£ 2,300,000.00	Spot purchased - individual contracts
Sue Chandler	Children and Families Across Borders	01/01/2023	31/12/2025	Subscription	£ 10,000.00	Subscription, reviewed annually
Rory Love	Non-Maintained and Independent Special School (NMISS) Placements	01/04/2022	31/03/2030	Spot Purchase Arrangement	£ 100,000,000.00	Spot purchased - individual contracts outside of Framework
Sue Chandler	Semi-Independent Accommodation	01/04/2022	31/03/2030	Spot Purchase Arrangement	£ 6,074,752.00	Spot purchased - individual contracts
Sue Chandler	Residential Secure	01/04/2022	31/03/2030	Spot Purchase Arrangement	£ 900,000.00	Spot purchased - individual contracts
Sue Chandler	Residential Family Assessment Centres	01/03/2022	31/03/2030	Spot Purchase Arrangement	£ 151,400.00	Spot purchased - individual contracts
Sue Chandler	Peer Associate Workers (Dynamic Support Service)	01/07/2023	30/06/2027	Contract	£ 236,901.00	NHS Funded
Rory Love	SEN Home Tuition	01/03/2022	31/03/2030	Spot Purchase Arrangement	£ 500,000.00	Spot purchased - individual contracts outside of Framework
Rory Love	SEN External Tuition DPS	01/02/2023	31/01/2026	External Framework Agreement	£ 3,000,000.00	Review coordination and streamlining of KPIs - two one year extension to 31/1/2028

Rory Love	SEN Therapies	01/03/2022	31/03/2030	Spot Purchase Arrangement	£ 1,000,000.00	Spot purchased - individual contracts outside of Framework
Sue Chandler	Residential Special Schools	01/04/2022	31/03/2030	Spot Purchase Arrangement	£ 1,557,491.00	Spot purchased - individual contracts
Rory Love	IASK Information Advice and Support Kent	01/04/2019	31/03/2025	Service Level Agreement	£ 200,000.00	To be reviewed from September 2024
Sue Chandler	Independent Adoption Support Services	01/10/2023	30/09/2027	Contract	£ 376,275.00	Service meeting KPIs, contract managed - extensions to 30/9/2031
Rory Love	Specialist Nursery Intervention	01/09/2024	31/08/2025	Service Level Agreement	£ 1,946,235.00	Part of Early Years Review Implementation (11 SLAs with maintained special schools)
Sue Chandler	Contribution to Children and Young People Mental Health Service	01/09/2024	31/08/2025	Section 76 Agreement	£ 150,000.00	To be reviewed with PRU provision
Sue Chandler	Regulation 44	01/09/2022	31/08/2025	Contract	£ 24,999.00	Service meeting KPIs, contract managed - one year extension allowed
Sue Chandler	Shared Accommodation	01/04/2024	31/03/2026	Contract	£ 2,200,000.00	Transitional reducing contract
Sue Chandler	Supported Accommodation - Low Needs, Med/High Needs	13/11/2023	12/11/2027	Contract	£ 9,677,499.00	Demand led Contract
Sue Chandler	Supported Accommodation -Transitional 18+	13/11/2023	12/11/2027	Contract	£ 4,256,124.00	Demand led Contract

Pipeline Commissioning Projects

Cabinet Member	Contract Name	Start Date	End Date	Contract Type Name	Estimated Annual Value	Narrative from Head of Children's Commissioning
Rory Love	NHS Provider Contracts - Therapies	01/09/2025		Contract	£ 1,800,000.00	Commissioning Plan in development
Rory Love	SEN Mediation	01/04/2025	31/03/2030	Contract	£ 90,321.00.00	Commissioned via another local authority (Oxfordshire County Council)
Rory Love	Holiday Activity and Food	01/07/2025		Contract	£ 5,604,960.00	Approach differently pending confirmation of future funding -

						tender issued December 2024
Rory Love	Specialist Resource Provision	09/01/2023	30/08/2026	Contract	£ 12,079,586.00	51 contracts with academies or MATs
Rory Love	Specialist Resource Provision	04/09/2023	30/08/2026	Service Level Agreement	£ 6,821,642.00	24 SLAs with maintained mainstream primary and / or secondary schools

Contracts let on behalf of CYPE

Cabinet Member	Contract Name	Start Date	End Date	Contract Type Name	Estimated Annual Value	Narrative from Head of Children's Commissioning
Rory Love	Voucher scheme	12/07/2022	11/07/2025	SC220152	£ 20,000,000.00	Corporate Contract including ASCH spend
Rory Love	The Education People	01/09/2018	31/08/2028	LATCO	£ 8,000,000.00	HOLDCO

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From: **Rory Love, Cabinet Member for Education and Skills**
Sarah Hammond, Corporate Director for Children, Young People and Education

To: **Children, Young People and Education Cabinet Committee – 27 February 2025**

Subject: 25/00022 : Proposed Co-ordinated Schemes for Primary and Secondary Schools in Kent and Admission Arrangements for Primary and Secondary Community and Voluntary Controlled Schools 2026/27

Classification: **Unrestricted**

Past Pathway of Paper: **None**

Future Pathway of Paper: **Cabinet Member Decision**

Electoral Division: All

Summary:

To report on the outcome of the consultation on the proposed scheme for transfer to Primary and Secondary schools from September 2026 including the proposed process for non-coordinated In-Year Admissions. Cabinet Member will be asked to accept and determine the co-ordinated schemes for Primary & Secondary Admissions in Kent, the In-Year Admission process for Primary & Secondary schools in Kent and the admission arrangements for the 2026/27 school year.

Recommendations:

The Children's, Young People and Education Cabinet Committee is asked to consider and endorse or make recommendations on the decision of the determined admission arrangements as set out in the PRoD.

1. Introduction

1.1 The Local Authority (LA), as the admissions authority for Community and Voluntary Controlled schools, is required to determine its admission arrangements for these schools by 28 February each year.

1.2 The Education Act 2002 includes a duty on each LA, to formulate a scheme to co-ordinate admission arrangements for all maintained schools in its area and to take action to secure the agreement to the scheme by all admission authorities. Education Cabinet Committee is requested to comment and inform the forthcoming Cabinet Member decision to agree the Co-ordinated scheme for Admissions to Primary and Secondary schools in Kent for 2026/27 and determine the proposed admission arrangements for Community and Voluntary Controlled schools.

1.3 All admission arrangements identified in this document are outside the arrangements for pupils with Education, Health and Care Plans (EHCP).

1.4 KCC has consulted the Headteachers and Governors of all Kent Primary and Secondary schools on its proposals to co-ordinate admissions to all Kent Primary and Secondary schools for September 2026. Due to the fact the scheme remains unchanged other than date adjustments to accommodate the minor variations between annual calendars, admissions authorities have been advised that non-response to the consultation, constitutes full acceptance to the proposals.

2. Consultation Processes

2.1 An LA consultation ran from 10 December 2024 and 29 January 2025 and considered the following aspects:

- a) The Primary Co-ordinated Admission Scheme including the In Year admissions process for 2026/27;
- b) The Secondary Co-ordinated Admission Scheme including the In Year admissions process for 2026/27;

Further LA consultations ran from 2 December 2024 and 13 January 2025 which adjusted the Published Admissions Number (PAN) of the following schools, which were proposed as a result of reduced forecasted demand in the locality around the school:

- Sevenoaks Primary School - reduce PAN from 90 to 60
- Woodlands Primary School - reduce PAN from 90 to 60
- Tunbury Primary School - reduce PAN from 90 to 60
- Downs View Infant School - reduce PAN from 90 to 60
- Bodsham CofE Primary School - reduce PAN from 13 to 10
- Herne Bay Infant School – reduce PAN from 90 to 60
- Guston CofE Primary School - reduce PAN from 22 to 20 and addition of Service Pupil Premium criterion

3. Outcome

(a) The Co-ordinated Primary Admissions Scheme 2026/27 incorporating In Year admissions process

a.i All Admissions Authorities within Kent agreed to the proposed Co-ordinated Primary Admissions Scheme for 2026/27. No Infant, Junior or Primary schools or Academies have refused to accept the scheme. The scheme dates are set out in a similar way to last year with small adjustments for variations in weekdays and weekends from one year to the next. The scheme specifies a process for schools to follow when making offers for in year applications and includes a requirement to inform the LA of all applications and outcomes to enable continued monitoring of pupil movement to maintain essential safeguarding duties.

a.ii The LA is required to assist parents where they have difficulty securing a school place. Schools and academies must keep the LA informed about the vacancies in each year

group as they arise in order for the LA to carry out its statutory duty to ensure every eligible child has a school place.

a.iii The details of the scheme for determination are located in Appendix A

(b) The Co-ordinated Secondary Admissions Scheme 2026/27 incorporating the In Year Admissions Process

b.i The Secondary Co-ordinated Scheme was agreed by all Kent Admissions Authorities. No Secondary schools or Academies refused to accept the proposed scheme. The scheme specifies a process for schools to follow when making offers for in year applications and includes a requirement to inform the LA of all applications and outcomes to enable continued monitoring of pupil movement to maintain essential safeguarding duties.

b.ii The Secondary Co-ordinated Scheme continues to include provision of a centralised assessment process for Kent Grammar schools (The Kent Test). Officers will ensure that suitable arrangements are made for the provision of this assessment process within the forthcoming academic year.

b.iii The LA is required to assist parents where they have difficulty securing a school place. Schools and academies must keep the LA informed about the vacancies in each year group as they arise in order for the LA to carry out its statutory duty to ensure every eligible child has a school place.

b.iv The details of the proposed scheme for determination are located in Appendix B

(c) The Over-subscription Criteria for Community and Voluntary Controlled Infant, Junior and Primary Schools in Kent 2026/27

c.i The proposed over-subscription criteria for most Community and Voluntary Controlled Infant, Junior and Primary Schools are the same as those used in 2025. The LA is not required to widely consult where there are no proposals to change Community or Voluntary Controlled school's oversubscription criteria.

c.ii However, a consultation was held to add a new criterion to Guston CofE Primary School's oversubscription criteria. This new criterion provides priority to children in receipt of Service Premium (i.e. children of Armed Forces Service personnel). This new criterion is added as a third priority, after the legally required first criterion of Looked After and previously Looked After Children and priority for children with siblings attending the school.

c.iii Both Guston C of E Primary (a Community school for which KCC is the admission authority) and Cheriton Primary School (a Voluntary Aided school which is its own admission authority) are regularly involved in supporting the exceptional admissions processes that are required in preparation of battalion moves in the local area. This addition brings parity to both school's admission arrangements, ensuring service families are given an opportunity to make meaningful preference selections to either school.

c.iv These arrangements have been added to Guston's oversubscription criteria as a reflection of the exceptional level of demand that is generated roughly every 3-5 years when a battalion move takes place. Under normal circumstances, historic oversubscription criteria

is sufficient to ensure Service families receive a school of their preference. No other KCC controlled school currently receives a similar level of demand to require this change, but this adjustment highlights that CYPE would make future adjustments to any school should they prove necessary.

c.v Details of the over-subscription criteria for all Community and Voluntary Controlled Infant, Junior and Primary Schools, including Guston C of E Primary are located in appendix C.

(d) The Over-subscription Criteria for Community and Voluntary Controlled Secondary schools in Kent 2026/27

d.i The proposed over-subscription criteria for Community and Voluntary Controlled Secondary Schools is the same as that used in 2025. Because there are no changes proposed, no consultation was required. However, they still require legal determination by the admission authority for those schools.

d.ii Details of the over-subscription criteria for Community and Voluntary Controlled Secondary Schools in Kent are located in appendix D

(e) The Published Admissions Number for Community and Voluntary Controlled Infant, Junior and Primary Schools 2026/27

e.i The proposed PAN for Community and Voluntary Controlled Primary, Infant and Junior schools are identified in Appendix C. The LA can only determine the admission number for schools where it is the admissions authority and the schools listed fall into this category, at the time of going to print.

e.ii The LA is not required to hold a local consultation where Published Admissions Numbers are proposed to stay the same or increase. Assistant Directors for Education worked with Community and Voluntary Controlled schools to monitor interest in PAN increases and these are included within Appendix C where agreement was reached.

e.iii Consultations are required where a school wishes to reduce its PAN. PAN reductions are vital to support schools in areas of reduced local demand from receiving a greater number of pupils than they are able to deliver teaching capacity for, within provided funding. Local Assistant Directors for Education worked with schools to support the following reductions:

- Sevenoaks Primary School - reduce PAN from 90 to 60
- Woodlands Primary School - reduce PAN from 90 to 60
- Tunbury Primary School - reduce PAN from 90 to 60
- Downs View Infant School - reduce PAN from 90 to 60
- Bodsham CofE Primary School - reduce PAN from 13 to 10
- Herne Bay Infant School – reduce PAN from 90 to 60
- Guston CofE Primary School - reduce PAN from 22 to 20

e.iv While these PAN reductions protect schools from having to offer more places than they are able to support, the School Admissions Code allows flexibility for any school to offer more places than their PAN should local demand require it. As such, if projections deviate

from actual future demand, Assistant Directors for Education can work with any of these schools to respond accordingly.

(f) The Published Admissions Number for Community and Voluntary Controlled Secondary Schools 2026/27

f.i The proposed PAN for Community and Voluntary Controlled Secondary schools are detailed in Appendix D. The LA can only determine the admission number for schools where it is the admissions authority and the schools listed fall into this category, at the time of going to print.

f.ii The LA is not required to hold a local consultation where Published Admissions Numbers are proposed to stay the same or increase. Assistant Directors for Education worked with Community and Voluntary Controlled schools to monitor interest in PAN increases and these are highlighted within Appendix D where agreement was reached.

(g) Relevant Statutory Consultation Areas 2026/27

g.i Relevant statutory consultation areas have not changed for 2026/27. Details for the Primary arrangements are in Appendix A and Secondary arrangements in Appendix B.

4. Financial Implications

4.1 Delivery of related admissions functions are to be resourced through existing staffing models. No additional financial requirements are identified or expected.

5. Legal Implications

5.1 The Education Act 2002 includes a duty on each LA, to formulate a scheme to co-ordinate admission arrangements for all maintained schools in its area and to take action to secure the agreement to the scheme by all admission authorities. Agreement to this scheme and admission arrangements fulfills KCC's legal obligations in this area.

6. Equalities Implications

6.1 The Equalities Impact Assessment has been completed in full and is attached. Kent's admissions scheme is designed to fulfil underlying legislation, which itself is compliant with the Equalities Act and ensures admissions authorities are fundamentally unable to disadvantage pupils with protected characteristics. As such there is extremely limited opportunity for pupils to be treated differently as a result of those characteristics, although KCC monitors nonetheless to ensure proper adherence to legislation.

7. Next Steps

7.1 Following determination, all scheme and admission arrangements documents will be made available on admissions related pages on KCC website for reference. They will inform

the administration of KCC's admissions processes and school based decision making for the offering of school places for the 2026/27 academic year.

8. Recommendations:

The Children's, Young People and Education Cabinet Committee is asked to consider and endorse or make recommendations on the decision of the determined admission arrangements as set out in the PRoD.

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Background documents

Appendix A - Coordinated Primary Admissions Scheme 2026/27 (including relevant statutory consultation areas)

Appendix B - Coordinated Secondary Admissions Scheme 2026/27 (including relevant statutory consultation areas)

Appendix C – Admission Arrangements for Community and Voluntary Controlled Infant, Junior and Primary Schools 2026/27 (including oversubscription criteria and published admission numbers)

Appendix D – Admission Arrangements for Community and Voluntary Controlled Secondary Schools 2026/27 (including oversubscription criteria and published admission numbers)

Appendix E – Scheme Equality Impact Assessment

Appendix F – Admission Arrangements Equality Impact Assessment

**Kent County Council
Proposed Co-ordinated Scheme for

Primary Admissions

Academic Year 2026/27**

**Incorporating Entry to Year R,
Transfer from Infant School to Junior School
(Year 2-3) and
Determined Primary In-Year Admissions
Process for Schools**

Produced by:

Fair Access – Coordinated Admissions

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Introduction / Background

Each year, the Local Authority is required to draw up, consult on and determine:

- Co-ordinated admission arrangements (schemes) for all schools in the Local Authority area for entry at the normal time of admission (Year R for Infant and Primary schools, Year 3 for Junior schools and Year 7 for Secondary schools).
- There is a duty on the LA to secure agreement on the Admissions Scheme from all admission authorities including Academies in Kent. If the LA does not secure this agreement it must inform the Secretary of State no later than the 28 February who will then impose a scheme to which all admission authorities must adhere.
- This consultation will open from 12pm on Tuesday 10 December 2024 until midnight on Tuesday 28 January 2025. Every Kent School, Academy and Co-ordinating Free School is required to agree to the admissions scheme and adhere to it. **Kent County Council made it clear in its consultation that it would constitute full acceptance to the proposed scheme if schools chose not to respond.**

Section 1 –

Details of the Co-ordinated Scheme for Entry to Year R and Transfer from Infant School to Junior School Year 3

This section details the Co-ordinated Scheme for Entry to Year R and Transfer from Infant School to Junior School (Year 2-3) in September 2026.

Year R applications are normally for children born between 1 September 2021 and 31 August 2022. Year 3 applications are normally for children born between 1 September 2018 and 31 August 2019.

The Key Scheme dates are outlined below. All deadlines end at 23:59:59 on the specified date.

Key Action	Scheme Date
Application for Primary Intake/Junior Transfer opens	Friday 7 November 2025
National closing date for application forms	Thursday 15 January 2026
Final date for acceptance of on time changes to application details	Thursday 12 February 2026
Summary of applicant numbers sent to all Kent Primary, Infant and Junior schools	Tuesday 17 February 2026
Full applicant details sent to all Kent Primary, Infant and Junior schools for ranking against their oversubscription criteria	Thursday 19 February 2026
Ranked lists returned to Kent County Council by all schools. Deadline for school to inform Kent County Council of wish to offer in excess of PAN	Thursday 5 March 2026
Primary, Infant and Junior schools sent list of allocated pupils	Tuesday 31 March 2026
National Offer Day: e-mails sent after 4pm	Thursday 16 April 2026
Schools send out welcome letters no earlier than	Monday 20 April 2026
Deadline for late applications and waiting list requests to be included in Kent County Council's reallocation stage. Also date by which places should be accepted or declined to schools	Thursday 30 April 2026
Kent County Council will send schools reallocation waiting lists for ranking against their oversubscription criteria	Wednesday 6 May 2026
Deadline for lodging of appeals	Tuesday 19 May 2026
Schools to send their ranked reallocation waiting list and acceptance and refusals to KCC	Wednesday 13 May 2026
Kent County Council to reallocate places that have become available from the schools' waiting lists. After this point, schools will take back ownership of their waiting lists.	Thursday 21 May 2026

In addition this scheme:

- (a) allows for Supplementary Information Forms (SIFs) to be returned directly to schools to assist in the ranking of applicants against their over-subscription criteria.
- (b) confirms that on **Thursday 21 May 2026** Kent County Council will run one reallocation process offering places to late applicants and original applicants that have joined a school's waiting list after offer day. Kent County Council will consider late applicants through the process described in paragraphs 25 to 34. After **Thursday 21 May 2026**, Kent County Council will enable schools to accept applications directly and offer vacancies as they arise, to children on their waiting lists. Copies of applications will be forwarded by parents to Kent County Council who will support and advise where this is needed. Schools must notify Kent County Council of any offers or refusals that are made at the same time these are made to parents.

Kent County Council expects that all schools and Admissions Authorities including Academies and co-ordinating Free schools engaged in the sharing of admissions data will manage personal information in accordance with the Data Protection principles.

1.

For normal points of entry to school, Kent resident parents will have the opportunity to apply for their child's school place using a Reception Common Application Form (RCAF) or Junior Common Application Form (JCAF) either online at www.kent.gov.uk/ola or via an alternate method available on request. Kent County Council cannot accept multiple applications for the same child. A parent may use either of the above methods, but not both. Kent County Council will take all reasonable steps to ensure that every parent resident in the Kent knows how to apply and has access to a written explanation of the coordinated admissions scheme.

2.

The RCAF will be used for the purpose of admitting pupils into Year R (the first year of Primary education) and the JCAF for Year 3 of Junior schools.

3.

The RCAF/JCAF must be used as a means of expressing one or more preferences for the purposes of section 86 of the School Standards and Framework Act 1998, by parents resident in the Kent County Council area wishing to express a preference for their child:

- (a) to be admitted to a school within the Kent County Council area (including Voluntary Aided and Foundation schools, Academies and Co-ordinating Free Schools).
- (b) to be admitted to a school located in another Local Authority's area (including Voluntary Aided, Foundation schools, Academies and Co-ordinating Free Schools).

4.

Details of this scheme will apply to every application made by a Kent resident applying to Kent schools. Where a Kent resident applies to schools located in another Local Authority, variations may apply to take into account differences present in that Local Authority's scheme.

5.

RCAFs /JCAFs and supporting publications will:

- (a) invite parents to express up to **three** preferences in priority order. Preferences can be expressed for Kent and non-Kent schools. Parents **must** complete the application for their home Local Authority (e.g. Kent residents complete Kent applications, Medway residents complete Medway applications, etc).
- (b) allow parents to give reasons for each preference, including details of any siblings that will still be on roll at the preferred school at the time of the applicant child's admission.
- (c) invite parents of looked after and previously looked after children to send Kent County Council evidence that supports the request for consideration under either criteria by **Thursday 12 February 2026**.
- (d) explain that the parent will receive the offer of one school place only and that:
 - (i) a place will be offered at the highest available ranked preference for which they are eligible; and
 - (ii) if a place cannot be offered at any school named on the form, a place will be offered at an alternative school.
- (d) Specify the closing date for applications and where RCAFs/JCAFs must be returned to, in accordance with paragraph 7.
- (e) explain that parents cannot name Primary schools on the JCAF and that if they do, they will be deleted and the preference will be lost.

6.

Kent County Council will make appropriate arrangements to ensure:

- (a) the online admissions website is readily accessible to all who wish to apply using this method.
- (b) An alternate method is readily available on request from Kent County Council.
- (c) a composite prospectus of all Kent Primary and Junior schools and a written explanation of the co-ordinated admissions scheme is readily available on request from Kent County Council and is also available on the Kent County Council website to read or print.

7.

Completed applications must be submitted by **Thursday 15 January 2026**.

Supplementary Information Forms (SIFs)

8.

Only applications submitted on a RCAF/JCAF are valid. Completion of a school's Supplementary Information Form (SIF) alone does not constitute a valid application. Where schools use SIF they must confirm with the parent on receipt of their completed form that they have also made a formal application to Kent County Council.

9.

A school can ask parents who wish to name it, or have named it, on their RCAF/JCAF, to provide additional information on a SIF only where the additional information is required for the governing body to apply its oversubscription criteria to the application. Where a SIF is required it must be requested from the school or Kent County Council and returned to the school. All schools that use SIFs must include the proposed form in their consultation document and in their published admission arrangements.

10.

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

Pupils with an Education, Health and Care Plan do not apply to schools for a place through the main round admissions process.

Any application received for a child with an EHCP will be referred directly to Kent County Council's Special Educational Needs Services (SEN), who must have regard to Schedule 27 of the Education Act 1996 " the LA must name the maintained school that is preferred by parents providing that:

- the school is suitable for the child's age, ability and aptitude and the special educational needs
- the child's attendance is not incompatible with the efficient education of other children in the school, and
- the placement is an efficient use of the LA's resources"

Where a pupil is resident in another Local Authority, the home Authority must again comply with Schedule 27 of the Education Act 1996 which states:

"A local education authority shall, before specifying the name of any maintained school in a statement, consult the governing body of the school, and if the school is maintained by another local education authority, that authority."

Other Authorities looking for Kent school places for EHCP pupils will need to contact Kent County Council's SEN team in addition to the relevant school.

Determining Offers in Response to the RCAF/JCAF

11.

Kent County Council will act as a clearing house for the allocation of places by the relevant admission authorities in response to RCAFs/JCAFs. Kent County Council will only make any decision with respect to the offer or refusal of a place in response to any preference expressed on the RCAF/JCAF where:

- (a) it is acting in its separate capacity as an admission authority;
- (b) an applicant is eligible for a place at more than one school;
- (c) an applicant is not eligible for a place at any school that the parent has named.

Kent County Council will allocate places in accordance with the provisions set out in paragraph 16.

12.

By Tuesday 17 February 2026 Kent County Council will:

- (a) notify all schools of the number of applications received for their school;
- (b) notify and forward details of applications to the relevant authority/authorities where parents have nominated a school outside the Kent County Council area.

13.

By Thursday 19 February 2026 Kent County Council will advise all Kent Primary, Infant and Junior schools of the full details of all valid applications for their schools via rank lists, to enable them to apply their over-subscription criteria. Only children who appear on Kent County Council's list can be considered for places on the relevant offer day.

14.

By Thursday 5 March 2026 All Kent Primary, Infant and Junior schools, including Academies and coordinating Free schools, **must** return completed lists, ranked in priority order in accordance with their over-subscription criteria, to Kent County Council for consideration in the allocation process. Where a school fails clearly to define its oversubscription criteria in its determined arrangements, the definitions laid out by Kent County Council must be adopted.

15.

Thursday 5 March 2026 will also be the final deadline by which any school may notify Kent County Council of their intention to admit above PAN. Changes cannot be made after this date because Kent County Council will not have sufficient time to administer its co-ordination responsibilities.

16.

By Monday 30 March 2026 the LA will match each ranked list against the ranked lists of every other school named and:

- (a) where the child is eligible for a place at only one of the named schools, will allocate a place at that school to the child;
- (b) where the child is eligible for a place at two or more of the named schools, will allocate a place to the child at whichever of these is the highest ranked preference;
- (c) where the child is not eligible for a place at any of the named schools, will allocate a place to the child at an alternative school. Where the application is for Junior transfer, this alternative place may be in a Junior school or a Primary school.

17.

By Monday 30 March 2026 Kent County Council will have completed any data exchange with other Local Authorities to cover situations where a resident in Kent County Council's Local Authority area has named a school outside Kent, or a parent living outside the Kent County Council's Local Authority area has named a Kent school.

18.

By Tuesday 31 March 2026 Kent County Council will inform schools of the pupils to be offered places at their establishment, and will inform other Local Authorities of places to be offered to their residents in its schools and Academies. Schools must not share this information with parents before **Thursday 16 April 2026**.

19.

On Offer day, Thursday 16 April 2026 Kent County Council will send an offer email after 4pm to those parents who have provided a valid email address and post an offer letter via first class post for all other parents. The offer notification will detail:

1. the name of the school at which a place is offered;
2. the reasons why the child is not being offered a place at each of the other schools named on the RCAF/JCAF;
3. information about the right of appeal against the decisions to refuse places at other named schools;
4. information on how to request a place on a waiting list for schools originally named as a preference on their RCAF/JCAF, if they want their child to be considered for any places that might become available;
5. advice on how to find contact details for the school and Local Authority and the admission authorities of Foundation, Voluntary Aided schools, Academies and coordinating Free schools where they were not offered a place, so that they can lodge an appeal with the governing body.

20.

The email/letter will notify the applicant parent that they need to respond to the offered school to accept or refuse the offer. It will inform applicant parents to send waiting list requests to Kent County Council. It will also inform them of their right to appeal against the refusal of a place at any school on their application and where and when to lodge the appeal.

21.

Parents who reside in other Local Authorities, but who have applied for a Kent school or schools, will be notified of whether or not they are being offered a place at a Kent school by their own Local Authority on **Thursday 16 April 2026**.

22.

Kent pupils who have not been offered a place at any of the schools nominated on their RCAF/JCAF will be allocated a place by Kent County Council at an alternative school in the Kent County Council area. This place will be offered on **Thursday 16 April 2026**.

23.

Schools will send their welcome letters **no earlier than Monday 20 April 2026**.

Acceptance/Refusal of Places - Thursday 30 April 2026

24.

By Thursday 30 April 2026 the applicant parent must inform the school whether they wish to accept or refuse the place offered on offer day. Refusals should be made in writing or via e-mail to provide an appropriate audit trail. If a response has not been received by **Thursday 30 April 2026**, the school **must** remind the parent in writing of the need to respond within a further 7 calendar days and point out that the place will be withdrawn if no response is received. If the parent fails to respond by this date, a final letter should be sent informing the parent that the offer has been withdrawn. Only after taking reasonable measures to secure a response from parents will a school be able to retract the offer of a place. In cases of shared

custody, schools should ensure that confirmation of acceptance or refusal is received from the applying parent.

Determining Offers in Reallocation Process

25.

Kent County Council will collect a reallocation list for all schools up to **Thursday 30 April 2026**. This will include details of the following:

- (a) all applicants who named the school on the RCAF/JCAF and were not offered a place on **Thursday 16 April 2026** and who have asked to be included on the school's waiting list;
- (b) late applicants who named the school on their applications which were sent to Kent County Council by **Thursday 30 April 2026**.

26.

By Wednesday 6 May 2026 Kent County Council will advise all Kent Primary, Infant and Junior schools, of the full details of all waiting list requests and late applications (reallocation list) for their schools to enable them to apply their over-subscription criteria. Only children who appear on the Kent County Council list can be considered for places on Kent County Council's reallocation day. If a child's circumstances have changed since their original application, Kent County Council will amend their waiting list details up to **Thursday 30 April 2026**. Kent County Council will not be able to amend details after this date. The full reallocation list must be put into the school's over-subscription criteria order. No distinction should be made on the basis of the child being a waiting list request or a late applicant.

27.

By Wednesday 13 May 2026 The schools must return their ranked waiting lists to Kent County Council. Schools should also return all acceptance and refusal information collected to ensure Kent County Council can calculate places available for its reallocation day.

28.

On Thursday 21 May 2026 Kent County Council will re-allocate any places that have become available since offer day using the same process described in paragraph 16. Applicants will be sent offers using the same process described in paragraph 19. Schools will be sent a list of all new offers and the remainder of their waiting lists. Late applicants will be added to the waiting list of each school that they have not been offered.

Determining Offers after Waiting Lists returned to Schools

29.

After **Thursday 21 May 2026** waiting lists will be managed by schools and held in oversubscription criteria order. These lists can include:

- (a) all applicants who were not offered a place on **Thursday 16 April 2026**, who asked to be included on the school's waiting list and who subsequently were not offered a place on **Thursday 21 May 2026** (children on the waiting list described in paragraph 28);

- (b) applicants who did not name the school on their RCAF/JCAF and who have approached the school to be considered via the In Year Application Form (IYAF).
- (c) Late applicants who have not previously been considered for a place at any Primary/Infant or Junior school and who have approached the school to be considered via Post Reallocation Reception Common Application Form (PRRCAF) or Post Reallocation Junior Common Application Form (PRJCAF).

30.

After Thursday 21 May 2026 Schools will make offers from their waiting lists for any spaces available. Kent advises schools to wait until **Tuesday 26 May 2026** before making offers to allow all parents an opportunity to receive their email/letter detailing the outcome of Reallocation. Schools must inform Kent County Council whenever an offer or refusal is made so that Kent County Council can record all activity. If a school has reached its Published Admission Number, or an agreed number in excess of its Published Admissions Number as specified in paragraph 1.4 of the Admissions Code, an applicant should not be admitted other than through the Independent Appeal process, the In Year Fair Access Protocol or where special arrangements relating to children in Local Authority Care or who ceased to be so because they were adopted, or with an EHCP apply.

Handling of Late Applications:

Applications received after the RCAF/JCAF closing date until Thursday 12 February 2026

31.

The closing date for applications in the normal admissions round (as above) is **Thursday 15 January 2026**. As far as reasonably practicable, applications for places in the normal admissions round that are received late for a good reason will be accepted and considered in the same way as 'on time' applications, provided they are received by Kent County Council by **Thursday 12 February 2026**. On time applicants can also request to amend their application up to this point for a good reason, but these requests must be made in writing to the admissions team as amendments made to the online system after **Thursday 15 January 2026** will be ignored.

UK Service Personnel and Crown Servants

32.

Exceptional provision is made for the families of UK Service Personnel with a confirmed posting to the UK and Crown Servants returning from overseas to the UK as required by the School Admissions Code. Applications will be accepted up until **Thursday 12 February 2026**, where it is confirmed in writing by the appropriate authority that the family will be resident in Kent by **1 September 2026**. A confirmed address, or, in the absence of this, a Unit or "quartering area" address, will be accepted as the home address from which home-school distance will be calculated. Children who are not successful in gaining any place they want will be allocated an available place at an alternative school, and will have the same access to a waiting list / right to appeal as other applicants.

Applications received after Thursday 12 February 2026 but before Thursday 30 April 2026

33.

Applications received after **Thursday 12 February 2026 but before Thursday 30 April 2026** (the deadline for inclusion in any reallocation made on **Thursday 21 May 2026**) will not be considered for places on **Thursday 16 April 2026**, but will be included in the re-allocation of places on **Thursday 21 May 2026** as defined above.

Applications received after Thursday 30 April 2026

34.

Late applications received after **Thursday 30 April 2026** (the deadline for inclusion in any reallocation made on **Thursday 21 May 2026**) must be made directly to the LA. Parents will apply using the Post Reallocation Reception Common Application Form (PRRCAF) or Post Reallocation Junior Common Application Form (PRJCAF). Kent County Council will support and advise parents. These will be considered by each school after **Thursday 21 May 2026**, in accordance with a process similar to the in-year admissions process (detailed in Section 2).

Cancelling applications

35.

Applications considered as 'on time' detailed in paragraph 7 and 31 can be cancelled or individual preferences can be removed by the applicant up to **Thursday 30 April 2026** (the deadline for waiting list requests and late applications). Requests must be made to the admissions team in writing. New preferences cannot be added to an application at this point. After this date, it is not possible to cancel applications or remove preferences as the offer allocation process will have started.

36.

Parents that have cancelled an 'on time' application may submit a late application, for consideration under the reallocation process, providing that they do not name any preferences that appeared on their original application. The deadline for these late applications is **Thursday 30 April 2026**.

37.

Where an application is cancelled, parents cannot join a school's waiting list or appeal for a school that was on their original application unless they submit a new application for the school after **Thursday 21 May 2026**.

Appeals

38.

All parents have the statutory right to appeal against any decision refusing them a school place and must lodge their appeal by **Tuesday 19 May 2026** for it to be considered as on time.

39.

Where parents have lodged an appeal against the refusal of a place and a place becomes available at the school, the place can then be offered without an appeal being heard, provided there are no other applicants at that time ranked higher on the school's waiting list, which is held in accordance with the school's oversubscription criteria.

40.

Appeals are not to be heard prior to the Kent Reallocation Day on **Thursday 21 May 2026**.

Summer Born Applications

41.

Kent will process applications for Summer Born children outside the normal age taking account of the needs of the child. A decision as to whether an application will be accepted outside of the admissions round is a decision for the admissions authority, which will normally be guided by the Headteachers of the schools in question. Further Information will be made available to parents on how applications should be made at www.kent.gov.uk/primaryadmissions. Parents are advised to talk to schools no later than **Friday 7 November 2025** to enable a decision to be made before the closing date of the round on **Thursday 15 January 2026**.

Section 2 – Details of the Primary In-Year Admissions Process for Schools

In-Year Admission Form

1.

The scheme shall apply to every maintained school, Academy and co-ordinating Free school in the LA area (except special schools), which are required to comply with its terms, and it shall take effect from the point of formal Kent County Council Cabinet Determination.

Compliance with the scheme enables Kent County Council to effectively track and maintain information on available mainstream spaces in Kent and supports the administration of Kent County Council's Fair Access Protocol. This requires participation from all maintained schools, Academies and co-ordinating Free schools in Kent.

2.

Kent County Council will produce a standard form, known as the **In-Year Admission Form (IYAF)**, which Kent schools must use to allow applicants to apply for school places in any year group outside of the normal admissions round. Applicants must use one form for each school they wish to apply for.

3.

As Kent does not co-ordinate In-Year admissions, applications to out of county schools and from out of county residents will not have a standard process and will instead depend on the process of the county in question. Kent residents who wish to apply for a place at an out of county school will need to either approach the school or local authority directly. This will vary between authorities.

4.

Out of county residents of authorities that co-ordinate In-Year admissions should complete their authority's Common Application Form and return it to their authority. Kent County Council has given permission to each authority to liaise directly with Kent schools. Out of county residents of authorities that do not co-ordinate are free to contact Kent schools directly to request a place. It is the responsibility of the out of county resident to ensure they apply by the appropriate method.

5.

Parents will be able to obtain information about the process, other authority processes and IYAFs from Kent County Council's In Year Admission Office or from any local Kent school. Enquiries can also be made via e-mail (kentinyearadmissions@kent.gov.uk). Information and IYAFs will also be available on the Kent County Council's website to read and print.

6.

Kent County Council will take all reasonable steps to ensure that all relevant information is available upon request to any parents who require it.

7.

The IYAF will be used for the purpose of admitting pupils to a school in the year group applied for.

8. Applications will be processed by the school on behalf of Kent County Council. Where there is any doubt about the outcome of an application the In Year Admissions Team should be consulted.

9.

The IYAF must be used by parents resident in the Kent County Council area as a means of expressing one preference for the purposes of section 86 of the School Standards and Framework Act 1998, for their child to be admitted to a school within the Kent County Council area (including Voluntary Aided and Foundation schools, Academies and Coordinating Free Schools)

10.

Parents wishing to apply for more than one school must complete a separate form for each school. Completed forms must be returned directly to the school. Applications by Kent residents to out of county schools should be made to either the other local authority or school, depending on that local authority's In-Year process.

11.

The IYAF will:

- (a) invite the parent to express a school preference.
- (b) invite parents to give their reasons for the preference and give details of any siblings that may be attending the preferred school.
- (c) explain that the parent must complete a form for each school they wish to apply for and return each form to the corresponding school.
- (d) explain that Kent County Council will be informed of any application and will monitor any subsequent offers that are made.
- (e) direct the parent to contact Kent County Council where they are unable to secure a school place.
- (f) explain where they can find information about applying to non-Kent schools.

12.

Kent County Council will make appropriate arrangements to ensure:

- (a) that the IYAF is available in paper form on request from Kent County Council and from all maintained Primary schools, Academies and Co-ordinating Free Schools in the Kent County Council area; and
- (b) that the IYAF is accompanied by a written explanation of the In-Year admissions process in an easy to follow format.

13.

IYAFs for Kent schools must be returned to the school. Schools must process them, no later than 5 days from receipt.

Supplementary Information Forms (SIFs)

14.

All completed IYAFs are valid applications. A school can ask parents who wish to nominate it, or have nominated it, on the IYAF, to provide additional information on a Supplementary Information Form (SIF) only where the additional information is required for the governing body to apply its oversubscription criteria to the application. Where a SIF is required it must be requested from the school or Kent County Council (where supplied) and returned to the school. All schools that use SIFs must include the form in their published admission arrangements.

15.

A SIF is not a valid application by itself: a formal application can only be made on the IYAF (or corresponding form if out of county applicants live in a county which co-ordinates In-Year admissions). When SIFs are received, the school must ensure that the IYAF or neighbouring LA's Common Application Form has been completed by the parent and, if not, contact the parent and ask them to complete one. Parents will not be under any obligation to complete any part of an individual school's supplementary information form where this is not strictly required for the governing body to apply its oversubscription criteria.

16.

a)

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

Pupils with an Education, Health and Care Plan do not apply to schools for a place through the main round admissions process.

Any application received for a child with an EHCP will be referred directly to Kent County Council's Special Educational Needs Services (SEN), who must have regard to Schedule 27 of the Education Act 1996 " the LA must name the maintained school that is preferred by parents providing that:

- the school is suitable for the child's age, ability and aptitude and the special educational needs
- the child's attendance is not incompatible with the efficient education of other children in the school, and
- the placement is an efficient use of the LA's resources"

Where a pupil is resident in another Local Authority, the home Authority must again comply with Schedule 27 of the Education Act 1996 which states:

"A local education authority shall, before specifying the name of any maintained school in a statement, consult the governing body of the school, and if the school is maintained by another local education authority, that authority."

Other Authorities looking for Kent school places for EHCP pupils will need to contact Kent County Council's SEN team in addition to the relevant school.

b)

Children in Local Authority Care (CiC) and Children Adopted from Care

When applications are made for young people in the care of other Local Authorities or who ceased to be so because they were adopted, Kent County Council - as receiving authority - will confirm an offer of a school place with the placing authority. Where an in-year application is received from the corporate parent of a child in Local Authority Care or who ceased to be so because they were adopted, Kent Admissions team will expect that in line with Statutory Guidance *, arrangements for appropriate education will have been made as part of the overall care planning, unless the placement has been made in an emergency.

Where the placement has been made in an emergency, and this is not the case, Kent, as the receiving authority, will refer the matter to a school identified by the placing authority, to establish if an offer of a place can be provided. If the school is full and such a provision is not considered appropriate, Kent County Council will advise the home authority of alternative education provision that may be in the better interest of the child.

Where Kent County Council is the corporate parent of the child in question, an appropriately appointed social worker will liaise in the first instance with Admission Placement Officers and other professionals as necessary, in order to agree the school or setting that would best meet the individual needs of the child (most appropriate provision for the child). Kent County Council will then allocate a place (where it is the admission authority for the school) or contact the school directly and seek a place where it is not. Where a school refuses to admit the child Kent County Council as corporate parent will decide whether to initiate proceedings required to either direct or instruct the school in question or consider if other education provision may be in the best interest of the child.

** Statutory Guidance on the duty of local authorities to promote the educational achievement of looked after children under section 52 of the Children Act 2004 (S35.1-37)*

c)

Exceptional provision is made for the families of UK Service Personnel with a confirmed posting to the UK and Crown Servants returning from overseas to the UK as required by the School Admissions Code. A confirmed address, or, in the absence of this, a Unit or "quartering area" address, will be accepted as the home address from which home-school distance will be calculated. This must be confirmed by a letter from the Commanding Officer or the Foreign Office. However, this does not guarantee a place at the parent's preferred school for their child. Places cannot be held for an extended period of time, as this could create disadvantage with other applications.

Determining Offers in Response to the IYAF

17.

The school will notify applicants resident in the Kent County Council area with the outcome of their application. Where appropriate, the letter will detail:

- (a) the starting date if a place is available;
- (b) the reasons why the child is not being offered a place if a place is unavailable;
- (c) information about the statutory right of appeal against the decisions to refuse places;
- (d) information on how to apply for a place on the waiting list;
- (e) contact details for the school and Kent County Council and for the admission authorities of Foundation, Voluntary Aided schools, Academies and co-ordinating Free schools where they were not offered a place, so that they can lodge an appeal with the governing body.

The letter will notify the applicant parent that they need to respond to accept or refuse the offer of a place within 10 school days

18.

Kent residents who wish to apply for a place at an out of county school will need to either approach the school or local authority directly. This will vary between authorities. Depending on the other LA's determined process, the parent will confirm the acceptance or refusal of the place to the school or that school's LA.

19.

Kent pupils who have applied to schools and have not been offered a place can contact Kent County Council who will inform them where there is an available place at an alternative school. If no school in the local area has places available, the application may be referred to a local panel under the In Year Fair Access Protocol. If the child is already attending a school in the local area, no alternative place will be offered.

20.

Schools must inform Kent County Council of every offer that is made via the In Year process to allow the necessary safeguarding checks to take place. Notification should be made at the same time as the offer being made to the parent.

21.

Applicants who are not successful in gaining any place can contact Kent County Council and will be informed where there is an available place at an alternative school. Parents can then approach these schools to secure a place. These applicants will have the same access to a waiting list and right to appeal as other applicants.

Acceptance/Refusal of Places

22.

The applicant parent will be advised in their offer letter that they must accept/refuse the school place offer in writing to the school within 10 school days of the date of the offer letter. If the school has not obtained a response within the specified time, it will remind the parent in writing of the need to respond within a further 7 calendar days and point out that the place may be withdrawn if no response is received. Only after having exhausted all reasonable enquiries will it be assumed that a place is not required.

23.

The school will notify Kent County Council of places accepted/refused as soon as possible after receipt of the acceptance/refusal. A mechanism for this transfer will be specified by Kent County Council.

24.

Once a place has been accepted, a child must start at the school within a reasonable length of time. This would normally be 10 school days from receipt of acceptance, but schools may extend if they feel there are justifiable reasons to do so.

Waiting Lists

25.

Each oversubscribed school will keep a waiting list at least until the end of the first term. This will include details of all applicants who have named the school on the IYAF but could not be offered a place and have asked to be placed on a waiting list.

26.

Waiting lists will be maintained in order of priority, in accordance with the school's oversubscription criteria. If a school has reached its Published Admission Number it may not admit applicants other than through the Independent Appeal process, via the process detailed in the In Year Fair Access Protocol or where special arrangements relating to children in Local Authority Care or who ceased to be so because they were adopted, or children with an Education, Health and Care Plans apply. To maintain the database, schools will advise Kent County Council when a place has been offered to a pupil on a waiting list. Parents whose children are refused admission **must** be offered a right of appeal (even if their child's name has been put on the waiting list).

Appeals

27.

All parents have the statutory right to appeal against any decision refusing them a school place.

28.

Where parents have lodged an appeal against the refusal of a place and a place becomes available at the school, the place can then be offered without an appeal being heard, provided there are no other applicants at that time ranked higher on the school's waiting list.

Section 3 – Determined Statutory Consultation Area

Kent County Council is required to define "relevant areas" within which the admissions authorities of all maintained schools must conduct their annual statutory consultation. The relevant statutory consultation areas are those included within a 3 mile radius of the primary school concerned. However because the consultation is distributed across all Kent Admissions Authorities via the Kent County Council Website, admissions authorities and parents outside of the relevant areas are also able to view arrangements. If respondents are located outside of the 3 mile radius of the Primary school in question Kent County Council may choose not to have regard to the comments.

Glossary of Terms

Term	Definition
LA	<i>A Local Authority</i>
The LA	<i>Kent County Council</i>
The LA area	<i>The area in respect of which Kent County Council is the Local Authority</i>
Primary Education	<i>Has the same meaning as in section 2(1) of the Education Act 1996</i>
Primary School	<i>Has the same meaning as in section 5(1) of the Education Act 1996</i>
School	<i>A Community, Foundation, Voluntary Aided or Voluntary Controlled school and Academy (but not a special school) which is maintained.</i>
Foundation school	<i>Such of the schools as are Foundation schools. The governing body is the admissions authority for these schools.</i>
Voluntary Aided schools	<i>Such of the schools as are Voluntary Aided schools, the governing body of these schools is the admission authority. These schools are church schools, and governors must have regard to the relevant diocesan board when setting admissions arrangements.</i>
VC schools	<i>Such of the schools as are Voluntary Controlled schools</i>
Academies	<i>Such schools which have been established under section 482 of the Education Act 1996 (as amended by section 65 of the Education Act 2002) and/or those established under the Academies Act 2010.</i>
Free Schools	<i>Such of the schools as are Free Schools. All-ability, state-funded school set up in response to what local people say they want and need in order to improve education for their children.</i>
Admission authority	<i>In relation to a community or voluntary controlled school means the LA and, in relation to a trust, foundation or Voluntary Aided school and Academy, means the governing body of that school</i>
Admission arrangements	<i>The arrangements for a particular school or schools which govern the procedures and decision making for the purposes of admitting pupils to the school</i>
Eligible for a place	<i>Means that a child has been placed on a school's ranked list at such a point as falls within the school's published admission number.</i>
RCAF	<i>Reception Common Application Form, completed online or via alternate method</i>
JCAF	<i>Junior Common Application Form, completed online or via alternate method</i>
IYAF	<i>In Year Admission Form – this is the form used by parents to apply for a school place outside of a school's normal point of entry.</i>

SIF	<i>Supplementary Information Form – This is a form used by some Academies, Foundation and Voluntary Aided and Free schools which may use them to collect additional information at the time of application in order for them to apply their oversubscription criteria. They are most commonly used by Faith Schools to collect details in relation to a level of commitment to Faith which can be a factor in the priority given to applicants. A supplementary information form can only collect information which is directly related to the oversubscription criteria published for a school.</i>
Summer Born	<i>A child born between the months of April to August</i>
PAN	<i>Published Admission Number – this is the number of pupils a school is able to admit before it reaches capacity. School admissions authorities must consult on and determine a school's PAN and must not admit pupils above this number other than where 1.4 of the School Admissions Code 2014 applies.</i>
Late Application	<i>an application sent to the LA after the closing date where the child has not been considered for a place at any school through the Primary Scheme, or where applicants have moved house and their original preferences are no longer suitable.</i>
Reallocation Process	<i>the process by which vacant places are offered by the local authority to late applicants and pupils on school waiting lists.</i>

Kent County Council
Proposed Co-ordinated Scheme for
Secondary Admissions
Academic Year 2026/27

**Incorporating Transfer to Year 7 and
Determined Secondary In-Year Admissions
Process for Schools**

Produced by:

Fair Access – Coordinated Admissions

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Introduction / Background

Each year, the Local Authority is required to draw up, consult on and determine:

- Co-ordinated admission arrangements (schemes) for all schools in the Local Authority area for entry at the normal time of admission (Year 7 for Secondary schools, Year R for Infant and Primary schools and Year 3 for Junior schools).
- There is a duty on the LA to secure agreement from all admission authorities including Academies in Kent. If the LA does not secure agreement from all the admission authorities and Academies in Kent it must inform the Secretary of State who will impose a scheme to which all schools and Academies must adhere.
- This consultation will be open from 12pm on Tuesday 10 December 2024 until midnight on Tuesday 28 January 2025. Every Kent School, Academy and Co-ordinating Free School is required to agree to the admissions scheme and adhere to it. **Kent County Council made it clear in its consultation that it would constitute full acceptance to the proposed scheme if schools chose not to respond.**
- Cranbrook School is the only school in Kent with a normal point of entry at Year 9, in addition to a regular Year 7 intake. For Kent residents, application forms for Year 9 are available from the school or the KCC website and will be processed broadly in line with the Year 7 transfer arrangements set out in this scheme. Non-Kent parents must apply through their home authority's In Year admissions process. Year 7 applications are processed in line with the co-ordinated process detailed below.
- Leigh UTC is the only school in Kent with a normal point of entry at Year 10, in addition to a regular Year 7 intake. For Kent residents, application forms for Year 10 are available from the school or the KCC website and will be processed broadly in line with the Year 7 transfer arrangements set out in this scheme. Non-Kent parents must apply through their home authority's co-ordinated UTC process. Year 7 applications are processed in line with the co-ordinated process detailed below.

Section 1 – Details of the Co-ordinated Scheme for Transfer to Year 7

This section details the Co-ordinated Scheme for Transfer to Year 7 in Secondary Schools in 2026. Year 7 applications are normally for children born between 1 September 2014 and 31 August 2015.

The Key Scheme dates are outlined below. All deadlines end at 23:59:59 on the specified date.

Key Action	Scheme Date
Registration for testing opens	Monday 2 June 2025
Closing date for registration	Tuesday 1 July 2025
Deadline for schools to submit Kent Test Special Arrangement requests	Tuesday 1 July 2025
Application for Secondary Transfer opens	Monday 1 September 2025
Test date for pupils in Kent Primary schools	Thursday 11 September 2025
Test date for pupils not in Kent Primary schools from	Weekend of 13/14 September 2025
Assessment decision sent to parents	Thursday 16 October 2025
National closing date for application forms	Friday 31 October 2025
Final date for acceptance of on time changes to application details	Monday 8 December 2025
Summary of applicant numbers sent to Secondary schools (plus info for those needing to arrange additional testing)	Friday 12 December 2025
Full applicant details sent to all Kent Secondary schools for ranking against their over- subscription criteria	Monday 5 January 2026
Ranked lists returned to KCC by all schools. Deadline for school to inform KCC of wish to offer in excess of PAN	Friday 16 January 2026
Secondary schools sent list of allocated pupils	Monday 23 February 2026
Primary schools informed of destination of pupils	Friday 27 February 2026
National Offer Day: e-mails sent after 4pm	Monday 2 March 2026
Schools send out welcome letters no earlier than	Wednesday 4 March 2026
Deadline for late applications and waiting list requests to be included in the KCC reallocation stage. Also the date by which places should be accepted or declined to schools.	Monday 16 March 2026
Date KCC will send schools reallocation waiting lists for ranking against their over-subscription criteria	Thursday 19 March 2026
Schools to send their ranked reallocation waiting list and acceptance and refusals to KCC	Thursday 26 March 2026
Deadline for lodging appeals	Monday 30 March 2026
KCC to reallocate places that have become available from the schools' waiting lists. After this point, schools will take back ownership of their waiting lists.	Thursday 23 April 2026

In addition, this scheme:

- (a) allows for Supplementary Information Forms (SIFs) to be returned directly to schools to assist in the ranking of applicants against their over-subscription criteria.
- (b) confirms that on **Thursday 23 April 2026** Kent County Council will run one reallocation process offering places to late applicants and original applicants that have joined a school's waiting list after offer day. Kent County Council will consider late applicants through the process described in paragraphs 41 to 50. After **Thursday 23 April 2026**, Kent County Council will enable schools to accept applications directly and offer vacancies as they arise, to children on their waiting lists. Copies of applications will be forwarded by parents to Kent County Council who will support and advise where this is needed. Schools must notify Kent County Council of any offers or refusals that are made at the same time these are made to parents.

Kent County Council expects that all schools and Admission Authorities including Academies, co-ordinating Free schools and UTCs engaged in the sharing of admissions data will manage personal information in accordance with Data Protection principles.

1.

For the normal point of entry to schools, Kent resident parents will be able to apply for their child's school place using a Secondary Common Application Form (SCAF) online at www.kent.gov.uk/ola. Where a SCAF is required in an alternative format for accessibility reasons, it will be available upon request. Providing this information through any means other than a SCAF provided by Kent County Council will not be accepted. Kent County Council cannot accept multiple applications for the same child: a parent may use either of the above methods, but not both. Kent County Council will take all reasonable steps to ensure that every parent resident in the Kent County Council area who has a child in their last year of Primary education knows how to apply and has access to a written explanation of the coordinated admissions scheme.

2.

The SCAF will be used for the purpose of admitting pupils to the first year of Secondary education.

3.

The SCAF must be used as a means of expressing one or more preferences for the purposes of section 86 of the School Standards and Framework Act 1998, by parents resident in the Kent County Council area wishing to express a preference for their child:

- (a) to be admitted to a school within the Kent County Council area (including Voluntary Aided and Foundation schools, Academies and Co-ordinating Free Schools and UTCs).
- (b) to be admitted to a school located in another Local Authority's area (including Voluntary Aided, Foundation schools, Academies and Co-ordinating Free Schools and UTCs).

4.

Details of this scheme will apply to every application made by a Kent resident applying to Kent schools. Where a Kent resident applies to schools located in another Local Authority, variations may apply to take into account differences present in that Local Authority's scheme.

5.

SCAF and supporting publications will:

- (a) invite parents to express **up to four** preferences including, where relevant, any schools outside the Kent County Council area, and to rank each school according to their order of preference. Kent residents **must** complete a Kent SCAF. Residents outside Kent **must** complete their home Local Authority's SCAF (e.g. Medway residents complete a Medway SCAF etc).
- (b) allow parents to give reasons for each preference including details of any siblings that will still be on roll at the preferred school at the time of the applicant child's admission.
- (c) invite parents of looked after and previously looked after children to send Kent County Council evidence that supports the request for consideration under either criteria by **Monday 8 December 2025**.
- (d) explain that the parent will receive no more than one offer of a school place and that:
 - (i) a place will be offered at the highest available ranked preference for which they are eligible for a place; and
 - (ii) if a place cannot be offered at a school named on the form, a place will be offered at an alternative school.
- (e) specify the closing date for applications and where SCAFs can be submitted, in accordance with paragraph 7.

6.

Kent County Council will make appropriate arrangements to ensure:

- (a) the online admissions website is readily accessible to all who wish to apply using this method.
- (b) A SCAF in an alternate format for accessibility reasons is available on request to Kent County Council.
- (c) a composite prospectus of all Kent Secondary schools and a written explanation of the co-ordinated admissions scheme is readily available on request from Kent County Council and is also available on the Kent County Council website to read or print.

7.

Completed applications must be submitted by **Friday 31 October 2025**.

8.

To help Kent County Council ensure that everyone who needs to make an application has done so, Primary and Junior schools may ask parents to confirm that an application has been made. They may also ask the online admissions team to check that an online application has been submitted by parents of children attending their school. These schools will also be sent a list of children that have applied close to the closing date to allow schools to check that every child has applied. These are important safeguarding measures schools are encouraged to support.

Supplementary Information Forms (SIFs)

9.

Only applications submitted on a SCAF are valid. Completion of a school's Supplementary Information Form (SIF) alone does not constitute a valid application. Where schools use a SIF they must confirm with the parent on receipt of their completed form that they have also made a formal application to Kent County Council.

10.

A school can ask parents who wish to name it, or have named it, on their SCAF, to provide additional information on a SIF only where the additional information is required for the governing body to apply its oversubscription criteria to the application. Where a SIF is required it must be requested from the school or Kent County Council and returned to the school. All schools that use SIFs must include the proposed form in their consultation document and in their published admission arrangements.

11.

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

Pupils with an Education, Health and Care Plan do not apply to schools for a place through the main round admissions process.

Any application received for a child with an EHCP will be referred directly to Kent County Council's Special Educational Needs Services (SEN), who must have regard to Schedule 27 of the Education Act 1996 " the LA must name the maintained school that is preferred by parents providing that:

- the school is suitable for the child's age, ability and aptitude and the special educational needs
- the child's attendance is not incompatible with the efficient education of other children in the school, and
- the placement is an efficient use of the LA's resources"

Where a pupil is resident in another Local Authority, the home Authority must again comply with Schedule 27 of the Education Act 1996 which states:

"A local education authority shall, before specifying the name of any maintained school in a statement, consult the governing body of the school, and if the school is maintained by another local education authority, that authority."

Other Authorities looking for Kent school places for EHCP pupils will need to contact Kent County Council's SEN team in addition to the relevant school.

Assessment

12.

In line with Kent County Council's ongoing commitment to run a selective process, entry to Grammar schools is restricted to children who have been assessed as suitable through the relevant process, most usually via testing. Receiving a Grammar assessment in the Kent Test does not guarantee a Grammar school place at offer day as they may be oversubscribed.

13.

The Kent schools that require children to sit the Kent Grammar school assessment are listed below. Schools which hold alternative assessments will also be highlighted. It is not possible to include details of schools that added alternative tests during their 2026 consultation period as these consultations were still ongoing at the time of writing:

Barton Court Grammar School	Maidstone Grammar School
*Borden Grammar School	Maidstone Grammar School for Girls
Chatham and Clarendon Grammar School	*Mayfield Grammar School, Gravesend
Cranbrook School	Norton Knatchbull
Dane Court Grammar School	Oakwood Park Grammar School
Dartford Grammar School	Queen Elizabeth's Grammar School
Dartford Grammar School for Girls	Simon Langton Girls' Grammar School
*Dover Grammar School for Boys	Simon Langton Grammar School for Boys
*Dover Grammar School for Girls	Sir Roger Manwood's School
*Folkestone School for Girls	Skinners' School
Gravesend Grammar School	Tonbridge Grammar School
*Harvey Grammar School	Tunbridge Wells Girls' Grammar School
*Highsted Grammar School	Tunbridge Wells Grammar School for Boys
Highworth Grammar School for Girls	Weald of Kent Grammar School
Invicta Grammar School	Wilmington Grammar School for Boys
Judd School	Wilmington Grammar School for Girls

* Schools who also accept pupils who have reached the required standard in their own-school test.

14.

Registration for the Kent Grammar school assessment will open on **Monday 2 June 2025**. Parents will be able to register for the Kent Grammar school assessment using a Kent Test Application Form (KTAF) online at www.kent.gov.uk/ola. Where a KTAF is required in an alternative format for accessibility reasons, it will be available upon request. Providing this information through any means other than the KTAF provided by Kent County Council will not be accepted. Completed registrations should be submitted no later than **Tuesday 1 July 2025**.

15. A KTAF will be used for the purpose of registering pupils for the Kent Grammar school assessment.

16.

Details regarding the administration of the Kent Test for Grammar school will be made available to parents in time for the registration. Where a significant event impedes Kent County Council's ability to provide the assessment process to the following timescales, revised dates will be made available as soon as it is possible to do so.

17.

Kent test will take place:

- (i) for pupils attending a Kent school on **Thursday 11 September 2025**
- (ii) for pupils not attending a Kent school from **Weekend of 13/14 September 2025**

18.

Registration is open to parents of children resident in the UK (not including Crown Dependencies, e.g. Jersey, Guernsey, Isle of Man), and the children of UK service personnel with a confirmed posting to the UK and Crown Servants returning from overseas to the UK, who will transfer to Secondary school in **2026**.

19.

A child's country of residence is where the child normally lives, not a temporary address (such as for holiday or educational purposes) before returning overseas. For UK service personnel and other Crown Servants, if the fixed UK residence is not known at the time of registration, then a unit postal address or a "quartering area" address may be used on production of appropriate evidence.

20.

By **Thursday 3 July 2025** Kent County Council will send all Kent Primary and Junior schools, including Academies and co-ordinating Free schools, a list of their pupils that have applied to sit the Kent Grammar school tests. Schools will have until **Friday 11 July 2025** to contact parents of children who are interested in Grammar school and who have not yet applied.

21. Parents must discuss requests for special arrangements with their child's current primary school. Requests can only be considered if a child has registered for the test and a request is submitted by the child's current primary school. Schools must submit any special arrangements requests for children sitting the test to Kent County Council by **Tuesday 1 July 2025**. All requests will be considered by a panel of educationalists who will decide which arrangements may be granted. The decision of the panel is final and there is no appeal process. Special arrangements for the Kent Test are not transferrable to

other tests. Any special arrangements request received after the date stated above will not be processed.

21.

As far as reasonably practicable, registrations for the Kent test from children attending Kent County Council Primary and Junior schools that are received late will be accepted, provided a KTAF is received by Kent County Council by **Tuesday 22 July 2025**. Late KTAF registrations cannot be accepted online at www.kent.gov.uk/ola and so parents should request a KTAF by contacting the team. Providing this information through any means other than the KTAF provided by Kent County Council will not be accepted. This deadline may be extended where a child is in receipt of an EHCP, is a looked after or previously looked after child or is in receipt of Pupil Premium, and it is practicable to do so. It will not be possible to accept late applications for children attending non-Kent County Council schools due to the constraints in securing test centre places for this cohort.

22.

If the parent chooses to name a Kent Grammar school on the SCAF for a child who has not taken the appropriate assessment, this preference will be treated as invalid for National Offer Day (**Monday 2 March 2026**) because the child will not have met the entry criteria.

23.

In the following exceptional circumstances, where a child is unable to sit the Kent Grammar school tests on the specified dates, arrangements will be made for testing to take place by **Wednesday 31 December 2025**:

- (a) illness on one or both test dates, confirmed by a doctor's certificate;
- (b) a move into the Kent County Council area after the closing date for test registration.
(NB: This can only be arranged if parents have provided proof of residency and submitted a secondary school application by **Monday 8 December 2025**).

24.

Outside these specific circumstances, children who have not registered for testing but want a Grammar school place will not have an opportunity to sit the test until after **Thursday 23 April 2026** when parents can submit a further application through the post reallocation process (detailed in paragraph 50) or the in-year admissions process (detailed in Section 2) or, if they have been refused admission, make an appeal to the Independent Appeal Panel.

25.

Following the conclusion of the assessment process Kent County Council will contact parents of all registered children advising them of the assessment decision. Where a parent has provided a valid email address on their KTAF, assessment decisions will be sent via email after 4pm on **Thursday 16 October 2025**. Parents who have not provided an email address will be sent a letter by 1st class post on **Thursday 16 October 2025**.

26.

There is no right of appeal against the assessment decision, however, after **Monday 2 March 2026** parents may make an admission appeal to an independent appeal panel if their child is refused admission to any school, including a Grammar school.

Determining Offers in Response to the SCAF

27.

Kent County Council will act as a clearing house for the allocation of places by the relevant admission authorities in response to SCAFs. Kent County Council will only make any decision with respect to the offer or refusal of a place in response to any preference expressed on the SCAF where:

- (a) it is acting in its separate capacity as an admission authority;
- (b) an applicant is eligible for a place at more than one school;
- (c) an applicant is not eligible for a place at any school that the parent has named.

Kent County Council will allocate places in accordance with the provisions set out in paragraph 32.

28.

By Friday 12 December 2025 Kent County Council will:

- (a) notify all schools of the number of applications received for their school;
- (b) send parent and pupil details to those schools which have not made arrangements to test earlier and which require details to arrange testing by the same date (data may be subject to further validation at this stage);
- (c) notify and forward details of applications to the relevant authority/authorities where parents have nominated a school outside the Kent County Council area.

29.

By Monday 5 January 2026 Kent County Council will advise all Kent Secondary schools of the full details of all valid applications for their schools via rank lists, to enable them to apply their over-subscription criteria. Only children who appear on Kent County Council's list can be considered for places on the relevant offer day.

30.

By Friday 16 January 2026 All Kent Secondary schools, including Academies and co-ordinating Free schools and UTCs, **must** return completed lists, ranked in priority order in accordance with their over-subscription criteria, to Kent County Council for consideration in the allocation process. Where a school fails clearly to define its oversubscription criteria in its determined arrangements, the definitions laid out by Kent County Council must be adopted.

31.

Friday 16 January 2026 will also be the final deadline by which any school may notify Kent County Council of their intention to admit above PAN. Changes cannot be made after this date because Kent County Council will not have sufficient time to administer its co-ordination responsibilities.

32.

By Friday 20 February 2026 the LA will match each ranked list against the ranked lists of every other school named and:

- (a) where the child is eligible for a place at only one of the named schools, will allocate a place at that school to the child;
- (b) where the child is eligible for a place at two or more of the named schools, will allocate a place to the child at whichever of these is the highest ranked preference;
- (c) where the child is not eligible for a place at any of the named schools, will allocate a place to the child at an alternative school.

33.

By Friday 20 February 2026 Kent County Council will have completed any data exchange with other Local Authorities to cover situations where a resident in Kent County Council's Local Authority area has named a school outside Kent, or a parent living outside the Kent County Council's Local Authority area has named a Kent school.

34.

By Monday 23 February 2026 Kent County Council will inform its Secondary schools of the pupils to be offered places at their establishments and will inform other Local Authorities of places to be offered to their residents in its schools and Academies. Kent County Council will also inform all Kent Primary and Junior schools of offers made to their pupils on **Friday 27 February 2026**. Schools must not share this information with parents before **Monday 2 March 2026**.

35.

On Offer Day - Monday 2 March 2026 Kent County Council will send an offer email after 4pm to those parents who have provided a valid email address and post an offer letter via first class post for all other parents. The offer notification will detail:

- 1. the name of the school at which a place is offered;
- 2. the reasons why the child is not being offered a place at each of the other schools named on the SCAF;
- 3. information about the statutory right of appeal against the decisions to refuse places at the other named schools;
- 4. information on how to request a place on a waiting list for schools originally named as a preference on their SCAF, if they want their child to be considered for any places that might become available. *Parents cannot ask for their child to go on the waiting list for a Grammar school unless the child has been assessed suitable for Grammar school;*
- 5. advice on how to find contact details for the school and Local Authority and for the admission authorities of Foundation, Voluntary Aided schools, Academies

and co-ordinating Free schools and UTCs where they were not offered a place, so that they can lodge an appeal with the governing body.

36.

The email/letter will notify the applicant parent that they need to respond to the offered school to accept or refuse the offer. It will inform applicant parents to send waiting list requests to Kent County Council. It will also inform them of their right to appeal against the refusal of a place at any school on their application and where and when to lodge the appeal.

37.

Parents who reside in other Local Authorities, but who have applied for a Kent school or schools, will be notified of whether or not they are being offered a place at a Kent school by their own Local Authority on **Monday 2 March 2026**.

38.

Kent pupils who have not been offered a place at any of the schools nominated on their SCAF will be allocated a place by Kent County Council at an alternative school in the Kent County Council area. This place will be offered on **Monday 2 March 2026**.

39.

Schools will send their welcome letters **no earlier than Wednesday 4 March 2026**.

Acceptance/Refusal of Places - Monday 16 March 2026

40.

By Monday 16 March 2026 the applicant parent must inform the school whether they wish to accept or refuse the place offered on offer day. Refusals should be made in writing or via e-mail to provide an appropriate audit trail. If a response has not been received by **Monday 16 March 2026**, the school **must** remind the parent in writing of the need to respond within a further 7 calendar days and point out that the place will be withdrawn if no response is received. If the parent fails to respond by this date, a final letter should be sent informing the parent that the offer has been withdrawn. Only after taking reasonable measures to secure a response from parents will a school be able to retract the offer of a place. In cases of shared custody, schools should ensure that confirmation of acceptance or refusal is received from the applying parent.

Determining Offers in Reallocation Process

41.

Kent County Council will collect a reallocation list for all schools up to **Monday 16 March 2026**. This will include details of the following:

- (a) all applicants who named the school on the SCAF and were not offered a place on **Monday 2 March 2026** and who have asked to be included on the school's waiting list;
- (b) late applicants who named the school on their applications which were sent to Kent County Council by **Monday 16 March 2026**.

(A Grammar school can only put children on its waiting list if they have been assessed as suitable for a Grammar school.)

42.

By Thursday 19 March 2026 Kent County Council will advise all Kent Secondary schools of the full details of all waiting list requests and late applications (reallocation list) for their schools to enable them to apply their over-subscription criteria. Only children who appear on the Kent County Council list can be considered for places on Kent County Council's reallocation day. If a child's circumstances have changed since their original application, Kent County Council will amend their waiting list details up to **Monday 16 March 2026**. Kent County Council will not be able to amend details after this date. The full reallocation list must be put into the school's over-subscription criteria order. No distinction should be made on the basis of the child being a waiting list request or a late applicant.

43.

By Thursday 26 March 2026 The schools must return their ranked waiting lists to Kent County Council. Schools should also return all acceptance and refusal information collected to ensure Kent County Council can calculate places available for its reallocation day.

44.

On Thursday 23 April 2026 Kent County Council will re-allocate any places that have become available since offer day using the same process described in paragraph 32. Applicants will be sent offers using the same process described in paragraph 35. Schools will be sent a list of all new offers and the remainder of their waiting lists. Late applicants will be added to the waiting list of each school that they have not been offered.

Determining Offers after Waiting Lists returned to Schools

45.

After **Thursday 23 April 2026** waiting lists will be managed by schools and held in oversubscription criteria order. These lists can include

- (a) all applicants who were not offered a place on **Monday 2 March 2026** and who have asked to be included on the school's waiting list and who subsequently were not offered a place on **Thursday 23 April 2026** (children on the waiting list described in paragraph 44);
- (b) applicants who did not name the school on their SCAF and who have approached the school to be considered via In Year Application Form (IYAF).
- (c) Late applicants who have not previously been considered for a place at any Secondary school and who have approached the school to be considered via Post Reallocation Secondary Common Application Form (PRSCAF).

46.

After Thursday 23 April 2026 Schools will make offers from their waiting lists for any spaces available. Kent advises schools to wait until **Monday 27 April 2026** before making offers to allow all parents an opportunity to receive their email/letter detailing the outcome of Reallocation. Schools must inform Kent County Council whenever an offer or refusal is made

so that Kent County Council can record all activity. If a school has reached its Published Admission Number, or an agreed number in excess of its Published Admissions Number as specified in paragraph 1.4 of the Admissions Code, an applicant should not be admitted other than through the Independent Appeal process, the In Year Fair Access Protocol or where special arrangements relating to children in Local Authority Care or who ceased to be so because they were adopted, or with an EHCP apply.

Handling of Late Applications:

Applications received after the SCAF closing date until Monday 8 December 2025

47.

The closing date for applications in the normal admissions round (as above) is **Friday 31 October 2025**. As far as reasonably practicable, applications for places in the normal admissions round that are received late for a good reason will be accepted and considered in the same way as 'on time' applications, provided they are received by Kent County Council by **Monday 8 December 2025**. On time applicants can also request to amend their application up to this point for a good reason, but these requests must be made in writing to the admissions team as amendments made to the online system after **Friday 31 October 2025** will be ignored.

UK Service Personnel and Crown Servants

48.

Exceptional provision is made for the families of UK Service Personnel with a confirmed posting to the UK and Crown Servants returning from overseas to the UK as required by the School Admissions Code. Applications will be accepted up until **Monday 8 December 2025**, where it is confirmed in writing by the appropriate authority that the family will be resident in Kent by **1 September 2026**. A confirmed address, or, in the absence of this, a Unit or "quartering area" address, will be accepted as the home address from which home-school distance will be calculated. Children who are not successful in gaining any place they want will be allocated an available place at an alternative school, and will have the same access to a waiting list / right to appeal as other applicants.

Applications received after Monday 8 December 2025 but before Monday 16 March 2026

49.

Applications received after **Monday 8 December 2025 but before Monday 16 March 2026** (the deadline for inclusion in any reallocation made on **Thursday 23 April 2026**) will not be considered for places on **Monday 2 March 2026**, but will be included in the re-allocation of places on **Thursday 23 April 2026** as defined above.

Applications received after Monday 16 March 2026

50.

Late applications received after **Monday 16 March 2026** (the deadline for inclusion in any reallocation made on **Thursday 23 April 2026**) must be made directly to the LA. Parents will apply using the Post Reallocation Secondary Common Application Form (PRSCAF). Kent County Council will support and advise parents. These will be considered after

Thursday 23 April 2026, in accordance with a process similar to the in-year admissions process (detailed in Section 2).

Cancelling applications

51.

Applications considered as 'on time' detailed in paragraph 7 and 47 can be cancelled or individual preferences can be removed by the applicant up to **Monday 16 March 2026** (the deadline for waiting list requests and late applications). Requests must be made to the admissions team in writing. New preferences cannot be added to an application at this point. After this date, it is not possible to cancel applications or remove preferences as the offer allocation process will have started.

52.

Parents that have cancelled an 'on time' application may submit a late application, for consideration under the reallocation process, providing that they do not name any preferences that appeared on their original application. The deadline for these late applications is **Monday 16 March 2026**.

53.

Where an application is cancelled, parents cannot join a school's waiting list or appeal for a school that was on their original application unless they submit a new application for the school after **Thursday 23 April 2026**.

Appeals

54.

All parents have the statutory right to appeal against any decision refusing them a school place and must lodge their appeal by **Monday 30 March 2026** for it to be considered as on time.

55.

Where parents have lodged an appeal against the refusal of a place and a place becomes available at the school, the place can then be offered without an appeal being heard, provided there are no other applicants at that time ranked higher on the school's waiting list, which is held in accordance with the school's oversubscription criteria. *(Where the school is a Grammar school, a place may only be offered if the child has been assessed as being suitable for a Grammar school place and there are no other applicants at that time ranked higher on the school's waiting list.)*

56.

Appeals are not to be heard prior to the Kent Reallocation Day on **Thursday 23 April 2026**.

Out of Year Applications

57.

Kent will process applications for children applying outside of their normal age group. A SCAF for a child applying outside of their normal age group cannot be accepted online at

www.kent.gov.uk/ola and so parents should request a SCAF by contacting the team. Providing this information through any means other than the SCAF provided by Kent County Council will not be accepted. A decision as to whether the application will be accepted outside of the admissions round is a decision for the admission authority of the named school, which will normally be guided by the Headteachers of the school in question. Parents are advised to talk to schools no later than **Monday 1 September 2025** to enable a decision to be made before the closing date of the round on **Friday 31 October 2025**.

Section 2 – Details of the Secondary In-Year Admissions Process for Schools

In-Year Admission Form

1.
The scheme shall apply to every maintained school, Academy and co-ordinating Free school in the LA area (except special schools), which are required to comply with its terms, and it shall take effect from the point of formal Kent County Council Cabinet Determination.

Compliance with the scheme enables Kent County Council to effectively track and maintain information on available mainstream spaces in Kent and supports the administration of Kent County Council's Fair Access Protocol. This requires participation from all maintained schools, Academies and co-ordinating Free schools in Kent.
2.
Kent County Council will produce a standard form, known as the **In-Year Admission Form (IYAF)**, which Kent schools must use to allow applicants to apply for school places in any year group outside the normal admissions round. Applicants must use one form for each school they wish to apply for.
3.
As Kent does not co-ordinate In-Year admissions, applications to out of county schools and from out of county residents will not have a standard process and will instead depend on the process of the county in question. Kent residents who wish to apply for a place at an out of county school will need to either approach the school or local authority directly. This will vary between authorities.
4.
Out of county residents of authorities that co-ordinate In-Year admissions should complete their authority's Common Application Form and return it to their authority. Kent County Council has given permission to each authority to liaise directly with Kent schools. Out of county residents of authorities that do not co-ordinate are free to contact Kent schools directly to request a place. It is the responsibility of the out of county resident to ensure they apply by the appropriate method.
- 5.

Parents will be able to obtain information about the process, other authority processes and IYAFs from Kent County Council's In Year Admission Office or from any local Kent school. Enquiries can also be made via e-mail (kentinyearadmissions@kent.gov.uk). Information and IYAFs will also be available on the Kent County Council's website to read and print.

6.

Kent County Council will take all reasonable steps to ensure that all relevant information is available upon request to any parents who require it.

7.

The IYAF will be used for the purpose of admitting pupils to a school in the year group applied for.

8. Applications will be processed by the school on behalf of Kent County Council. Where there is any doubt about the outcome of an application the In Year Admissions Team should be consulted.

9.

The IYAF must be used by parents resident in the Kent County Council area as a means of expressing one preference for the purposes of section 86 of the School Standards and Framework Act 1998, for their child to be admitted to a school within the Kent County Council area (including Voluntary Aided and Foundation schools, Academies and Co-ordinating Free Schools and UTCs)

10.

Parents wishing to apply for more than one school must complete a separate form for each school. Completed forms must be returned directly to the school. Applications by Kent residents to out of county schools should be made to either the other local authority or school, depending on that local authority's In-Year process.

11.

The IYAF will:

- (a) invite the parent to express a school preference.
- (b) invite parents to give their reasons for the preference and give details of any siblings that may be attending the preferred school.
- (c) explain that the parent must complete a form for each school they wish to apply for and return each form to the corresponding school.
- (d) explain that Kent County Council will be informed of any application and will monitor any subsequent offers that are made.
- (e) direct the parent to contact Kent County Council where they are unable to secure a school place.
- (f) explain where they can find information about applying to non-Kent schools.

12.

The LA will make appropriate arrangements to ensure:

(a) that the IYAF are available in paper form on request from Kent County Council and from all maintained Secondary schools, Academies and Co-ordinating Free Schools and UTCs in the Kent County Council area; and

(b) that the IYAF is accompanied by a written explanation of the In-Year admissions process in an easy to follow format.

13.

IYAFs for Kent schools must be returned to the school. Schools must process them no later than 5 school days from receipt.

Supplementary Information Forms (SIFs)

14.

All completed IYAFs are valid applications. A school can ask parents who wish to nominate it, or have nominated it, on the IYAF, to provide additional information on a Supplementary Information Form (SIF) only where the additional information is required for the governing body to apply its oversubscription criteria to the application. Where a SIF is required it must be requested from the school or Kent County Council (where supplied) and returned to the school. All schools that use SIFs must include the proposed form in their published admission arrangements.

15.

A SIF is not a valid application by itself: this can only be made on the IYAF (or corresponding form if out of county applicants live in a county which co-ordinates In-Year admissions). When SIFs are received the school must ensure that the IYAF or neighbouring LA's Common Application Form has been completed by the parent and, if not, contact the parent and ask them to complete one. Parents will not be under any obligation to complete any part of an individual school's supplementary information form where this is not strictly required for the governing body to apply its oversubscription criteria.

Schools which have entrance tests

16.

Parents wishing to apply for a Kent maintained school that tests pupils before admission are required to name the school on their IYAF and contact the school regarding testing arrangements. In most circumstances schools will set their own entry tests other than for normal points of entry. Applications will be held as pending until results of these tests are available.

17.

a)

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

Pupils with an Education, Health and Care Plan do not apply to schools for a place through the main round admissions process.

Any application received for a child with an EHCP will be referred directly to Kent County

Council's Special Educational Needs Services (SEN), who must have regard to Schedule 27 of the Education Act 1996 " the LA must name the maintained school that is preferred by parents providing that:

- the school is suitable for the child's age, ability and aptitude and the special educational needs
- the child's attendance is not incompatible with the efficient education of other children in the school, and
- the placement is an efficient use of the LA's resources"

Where a pupil is resident in another Local Authority, the home Authority must again comply with Schedule 27 of the Education Act 1996 which states:

"A local education authority shall, before specifying the name of any maintained school in a statement, consult the governing body of the school, and if the school is maintained by another local education authority, that authority."

Other Authorities looking for Kent school places for EHCP pupils will need to contact Kent County Council's SEN team in addition to the relevant school.

b)

Children in Local Authority Care (CiC) and Children Adopted from Care

When applications are made for young people in the care of other Local Authorities or who ceased to be so because they were adopted, Kent (as receiving authority) will confirm an offer of a school place with the placing authority. Where an in-year application is received from the corporate parent of a child in Local Authority Care, Kent Admissions team will expect that in line with Statutory Guidance *, arrangements for appropriate education will have been made as part of the overall care planning, unless the placement has been made in an emergency.

Where the placement has been made in an emergency, and this is not the case, Kent, as the receiving authority, will refer the matter to a school identified by the placing authority, to establish if an offer of a place can be provided. If the school is full and such a provision is not considered appropriate, Kent County Council will advise the home authority of alternative education provision that may be in the better interest of the child.

Where Kent is the corporate parent of the child in question, an appropriately appointed social worker will liaise in the first instance with Admission Placement Officers and other professionals as necessary, in order to agree the school or setting that would best meet the individual needs of the child (most appropriate provision for the child). Kent County Council will then allocate a place (where it is the admission authority for the school) or contact the school directly and seek a place where it is not. Where a school refuses to admit the child Kent County Council as corporate parent will decide whether to initiate proceedings required to direct the school in question or consider if other education provision may be in the better interest of the child.

** Statutory Guidance on the duty of local authorities to promote the educational achievement of looked after children under section 52 of the Children Act 2004 (S35.1-37)*

c)

Exceptional provision is made for the families of UK Service Personnel with a confirmed posting to the UK and Crown Servants returning from overseas to the UK as required by the School Admissions Code. A confirmed address, or, in the absence of this, a Unit or “quartering area” address, will be accepted as the home address from which home-school distance will be calculated. This must be confirmed by a letter from the Commanding Officer or the Foreign Office. However, this does not guarantee a place at the parent’s preferred school for their child. Places cannot be held for an extended period of time, as this could create disadvantage other applications.

Determining Offers in Response to the IYAF

18.

The school will notify applicants resident in Kent County Council area with the outcome of their application. Where appropriate, the letter will detail:

- (a) the starting date if a place is available;
- (b) the reasons why the child is not being offered a place, if a place is unavailable;
- (c) information about the statutory right of appeal against the decisions to refuse places.
- (d) information on how to apply for a place on the waiting list. (Parents cannot ask for their child to go on the waiting list for a Grammar school unless the child has been assessed suitable for Grammar school);
- (e) contact details for the school and Kent County Council and for the admission authorities of Foundation, Voluntary Aided schools, Academies and co-ordinating Free schools and UTCs where they were not offered a place, so that they can lodge an appeal with the governing body.

The letter will notify the applicant parent that they need to respond to accept or refuse the offer of a place within 10 school days.

19.

Kent residents who wish to apply for a place at an out of county school will need to either approach the school or local authority directly. This will vary between authorities. Depending on the other LA’s determined process, the parent will confirm the acceptance or refusal of the place to the school or that school’s LA.

20.

Kent pupils who have applied to schools and have not been offered a place can contact Kent County Council who will inform them where there is an available place at an alternative school. If no school in the local area has places available, the application may be referred to a local panel under the In Year Fair Access Protocol. If the child is already attending a school in the local area, no alternative place will be offered.

21.

Schools must inform Kent County Council of every offer that is made via the In Year process to allow the necessary safeguarding checks to take place. Notification should be made at the same time as the offer being made to the parent.

22.

Applicants who are not successful in gaining any place can contact Kent County Council and will be informed where there is an available place at an alternative school. Parents can then approach these schools to secure a place. These applicants will have the same access to a waiting list and right to appeal as other applicants.

Acceptance/Refusal of Places

23.

The applicant parent will be advised in their offer letter that they must accept/refuse the school place offer in writing to the school within 10 school days of the date of the offer letter. If the school has not obtained a response within the specified time, it will remind the parent in writing of the need to respond within a further 7 calendar days and point out that the place may be withdrawn if no response is received. Only after having exhausted all reasonable enquiries will it be assumed that a place is not required.

24.

The school will notify Kent County Council of places accepted/refused as soon as possible after receipt of the acceptance/refusal. A mechanism for this transfer will be specified by Kent County Council.

25.

Once a place has been accepted, a child must start at the school within a reasonable length of time. This would normally be 10 school days from receipt of acceptance, but schools may extend if they feel there are justifiable reasons to do so.

Waiting Lists

26.

Each oversubscribed school will keep a waiting list at least until the end of the first term. This will include details of all applicants who have named the school on the IYAF but could not be offered a place and have asked to be placed on a waiting list. (*A Grammar school can only put children on its waiting list if they have been assessed as suitable for a Grammar school.*)

27.

Waiting lists will be maintained in order of priority, in accordance with the school's oversubscription criteria. If a school has reached its Published Admission Number it may not admit applicants other than through the Independent Appeal process, via the process detailed in the In Year Fair Access Protocol or where special arrangements relating to children in Local Authority Care or who ceased to be so because they were adopted or children with Education, Health and Care Plans apply. To maintain the database, schools will advise Kent County Council when a place has been offered to a pupil on a waiting list. Parents whose children are refused admission will be offered a right of appeal (even if their child's name has been put on the waiting list).

Appeals

28.

All parents have the statutory right to appeal against any decision refusing them a school place.

29.

Where parents have lodged an appeal against the refusal of a place and a place becomes available at the school, the place can then be offered without an appeal being heard, provided there are no other applicants at that time ranked higher on the school's waiting list. *(Where the school is a Grammar school, a place may only be offered if the child has been assessed as being suitable for a Grammar school place and there are no other applicants at that time on the school's waiting list who rank higher through the application of the school's over-subscription criteria.*

Section 3 – Determined Statutory Consultation Area for Kent Secondary schools

The LA is required to define “relevant areas” within which the admissions authorities of all maintained schools must conduct their statutory consultation. Admission authorities for all maintained secondary schools within the relevant area must consult the admission authorities for all maintained primary, middle and secondary schools in the area. An academy must consult in the way that other admission authorities do but cannot alter its admission arrangements without the approval of the Secretary of State. Consultations must take place at least every seven years and in any year that changes are proposed.

The relevant statutory consultation areas continue to be the designated districts and adjoining parishes detailed below:

District	District Areas
Thanet	Thanet District plus Herne Bay, Chislet, Preston, Ash, Sandwich and Worth parishes.
Dover	Dover District plus Folkestone, Hawkinge, Swingfield, Elham, Barham, Adisham Wickhambreaux, Chislet, Monkton, Minster, Ramsgate.
Canterbury	Canterbury City plus St Nicholas at Wade, Preston, Ash, Wingham, Goodnestone, Aylesham, Nonington, Shepherdswell with Coldred, Lydden, Elham, Stelling Minnis, Stowting, Elmsted, Chilham, Dunkirk, Boughton under Blean, Selling, Sheldwich, Hernhill, Graveney with Goodnestone, Faversham, Ospringe, Luddenham.
Swale	Swale Borough plus St Cosmas and St Damian in the Blean, Whitstable.
Folkestone & Hythe	Folkestone and Hythe District plus Capel-le-Ferne, Lydden, Barham, Bradbourne, Smeeth, Aldington, Orlestone.
Ashford	Ashford Borough plus Brenzett, Lypne, Sellindge, Stowting, Elmsted, Petham, Chartham, Dunkirk, Selling, Sheldwich, Lenham, Headcorn, Frittenden, Cranbrook, Benenden, Sandhurst.

Maidstone	Maidstone Borough plus Hartlip, Newington, Borden, Bredgar, Doddington, Milsted, Kingsdown, Eastling, Charing, Egerton, Smarden, Biddenden, Frittenden, Cranbrook, Goudhurst, Horsmonden, Capel, Watlingbury, Paddock Wood, East Peckham, East Malling, Larkfield, Ditton, Aylesford, Burham, Wouldham, Snodland, Leybourne, Ryarsh, Kings Hill, West Malling, Trottiscliffe, Offham, Mereworth, Platt, Plaxtol, Borough Green, Ightham, Wrotham, Stansted & Fairseat.
Gravesham	Gravesham Borough plus Dartford Borough, Snodland, Ryarsh, Trottiscliffe, Stansted & Fairseat, Ash-cum-Ridley, Hartley, Fawkham, West Kingsdown, Horton Kirby, Farningham, Eynsford, Swanley, Crockenhill.
Dartford	Dartford Borough plus Ash-cum-Ridley, Hartley, West Kingsdown, Fawkham, Eynsford Swanley, Crockenhill.
Sevenoaks	Sevenoaks District plus Dartford Borough, Stansted & Fairseat, Wrotham, Ightham, Southborough, Borough Green, Tunbridge Wells, Plaxtol, Pembury, Shipbourne, Speldhurst.
Tonbridge	Tonbridge and Malling Borough plus Sevenoaks District (excluding Swanley, Farningham, Horton Kirby, Fawkham and Hartley), Tunbridge Wells Borough, Yalding.
Malling	Tonbridge and Malling Borough plus, Boxley, Maidstone, Barming, Meopham, Ash-cum-Ridley, West Kingsdown, Kemsing.
Tunbridge Wells	Tunbridge Wells plus Sevenoaks District (excluding Swanley, Farningham, Horton Kirby, Fawkham and Hartley), Tonbridge, Hildenborough, Hadlow, East Peckham, Shipbourne, Ightham, Plaxtol, Borough Green, Mereworth, Watlingbury, Yalding.
Cranbrook	Tunbridge Wells plus Marden, Staplehurst, Headcorn, Biddenden, Tenterden, Rolvenden.

Glossary of Terms

Term	Definition
LA	<i>A Local Authority</i>
The LA	<i>Kent County Council</i>
The LA area	<i>The area in respect of which Kent County Council is the Local Authority</i>
Primary education	<i>Has the same meaning as in section 2(1) of the Education Act 1996</i>
Secondary Education	<i>Has the same meaning as in section 2(2) of the Education Act 1996</i>
Primary school	<i>Has the same meaning as in section 5(1) of the Education Act 1996</i>
Secondary school	<i>Has the same meaning as in section 5(2) of the Education Act 1996</i>
School	<i>A Community, Foundation, Voluntary Aided or Voluntary Controlled school and Academy (but not a special school) which is maintained.</i>
Foundation schools	<i>Such of the schools as are Foundation schools. The governing body is the admissions authority for these schools.</i>
Voluntary Aided schools	<i>Such of the schools as are Voluntary Aided schools, the governing body of these schools is the admission authority. These schools are church schools, and governors must have regard to the relevant diocesan board when setting admissions arrangements.</i>
VC schools	<i>Such of the schools as are Voluntary Controlled schools</i>
Academies	<i>Such schools which have been established under section 482 of the Education Act 1996 (as amended by section 65 of the Education Act 2002) and/or those established under the Academies Act 2010.</i>
Free Schools	<i>Such of the schools as are Free Schools. All-ability, state-funded school set up in response to what local people say they want and need in order to improve education for their children.</i>
UTC	<i>University Technical Colleges - technical Academies for 14- to 19-year-olds. They have university and employer sponsors and combine practical and academic studies. UTCs specialise in subjects that need modern, technical, industry-standard equipment – such as engineering and construction – which are taught alongside business skills and the use of ICT.</i>
Admission authority	<i>In relation to a community or voluntary controlled school means the LA and, in relation to a trust, foundation or Voluntary Aided school and Academy, means the governing body of that school</i>

Admission arrangements	<i>Means the arrangements for a particular school or schools which govern the procedures and decision making for the purposes of admitting pupils to the school</i>
Eligible for a place	<i>Means that a child has been placed on a school's ranked list at such a point as falls within the school's published admission number.</i>
SCAF	<i>Secondary Common Application Form, completed online at www.kent.gov.uk/ola.</i>
KTAF	<i>Kent Test Application Form, completed online at www.kent.gov.uk/ola.</i>
IYAF	<i>In Year Admission Form – this is the form used by parents to apply for a school place outside of a school's normal point of entry.</i>
SIF	<i>Supplementary Information Form – This is a form used by some Academies, Foundation and Voluntary Aided and Free schools which may use them to collect additional information at the time of application in order for them to apply their oversubscription criteria. They are most commonly used by Faith Schools to collect details in relation to a level of commitment to Faith which can be a factor in the priority given to applicants. A supplementary information form can only collect information which is directly related to the oversubscription criteria published for a school.</i>
PAN	<i>Published Admission Number – this is the number of pupils a school is able to admit before it reaches capacity. School admissions authorities must consult on and determine a school's PAN and must not admit pupils above this number other than where 1.4 of the School Admissions Code 2014 applies.</i>
Late Application	<i>an application sent to the LA after the closing date where the child has not been considered for a place at any school through the Secondary Transfer Scheme, or where applicants have moved house and their original preferences are no longer suitable.</i>
Reallocation Process	<i>the process by which vacant places are allocated</i>
The Kent Grammar school tests	<i>Tests in English, Mathematics and Reasoning devised by an external body (GL Assessment) for admission to Kent Grammar schools</i>
The Kent Procedure for Entrance to Secondary Education (PESE)	<i>the system for determining entry to Kent Grammar Schools</i>



Kent County Council

Proposed Admissions Arrangements for Academic Year 2026/27

Community and Voluntary Controlled Primary, Infant, Junior Schools in Kent

Produced by:
Admissions and Transport

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Introduction / Background

Each year, Kent County Council is required to determine its admissions arrangements. They must include:

- The over-subscription criteria / arrangements for entry to those schools for whom Kent County Council is the admission authority (Community and Voluntary Controlled schools).
- The Published Admission Number (PAN) for those schools
- Relevant Consultation areas

At the time of going to consultation, arrangements for the schools listed at the back of this paper identifying the Published Admissions Numbers are those schools for which Kent County Council was the admissions authority. Some schools will have been in the process of becoming academies. Where this was the case arrangements determined through Kent's consultation will transfer to the academy and if it then chooses to amend admissions arrangements in the future it will be through its own consultation on changes for future admissions years.

Oversubscription Criteria for Community and Voluntary

Controlled Infant Junior and Primary Schools *(except Guston Church of England Primary School, St Peters CE Primary School Tunbridge Wells, Tunbury Primary School, and Whitfield Aspen Primary School)*

The over-subscription criteria for all Community and Voluntary Controlled Infant, Junior and Primary schools are as follows.

Before the application of oversubscription criteria, children with an 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.

If the number of preferences for the school is more than the number of spaces available, places will be allocated in the following 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. Attendance at a linked school – where admission links have been established between the infant and junior school concerned, children attending the infant school are given priority for admission to the junior school.

3. Current Family Association - a brother or sister in the same school at the time of entry where the family continue to live at the same address as when the sibling was admitted – or – if they have moved – live within 2 miles of the school, or have moved to a property that is nearer to the school than the previous property as defined by the 'Nearness' criterion' (below).

If sibling priority is lost, it will not be reinstated for any reason.

Linked infant and junior schools are considered to be the same school for this criterion. If sibling priority is lost, it will not be reinstated when a child transfers from an infant school to the linked junior school or for any other reason.

Where a child is transferring from Year 2 and would not be attending the infant school from the start of the next academic year, but applied for the

linked junior school, the sibling link would not be broken for a child applying for the infant school.

In this context brother or sister means children who live as brother and sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters, foster brothers or sisters.

4. 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.

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 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. When we apply the distance criterion for an oversubscribed Community or Voluntary Controlled 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.

Where a child lives at more than one address, we will distance to the home at which they sleep for the majority of school nights (Sunday to Thursday) in the first academic year, using community school term dates excluding school holidays. In the unlikely event that a child spends an equal time at both addresses, KCC will use the address that is closer to the school that is named as the child's first preference.

Tie breaker

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. This will be supervised by someone independent from the school.

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, the LA will offer a place to each of the siblings, even if doing so takes the school above its PAN. If the admissions are to Year R, and so result in a breach of infant class size legislation, the additional pupil(s) will be treated as “excepted” for the time they are in an infant class or until the numbers fall back to the current infant class size limit, as defined in the [School Admissions Code](#).

School age and deferred entry

Where an offer has been made, the school will provide for the admission of all children in the September following their fourth birthday. Parents can choose to defer the date their child is admitted to the school until later in the school year, but not beyond the start of the term after their child reaches compulsory school age and not beyond the beginning of the final term of the school year. Where parents wish, children may attend part-time until later in the school year, but not beyond the start of the term after their child reaches compulsory school age.

Admission for children outside their normal age group

Requests for admission to Reception 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 school and admissions authority 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 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 at the same time, in case their request is declined. This application can be cancelled if the school agrees to accept a deferred application for entry into Year R the following year. Deferred applications must be made via paper Reception Common Application Form (RCAF) to the LA, 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.

Further advice is available at www.kent.gov.uk/primaryadmissions

Waiting List

Each school will operate a waiting list for each year group. Where a school receives more applications for places than there are places available, a waiting list will operate for at least the first term of the academic year in oversubscription criteria order and will be re-ranked each time a child is added or before an offer is made.

Appeal

All applicants refused a place have the right of appeal to an independent appeal panel constituted and operated in accordance with the [School Admission Appeals Code](#). Appeals can be lodged at www.kent.gov.uk/schoolappeals.

In year admissions

Applications for children outside the normal admissions round, or for a place in a different year group, are called In Year Admissions. Applications will be ranked in accordance with the same oversubscription criteria and arrangements above.

Applications should be made direct to the school(s), using an In Year Application Form found at www.kent.gov.uk/inyearadmissions.

DRAFT

Oversubscription Criteria for Guston Church of England Primary School

Before the application of oversubscription criteria, children with an 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.

If the number of preferences for the school is more than the number of spaces available, places will be allocated in the following 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. Current Family Association - a brother or sister in the same school at the time of entry where the family continue to live at the same address as when the sibling was admitted – or – if they have moved – live within 2 miles of the school, or have moved to a property that is nearer to the school than the previous property as defined by the 'Nearness' criterion' (below).

If sibling priority is lost, it will not be reinstated for any reason.

In this context brother or sister means children who live as brother and sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters, foster brothers or sisters.

3. Service Pupil Premium– children in receipt of Service Pupil Premium. A child is eligible for SPP where one or both of their parents is serving in the regular armed forces.

4. 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.

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 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. When we apply the distance criterion for an oversubscribed Community or Voluntary Controlled 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.

Where a child lives at more than one address, we will distance to the home at which they sleep for the majority of school nights (Sunday to Thursday) in the first academic year, using community school term dates excluding school holidays. In the unlikely event that a child spends an equal time at both addresses, KCC will use the address that is closer to the school that is named as the child's first preference.

Tie breaker

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. This will be supervised by someone independent from the school.

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, the LA will offer a place to each of the siblings, even if doing so takes the school above its PAN. If the admissions are to Year R, and so result in a breach of infant class size legislation, the additional pupil(s) will be treated as "excepted" for the time they are in an infant class or until the numbers fall back to the current infant class size limit, as defined in the [School Admissions Code](#).

School age and deferred entry

Where an offer has been made, the school will provide for the admission of all children in the September following their fourth birthday. Parents can choose to defer the date their child is admitted to the school until later in the school year, but not beyond the start of the term after their child reaches compulsory school age and not beyond the beginning of the final term of the school year. Where parents wish, children may attend part-time until later in the school year, but not beyond the start of the term after their child reaches compulsory school age.

Admission for children outside their normal age group

Requests for admission to Reception 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 school and admissions authority 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 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 at the same time, in case their request is declined. This application can be cancelled if the school agrees to accept a deferred application for entry into Year R the following year. Deferred applications must be made via paper Reception Common Application Form (RCAF) to the LA, 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.

Further advice is available at www.kent.gov.uk/primaryadmissions

Waiting List

Each school will operate a waiting list for each year group. Where a school receives more applications for places than there are places available, a waiting list will operate for at least the first term of the academic year in oversubscription criteria order and will be re-ranked each time a child is added or before an offer is made.

Appeal

All applicants refused a place have the right of appeal to an independent appeal panel constituted and operated in accordance with the [School Admission Appeals Code](#). Appeals can be lodged at www.kent.gov.uk/schoolappeals.

In year admissions

Applications for children outside the normal admissions round, or for a place in a different year group, are called In Year Admissions. Applications will be ranked in accordance with the same oversubscription criteria and arrangements above. Applications should be made direct to the school(s), using an In Year Application Form found at www.kent.gov.uk/inyearadmissions.

Oversubscription Criteria for St Peters CE Primary School, Tunbridge Wells

Before the application of oversubscription criteria, children with an 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.

If the number of preferences for the school is more than the number of spaces available, places will be allocated in the following 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. Current Family Association - a brother or sister in the same school at the time of entry where the family continue to live at the same address as when the sibling was admitted – or – if they have moved – live within 2 miles of the school, or have moved to a property that is nearer to the school than the previous property as defined by the 'Nearness' criterion' (below).

If sibling priority is lost, it will not be reinstated for any reason.

In this context brother or sister means children who live as brother and sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters, foster brothers or sisters.

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 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. Children who live in the Unparished area of Tunbridge Wells – Children will be ranked according to the distance from their home to St Peters CE Primary School Tunbridge Wells with those living closest being ranked highest. The distance is measured between the child's permanent address and the school 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. A map displaying the priority area is provided below.

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 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. When we apply the distance criterion for an oversubscribed Community or Voluntary Controlled 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.

Where a child lives at more than one address, we will distance to the home at which they sleep for the majority of school nights (Sunday to Thursday) in the first academic year, using community school term dates excluding school holidays. In the unlikely event that a child spends an equal time at both addresses, KCC will use the address that is closer to the school that is named as the child's first preference.

Tie breaker

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. This will be supervised by someone independent from the school.

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, the LA will offer a place to each of the siblings, even if doing so takes the school above its PAN. If the admissions are to Year R, and so result in a breach of infant class size legislation, the additional pupil(s) will be treated as “excepted” for the time they are in an infant class or until the numbers fall back to the current infant class size limit, as defined in the [School Admissions Code](#).

School age and deferred entry

Where an offer has been made, the school will provide for the admission of all children in the September following their fourth birthday. Parents can choose to defer the date their child is admitted to the school until later in the school year, but not beyond the start of the term after their child reaches compulsory school age and not beyond the beginning of the final term of the school year. Where parents wish, children may attend part-time until later in the school year, but not beyond the start of the term after their child reaches compulsory school age.

Admission for children outside their normal age group

Requests for admission to Reception 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 school and admissions authority 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 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 at the same time, in case their request is declined. This application can be cancelled if the school agrees to accept a deferred application for entry into Year R the following year. Deferred applications must be made via paper Reception Common Application Form (RCAF) to the LA, 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.

Further advice is available at www.kent.gov.uk/primaryadmissions

Waiting List

Each school will operate a waiting list for each year group. Where a school receives more applications for places than there are places available, a waiting list will operate for at least the first term of the academic year in oversubscription criteria order and will be re-ranked each time a child is added or before an offer is made.

Appeal

All applicants refused a place have the right of appeal to an independent appeal panel constituted and operated in accordance with the [School Admission Appeals Code](#). Appeals can be lodged at www.kent.gov.uk/schoolappeals.

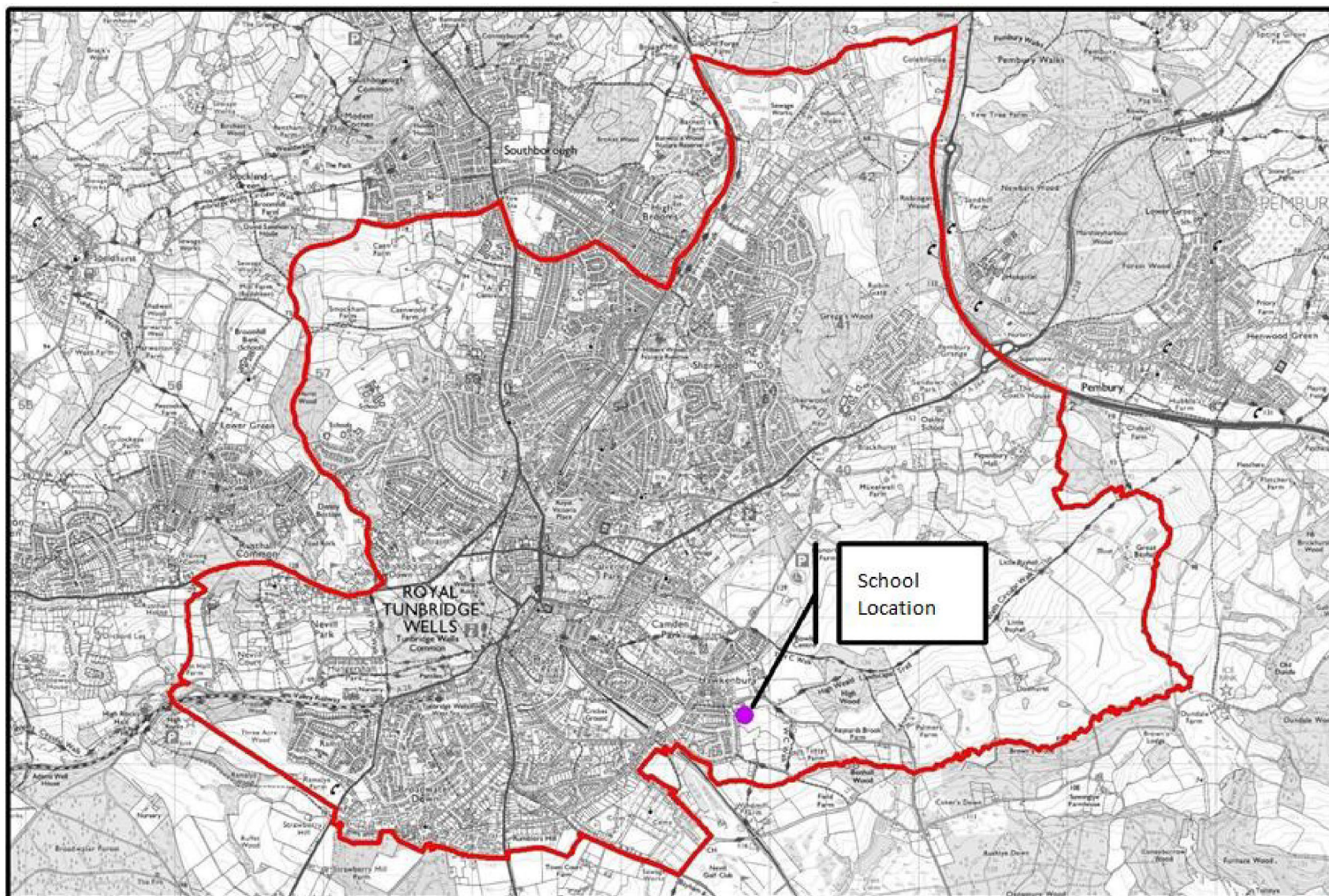
In year admissions

Applications for children outside the normal admissions round, or for a place in a different year group, are called In Year Admissions. Applications will be ranked in accordance with the same oversubscription criteria and arrangements above.

Applications should be made direct to the school(s), using an In Year Application Form found at www.kent.gov.uk/inyearadmissions.

DRAFT

St Peter's Primary and Unparished Tunbridge Wells



Oversubscription Criteria for Tunbury Primary School

Before the application of oversubscription criteria, children with an 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.

If the number of preferences for the school is more than the number of spaces available, places will be allocated in the following 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. Current Family Association - a brother or sister in the same school at the time of entry where the family continue to live at the same address as when the sibling was admitted – or – if they have moved – live within 2 miles of the school, or have moved to a property that is nearer to the school than the previous property as defined by the 'Nearness' criterion' (below).

If sibling priority is lost, it will not be reinstated for any reason.

In this context brother or sister means children who live as brother and sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters, foster brothers or sisters.

3. Children who live within a 0.5 mile radius of the school – Children will be ranked according to the distance from their home to Tunbury Primary School with those living closest being ranked highest. The distance is measured between the child's permanent address and the school 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. A map displaying the priority area is provided below.

4. Children who live in the Parish of Aylesford or Boxley and who are also within a 1.5 mile radius of the school – Children will be ranked according to the distance from their home to Tunbury Primary School with those living closest being ranked highest. The distance is measured between the child's permanent address and the school 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. A map displaying the priority area is provided below.

5. 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.

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 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. When we apply the distance criterion for an oversubscribed Community or Voluntary Controlled 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.

Where a child lives at more than one address, we will distance to the home at which they sleep for the majority of school nights (Sunday to Thursday) in the first academic year, using community school term dates excluding school holidays. In the unlikely event that a child spends an equal time at both addresses, KCC will use the address that is closer to the school that is named as the child's first preference.

Tie breaker

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. This will be supervised by someone

independent from the school.

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, the LA will offer a place to each of the siblings, even if doing so takes the school above its PAN. If the admissions are to Year R, and so result in a breach of infant class size legislation, the additional pupil(s) will be treated as “excepted” for the time they are in an infant class or until the numbers fall back to the current infant class size limit, as defined in the [School Admissions Code](#).

School age and deferred entry

Where an offer has been made, the school will provide for the admission of all children in the September following their fourth birthday. Parents can choose to defer the date their child is admitted to the school until later in the school year, but not beyond the start of the term after their child reaches compulsory school age and not beyond the beginning of the final term of the school year. Where parents wish, children may attend part-time until later in the school year, but not beyond the start of the term after their child reaches compulsory school age.

Admission for children outside their normal age group

Requests for admission to Reception 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 school and admissions authority 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 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 at the same time, in case their request is declined. This application can be cancelled if the school agrees to accept a deferred application for entry into Year R the following year. Deferred applications must be made via paper Reception Common Application Form (RCAF) to the LA, 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.

Further advice is available at www.kent.gov.uk/primaryadmissions

Waiting List

Each school will operate a waiting list for each year group. Where a school receives more applications for places than there are places available, a waiting list will operate for at least the first term of the academic year in oversubscription criteria order and will be re-ranked each time a child is added or before an offer is made.

Appeal

All applicants refused a place have the right of appeal to an independent appeal panel

constituted and operated in accordance with the [School Admission Appeals Code](#). Appeals can be lodged at www.kent.gov.uk/schoolappeals.

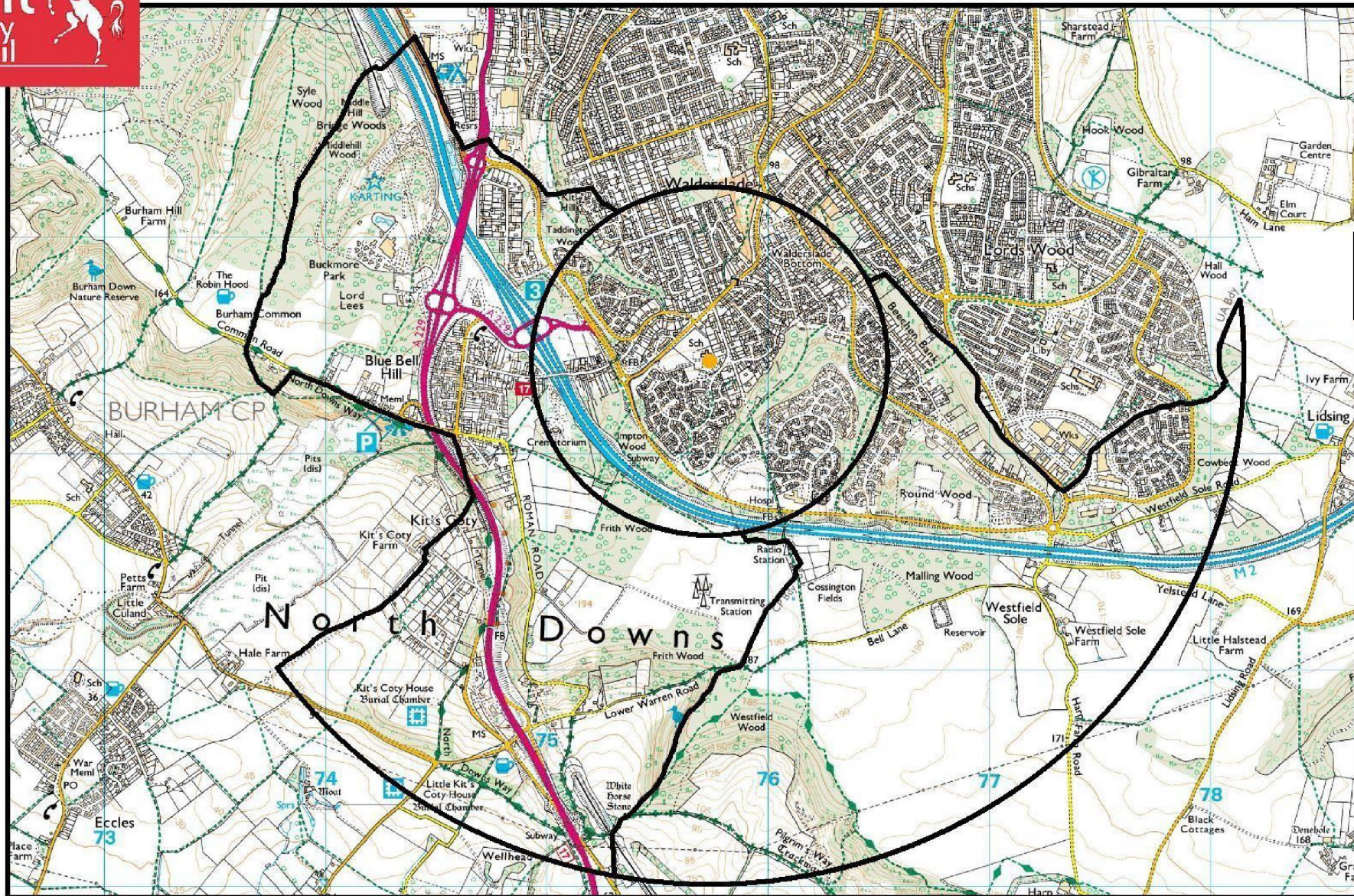
In year admissions

Applications for children outside the normal admissions round, or for a place in a different year group, are called In Year Admissions. Applications will be ranked in accordance with the same oversubscription criteria and arrangements above.

Applications should be made direct to the school(s), using an In Year Application Form found at www.kent.gov.uk/inyearadmissions.

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Tunbury Primary, half mile zone and 1.5 mile (Boxley & Aylesford only)



Oversubscription Criteria for Whitfield Aspen Primary School

Before the application of oversubscription criteria, children with an 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.

If the number of preferences for the school is more than the number of spaces available, places will be allocated in the following 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. Current Family Association - a brother or sister in the same school at the time of entry where the family continue to live at the same address as when the sibling was admitted – or – if they have moved – live within 2 miles of the school, or have moved to a property that is nearer to the school than the previous property as defined by the 'Nearness' criterion' (below).

If sibling priority is lost, it will not be reinstated for any reason.

In this context brother or sister means children who live as brother and sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters, foster brothers or sisters.

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. Nearness of children's homes to school - Children will be ranked according to

the distance from their home (defined in KCC's annual admissions prospectus) to the nearest of either the Mayfield Road site or the Archers Court Road site of Whitfield Aspen school, with those living closest being ranked highest. The distance is measured between the child's permanent address and the school 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. When we apply the distance criterion for an oversubscribed Community or Voluntary Controlled 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.

Where a child lives at more than one address, we will distance to the home at which they sleep for the majority of school nights (Sunday to Thursday) in the first academic year, using community school term dates excluding school holidays. In the unlikely event that a child spends an equal time at both addresses, KCC will use the address that is closer to the school that is named as the child's first preference.

Tie breaker

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. This will be supervised by someone independent from the school.

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, the LA will offer a place to each of the siblings, even if doing so takes the school above its PAN. If the admissions are to Year R, and so result in a breach of infant class size legislation, the additional pupil(s) will be treated as "excepted" for the time they are in an infant class or until the numbers fall back to the current infant class size limit, as defined in the [School Admissions Code](#).

School age and deferred entry

Where an offer has been made, the school will provide for the admission of all children in the September following their fourth birthday. Parents can choose to defer the date their child is admitted to the school until later in the school year, but not beyond the start of the term after their child reaches compulsory school age and not beyond the beginning of the final term of the school year. Where parents wish, children may attend part-time until later in the school year, but not beyond the start of the term after their child reaches compulsory school age.

Admission for children outside their normal age group

Requests for admission to Reception 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 school and admissions authority 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 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 at the same time, in case their request is declined. This application can be cancelled if the school agrees to accept a deferred application for entry into Year R the following year. Deferred applications must be made via paper Reception Common Application Form (RCAF) to the LA, 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.

Further advice is available at www.kent.gov.uk/primaryadmissions

Waiting List

Each school will operate a waiting list for each year group. Where a school receives more applications for places than there are places available, a waiting list will operate for at least the first term of the academic year in oversubscription criteria order and will be re-ranked each time a child is added or before an offer is made.

Appeal

All applicants refused a place have the right of appeal to an independent appeal panel constituted and operated in accordance with the [School Admission Appeals Code](#). Appeals can be lodged at www.kent.gov.uk/schoolappeals.

In year admissions

Applications for children outside the normal admissions round, or for a place in a different year group, are called In Year Admissions. Applications will be ranked in accordance with the same oversubscription criteria and arrangements above. Applications should be made direct to the school(s), using an In Year Application Form found at www.kent.gov.uk/inyearadmissions.

Linked Infant and Junior Schools

DFE NO	Infant School Name	Linked With	DFE NO	Junior School Name
2514	Brookfield Infant School	Linked With	5223	Brookfield Junior School
2329	Callis Grange Nursery and Infant School	Linked With	3360	St Peter-in-Thamet Church of England Junior School*
2263	Herne Bay Infant School	<u>Linked With</u>	5206	Herne Bay Junior School *
3295	Herne CE Infant & Nursery School	Linked With	3338	Herne CE (Aided) Junior School *
2459	Riverhead Infant School	Linked With	2141	Amherst School (Academy) Trust *
2626	Sandwich Infant School *	Linked With	2627	Sandwich Junior School
2337	St Crispin's Community Infant School	Linked With	3181	St Saviour's Church of England Junior School
3073	St Michael's Church of England Infant School	<u>Linked With</u>	3072	St Michael's Church of England Junior School
2474	St Paul's Infant School	<u>Linked With</u>	2175	North Borough Junior School
3081	Thurnham Church of England Infant School	Linked With	5203	Roseacre Junior School*
2276	Willesborough Infant School	<u>Linked With</u>	5226	Willesborough Junior School *

* Own admission authority Schools

Published Admission Numbers for Community and Voluntary Controlled Infant, Junior and Primary Schools in Kent:

DfE no.	School name	District	Sub Type	Status	PAN
3909	Ashford Oaks Community Primary School	Ashford	Primary	Community	60
2278	Bethersden Primary School	Ashford	Primary	Community	20
3136	Brabourne CEP School	Ashford	Primary	Voluntary Controlled	15
2574	Downs View Infant School	Ashford	Infant	Community	60
3199	Egerton CEP School	Ashford	Primary	Voluntary Controlled	30
2282	Great Chart Primary School	Ashford	Primary	Community	60
3139	High Halden CEP School	Ashford	Primary	Voluntary Controlled	15
3284	Lady Joanna Thornhill (Endowed) Primary School	Ashford	Primary	Voluntary Controlled	60
3138	St. Mary's CEP School, Chilham	Ashford	Primary	Voluntary Controlled	15
2275	Victoria Road Primary School	Ashford	Primary	Community	30
3145	Woodchurch CEP School	Ashford	Primary	Voluntary Controlled	26
3120	Barham CEP School	Canterbury	Primary	Voluntary Controlled	30
2258	Blean Primary School	Canterbury	Primary	Community	60
3122	Bridge & Patricbourne CEP School	Canterbury	Primary	Voluntary Controlled	60
3123	Chislet CEP School	Canterbury	Primary	Voluntary Controlled	15
2263	Herne Bay Infant School	Canterbury	Infant	Community	60
3295	Herne CEI School	Canterbury	Infant	Voluntary Controlled	90
2265	Hoath Primary School	Canterbury	Primary	Community	15
3126	Littlebourne CEP School	Canterbury	Primary	Voluntary Controlled	15
2000	St John's CofE Primary School	Canterbury	Primary	Voluntary Controlled	60
3129	St. Alphege CEI School	Canterbury	Infant	Voluntary Controlled	60
3289	St. Peter's Methodist Primary School, Canterbury	Canterbury	Primary	Voluntary Controlled	30
2268	Westmeads Community Infant School	Canterbury	Infant	Community	60
3130	Wickhambreaux CEP School	Canterbury	Primary	Voluntary Controlled	15
2120	Bean Primary School	Dartford	Primary	Community	30
2689	Craylands School, The	Dartford	Primary	Community	60
3296	Langafel CEP School	Dartford	Primary	Voluntary Controlled	45
2454	Aycliffe Community Primary School	Dover	Primary	Community	20
2648	Aylesham Primary School***	Dover	Primary	Community	60
2559	Capel-le-Ferne Primary School	Dover	Primary	Community	30
3167	Eastry CEP School	Dover	Primary	Voluntary Controlled	30

2320	Eythorne Elvington Community Primary School	Dover	Primary	Community	20
3168	Goodnestone CEP School	Dover	Primary	Voluntary Controlled	10
3916	Green Park Community Primary School	Dover	Primary	Community	60
3169	Guston CEP School	Dover	Primary	Voluntary Controlled	20
2318	Langdon Primary School	Dover	Primary	Community	15
2321	Lydden Primary School	Dover	Primary	Community	12
3171	Nonington CEP School	Dover	Primary	Voluntary Controlled	12
2322	Preston Primary School	Dover	Primary	Community	20
2312	River Primary School	Dover	Primary	Community	60
2627	Sandwich Junior School	Dover	Junior	Community	60
3175	Sheperdswell CEP (Previously Sibertswold CEP School)	Dover	Primary	Voluntary Controlled	30
2532	St. Margaret's-at-Cliffe Primary School	Dover	Primary	Community	30
2471	Whitfield and Aspen School	Dover	Primary	Community	78
2326	Wingham Primary School	Dover	Primary	Community	30
3146	Bodsham CEP School	Folkestone & Hythe	Primary	Voluntary Controlled	10
3137	Brookland CEP School	Folkestone & Hythe	Primary	Voluntary Controlled	15
3904	Castle Hill Community Primary School	Folkestone & Hythe	Primary	Community	58
3902	Hythe Bay C of E Primary School	Folkestone & Hythe	Primary	Voluntary Controlled	45
3154	Lyminge CEP School	Folkestone & Hythe	Primary	Voluntary Controlled	30
3155	Lympne CEP School	Folkestone & Hythe	Primary	Voluntary Controlled	30
2524	Palmarsh Primary School	Folkestone & Hythe	Primary	Community	20
2545	Sandgate Primary School	Folkestone & Hythe	Primary	Community	60
3153	Seabrook CEP School	Folkestone & Hythe	Primary	Voluntary Controlled	15
2300	Sellindge Primary School	Folkestone & Hythe	Primary	Community	30
3160	Selsted CEP School	Folkestone & Hythe	Primary	Voluntary Controlled	15
3149	St. Martin's CEP School, Folkestone	Folkestone & Hythe	Primary	Voluntary Controlled	30
3150	St. Peter's CEP School, Folkestone	Folkestone & Hythe	Primary	Voluntary Controlled	15
3158	Stelling Minnis CEP School	Folkestone & Hythe	Primary	Voluntary Controlled	15
3159	Stowting CEP School	Folkestone & Hythe	Primary	Voluntary Controlled	15
2094	Cobham Primary School	Gravesham	Primary	Community	30
2109	Higham Primary School	Gravesham	Primary	Community	30
2674	Kings Farm Primary School	Gravesham	Primary	Community	52
2509	Singlewell Primary School	Gravesham	Primary	Community	60
2519	Vigo Village School	Gravesham	Primary	Community	30
2161	Boughton Monchelsea Primary School	Maidstone	Primary	Community	30
3061	Bredhurst CEP School	Maidstone	Primary	Voluntary Controlled	20
2171	Brunswick House Primary School	Maidstone	Primary	Community	60

2163	East Farleigh Primary School	Maidstone	Primary	Community	30
3898	Greenfields Community Primary School	Maidstone	Primary	Community	45
3067	Harrietsham CEP School	Maidstone	Primary	Voluntary Controlled	60
2165	Headcorn Primary School	Maidstone	Primary	Community	60
2166	Hollingbourne Primary School	Maidstone	Primary	Community	15
2578	Kingswood Primary School	Maidstone	Primary	Community	20
3091	Laddingford St. Mary's CEP School	Maidstone	Primary	Voluntary Controlled	13
3069	Leeds & Broomfield CEP School	Maidstone	Primary	Voluntary Controlled	15
2168	Lenham Primary School	Maidstone	Primary	Community	30
2520	Madginford Primary School	Maidstone	Primary	Community	90
2175	North Borough Junior School	Maidstone	Junior	Community	90
3906	Palace Wood Primary School	Maidstone	Primary	Community	60
2176	Park Way Primary School	Maidstone	Primary	Community	45
2169	Platts Heath Primary School	Maidstone	Primary	Community	13
2552	Sandling Primary School	Maidstone	Primary	Community	60
2586	Senacre Wood Primary School	Maidstone	Primary	Community	30
3090	St. Margaret's CEP School, Collier Street	Maidstone	Primary	Voluntary Controlled	17
3073	St. Michael's CEI School, Maidstone	Maidstone	Infant	Voluntary Controlled	40
3072	St. Michael's CEJ School, Maidstone	Maidstone	Junior	Voluntary Controlled	45
2474	St. Paul's Infant School	Maidstone	Infant	Community	90
2192	Staplehurst School	Maidstone	Primary	Community	75
2193	Sutton Valence Primary School	Maidstone	Primary	Community	30
3081	Thurnham CEI School	Maidstone	Infant	Voluntary Controlled	90
3083	Ulcombe CEP School	Maidstone	Primary	Voluntary Controlled	15
2653	West Borough Primary School	Maidstone	Primary	Community	60
3092	Yalding St. Peter & St. Paul CEP School	Maidstone	Primary	Voluntary Controlled	24
2088	Crockenhill Primary School	Sevenoaks	Primary	Community	30
3054	Crockham Hill CEP School	Sevenoaks	Primary	Voluntary Controlled	20
3896	Downsview Primary	Sevenoaks	Primary	Community	30
2130	Dunton Green Primary School	Sevenoaks	Primary	Community	30
3015	Fawkham CEP School	Sevenoaks	Primary	Voluntary Controlled	15
3907	Hextable Primary School	Sevenoaks	Primary	Community	90
2615	High Firs Primary School	Sevenoaks	Primary	Community	30
2136	Kemsing Primary School	Sevenoaks	Primary	Community	30
2137	Leigh Primary School	Sevenoaks	Primary	Community	23
2682	New Ash Green Primary School	Sevenoaks	Primary	Community	60
2138	Otford Primary School	Sevenoaks	Primary	Community	30

2459	Riverhead Infant School	Sevenoaks	Infant	Community	90
2632	Sevenoaks Primary School	Sevenoaks	Primary	Community	60
2148	<i>Shoreham Village School***</i>	<i>Sevenoaks</i>	<i>Primary</i>	<i>Community</i>	<i>15</i>
3298	St. Edmund's Church of England Primary School	Sevenoaks	Primary	Voluntary Controlled	30
3037	St. John's CEP School, Sevenoaks	Sevenoaks	Primary	Voluntary Controlled	30
3201	St. Lawrence CEP School	Sevenoaks	Primary	Voluntary Controlled	12
3010	St. Paul's CEP School	Sevenoaks	Primary	Voluntary Controlled	15
3043	Sundridge & Brasted CEP School	Sevenoaks	Primary	Voluntary Controlled	15
2147	Weald Community Primary School	Sevenoaks	Primary	Community	30
3282	Boughton-under-Blean & Dunkirk Primary School	Swale	Primary	Voluntary Controlled	30
2254	Canterbury Road Primary School	Swale	Primary	Community	30
2228	Davington Primary School	Swale	Primary	Community	60
2226	Eastling Primary School	Swale	Primary	Community	15
2227	Ethelbert Road Primary School	Swale	Primary	Community	30
3109	Hernhill CEP School	Swale	Primary	Voluntary Controlled	30
2231	Lower Halstow School	Swale	Primary	Community	30
3111	Newington CEP School	Swale	Primary	Voluntary Controlled	30
3108	Ospringe CEP School	Swale	Primary	Voluntary Controlled	30
2239	Rodmersham School	Swale	Primary	Community	10
2245	Rose Street School	Swale	Primary	Community	60
3117	Teynham Parochial CEP School	Swale	Primary	Voluntary Controlled	60
2434	West Minster Primary School	Swale	Primary	Community	60
3178	Birchington CEP School	Thanet	Primary	Voluntary Controlled	60
2329	Callis Grange Nursery & Infant School	Thanet	Infant	Community	90
2340	Ellington Infant School	Thanet	Infant	Community	60
3179	Holy Trinity & St. John's CEP School, Margate	Thanet	Primary	Voluntary Controlled	60
3182	Minster CEP School	Thanet	Primary	Voluntary Controlled	60
3183	Monkton CEP School	Thanet	Primary	Voluntary Controlled	15
2345	Priory Infant School	Thanet	Infant	Community	60
2337	St. Crispin's Community Primary Infant School	Thanet	Infant	Community	60
3186	St. Nicholas at Wade CEP School	Thanet	Primary	Voluntary Controlled	30
3181	St. Saviour's CEJ School	Thanet	Junior	Voluntary Controlled	96
2514	Brookfield Infant School	Tonbridge & Malling	Infant	Community	60
5223	Brookfield Junior School, Larkfield	Tonbridge & Malling	Junior	Community	64
3062	Burham CEP School	Tonbridge & Malling	Primary	Voluntary Controlled	28
2065	Discovery School	Tonbridge & Malling	Primary	Community	90

2164	East Peckham Primary School	Tonbridge & Malling	Primary	Community	30
2132	Hadlow School	Tonbridge & Malling	Primary	Community	30
3033	Hildenborough CEP School	Tonbridge & Malling	Primary	Voluntary Controlled	30
2167	Ightham Primary School*	Tonbridge & Malling	Primary	Community	30
2680	Kings Hill School	Tonbridge & Malling	Primary	Community	60
2562	Lunsford Primary School	Tonbridge & Malling	Primary	Community	30
2185	Mereworth Community Primary School	Tonbridge & Malling	Primary	Community	30
2187	Offham Primary School	Tonbridge & Malling	Primary	Community	30
2188	Plaxtol Primary School	Tonbridge & Malling	Primary	Community	15
2189	Ryarsh Primary School	Tonbridge & Malling	Primary	Community	30
2190	Shipbourne School	Tonbridge & Malling	Primary	Community	9
2155	Slade Primary School	Tonbridge & Malling	Primary	Community	60
3089	St. George's CEP School	Tonbridge & Malling	Primary	Voluntary Controlled	30
3057	St. Peter's CEP School	Tonbridge & Malling	Primary	Voluntary Controlled	24
2539	Stocks Green Primary School	Tonbridge & Malling	Primary	Community	30
2156	Sussex Road Community Primary School	Tonbridge & Malling	Primary	Community	60
3082	Trottiscliffe CEP School	Tonbridge & Malling	Primary	Voluntary Controlled	12
2530	Tunbury Primary School	Tonbridge & Malling	Primary	Community	60
2079	Woodlands Primary School	Tonbridge & Malling	Primary	Community	60
3088	Wouldham, All Saint's CEP School	Tonbridge & Malling	Primary	Voluntary Controlled	60
3022	Benenden CEP School	Tunbridge Wells	Primary	Voluntary Controlled	30
3023	Bidborough CEP School	Tunbridge Wells	Primary	Voluntary Controlled	30
2490	Bishops Down Primary School	Tunbridge Wells	Primary	Community	30
2651	Broadwater Primary School	Tunbridge Wells	Primary	Community	30
2128	Capel Primary School	Tunbridge Wells	Primary	Community	30
2465	Claremont Primary School	Tunbridge Wells	Primary	Community	60
3027	Cranbrook CEP School	Tunbridge Wells	Primary	Voluntary Controlled	30
3198	Frittenden CEP School	Tunbridge Wells	Primary	Voluntary Controlled	15
3029	Goudhurst & Kilndown CEP School	Tunbridge Wells	Primary	Voluntary Controlled	30
3032	Hawkhurst CEP School	Tunbridge Wells	Primary	Voluntary Controlled	30
3034	Lamberhurst St. Mary's CEP School	Tunbridge Wells	Primary	Voluntary Controlled	30
2482	Langton Green Primary School	Tunbridge Wells	Primary	Community	60
2139	Pembury School	Tunbridge Wells	Primary	Community	60
2142	Sandhurst Primary School	Tunbridge Wells	Primary	Community	30
3297	Southborough CEP School	Tunbridge Wells	Primary	Voluntary Controlled	90
3050	St. John's CEP School	Tunbridge Wells	Primary	Voluntary Controlled	90
3052	St. Mark's CEP School	Tunbridge Wells	Primary	Voluntary Controlled	60
3294	St. Matthew's High Brooms CEP School	Tunbridge Wells	Primary	Voluntary Controlled	60
3053	St. Peter's CEP School, Tunbridge Wells	Tunbridge Wells	Primary	Voluntary Controlled	30

*** Please note at time of going to consultation these schools are awaiting an academy order



Kent County Council

Proposed Admissions Arrangements for Academic Year 2026/27

Community and Voluntary Controlled Secondary Schools in Kent

Produced by:
Admissions and Transport

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Introduction / Background

Each year, Kent County Council is required to determine its admissions arrangements. They must include:

- The over-subscription criteria / arrangements for entry to those schools for whom Kent County Council is the admission authority (Community and Voluntary Controlled schools).
- The Published Admission Number (PAN) for those schools
- Relevant Consultation areas

At the time of going to consultation, arrangements for the schools listed at the back of this paper identifying the Published Admissions Numbers are those schools for which Kent County Council was the admissions authority. Some schools will have been in the process of becoming academies.

Where this was the case arrangements determined through Kent's consultation will transfer to the academy and if it then chooses to amend admissions arrangements in the future it will be through its own consultation on changes for future admissions years.

Oversubscription criteria for entry into Year 7 for Dover Grammar School for Girls will be applied in the following priority order:

Entry to the school is through the Kent Assessment Procedure or Dover Test

Applicants must reach the required standard in the Kent Test or Dover Test in order to decide which students should be deemed selective.

The Kent Test is marked and the scores age standardised. Receiving a Grammar assessment in the Kent Test does not guarantee a Grammar school place at offer day. All applications are assessed in line with each school's oversubscription criteria. More information about the Kent Test Assessment Procedure can be found at www.kent.gov.uk/KentTest and 'Admission to Secondary School in Kent' booklet.

Dover Grammar School for Boys (a Foundation School) uses a dual testing arrangement to determine eligibility for admission (boys may be found eligible through the school's own "Dover" test and/or Kent's 11+ process), a practice most recently confirmed by the Schools Adjudicator in 2019 (ref: ADA 3581). The Dover Grammar School for Girls remains a Community School, but provision has been made for a matching arrangement, also confirmed by the Schools Adjudicator in 2019 (ref: ADA3580) so Dover Grammar School for Girls will include in its oversubscription criteria that "Entry is through the Kent age 11 assessment procedure or the school's own "Dover" test."

The Dover Test normally takes place on a Saturday in September. More information can be found at www.dggs.kent.sch.uk. The school will make provision for an alternative date for candidates who are unable to take their test on the published date because of illness or by reason of religious observance. Application to take the test should be made on the school's online application form which is available from the school's website.

Before the application of oversubscription criteria, children with an 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.

If the number of preferences for the school is more than the number of spaces available, places will be allocated in the following 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. Current Family Association - a brother or sister in the same school at the time of entry.

In this context brother or sister means children who live as brother and sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters, foster brothers or sisters.

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. Children in receipt of Pupil Premium – A child is eligible for Pupil Premium where they have been registered for free school meals (FSM) at any point in the last 6 years. This does not include children who have only been eligible to receive Universal Infant Free School Meals. Pupil Premium is also afforded to Children in Local Authority Care or Previously in Local Authority Care, however these children will be prioritised in the relevant criteria above. Parents wishing to apply under this criterion must ensure they complete the attached Supplementary Information Form and return it to the school by 31 October in the year of application. Parents must also complete an application (via online or paper Secondary Common Application Form) naming the school, otherwise their child cannot be considered for a place.

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 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. When we apply the distance criterion for an oversubscribed Community or Voluntary Controlled 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.

Where a child lives at more than one address, we will distance to the home at which they sleep for the majority of school nights (Sunday to Thursday) in the first academic year, using community school term dates excluding school holidays. In the

unlikely event that a child spends an equal time at both addresses, KCC will use the address that is closer to the school that is named as the child's first preference.

Tie breaker

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. This will be supervised by someone independent from the school.

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, the LA will offer a place to each of the siblings, even if doing so takes the school above its PAN.

Admission for children outside their normal age group

Requests for admission to Year 7 outside of the normal age group should be made to the Headteacher the school as early as possible. As entry to the school is through the Kent Test procedure, parents need to ensure they allow the school and admissions authority sufficient time to make a decision before the closing date for Kent Test registration.

Where a parent is requesting for their child to apply early, parents are advised to contact the school shortly before the opening of the Kent Test registration process for the year they wish their child to start. If the request for early testing is accepted, the child cannot sit the test again.

Where a parent is requesting for their child to apply later than expected, they should make their request shortly before the opening of the Kent Test registration process associated with the child's date of birth. Parents are advised to complete a Kent test registration for the normal point of entry at the same time, in case their request is declined. This registration can be cancelled if the school agrees to accept a deferred application for entry into Year 7 the following year, allowing the child to apply for the Kent Test the following year.

Parents are not expected to provide evidence to support their request to defer their 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 a school's ability to agree to deferral or early admission to their secondary phase of education.

The school will take into account the year group the child has been taught in leading up to transition. Deferred applications must be made via paper Secondary Common Application Form (SCAF) to the LA, with written confirmation from the school attached. Early or 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. Further advice is available at www.kent.gov.uk/schooladmissions.

Waiting list

Waiting list will be held for at least the first term of the academic year in oversubscription criteria order and will be re-ranked each time a child is added or before an offer is made.

Appeal

All applicants refused a place have the right of appeal to an independent appeal panel constituted and operated in accordance with the [School Admission Appeals Code](#). Appeals can be lodged at www.kent.gov.uk/schoolappeals.

In year admissions

Applications for children outside the normal admissions round, or for a place in a different year group, are called In Year Admissions. Applications will be ranked in accordance with the same oversubscription criteria and arrangements above.

The school will coordinate in-year admissions for year groups other than the normal points of entry.

Parents who move to Kent after the Kent Test and Dover Test have taken place will still need to be assessed to be considered for admission to the school. This will be arranged directly with the grammar school being applied for. Until the end of the first term in the school year, all grammar schools will use the Kent Test. After this, the grammar school will use its own assessment process. In these circumstances, testing for Dover Grammar School for Girls will consist of a electronic CAT test (cognitive ability test) and a written test, and students will be required to meet the threshold mean score for each year group. Reaching the appropriate standard does not guarantee a place as all applications are assessed in line with the school's oversubscription criteria.

The test is only to be taken once in any single academic year. As such, the school may share test outcomes with the Local Authority and other local grammar schools should an application be made to more than one grammar school.



DOVER GRAMMAR SCHOOL FOR GIRLS SUPPLEMENTARY FORM for PUPIL PREMIUM INFORMATION

To qualify for Pupil Premium you have to be eligible under one of the following criteria...

3.1 Ever 6 FSM

The pupil premium will include pupils recorded in the January school census before application who are known to have been eligible for free school meals (FSM) in any of the previous 6 years, as well as those first known to be eligible at that January.

3.2 Children adopted from care or who have left care

The pupil premium will include pupils who were looked after by an English or Welsh local authority immediately before being adopted, or who left local authority care on a special guardianship order or child arrangements order (previously known as residence order).

- Please fill in the details below and send the form back to the school with your evidence. For further information on what evidence is required please contact the school for assistance.
- Please remember to also fill in a Secondary Common Application Form online via kent.gov.uk/ola

CHILD'S DETAILS

<u>FORNAME</u>	<u>SURNAME</u>	<u>DATE OF BIRTH</u>

ADDRESS (This address will be used on all future correspondence unless otherwise notified. Please use house numbers and names where applicable)

Postcode:

PARENT / CARER DETAILS

TITLE	FORENAME	SURNAME	RELATIONSHIP TO CHILD

TELEPHONE NUMBER	
EMAIL ADDRESS	

PRINT NAME: **SIGNATURE:**

Please return to – DOVER GRAMMAR SCHOOL FOR GIRLS, Frith Road, Dover, Kent, CT16 2PZ by 31st October.

Oversubscription criteria for entry into Year 7 for Simon Langton Girls' Grammar School will be applied in the following priority order

Entry to the school is through the Kent Assessment Procedure

Applicants must reach the required standard in the Kent Test in order to decide which students should be deemed selective. The tests are marked and the scores age standardised. Receiving a Grammar assessment in the Kent Test does not guarantee a Grammar school place at offer day. All applications are assessed in line with each school's oversubscription criteria. More information about the Kent Test Assessment Procedure can be found at www.kent.gov.uk/KentTest and 'Admission to Secondary School in Kent' booklet.

Before the application of oversubscription criteria, children with an 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.

If the number of preferences for the school is more than the number of spaces available, places will be allocated in the following 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. Current Family Association - a brother or sister in the same school at the time of entry.

In this context brother or sister means children who live as brother and sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters, foster brothers or sisters.

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. Children in receipt of Pupil Premium – A child is eligible for Pupil Premium where they have been registered for free school meals (FSM) at any point in the last 6 years. This does not include children who have only been eligible to receive Universal Infant Free School Meals. Pupil Premium is also afforded to Children in Local Authority Care or Previously in Local Authority Care, however these children will be prioritised in the relevant criteria above. Parents wishing to apply under this criterion must ensure they complete the attached Supplementary Information Form and return it to the school by 31 October in the year of application. Parents must also complete an application (via online or paper Secondary Common Application Form) naming the school, otherwise their child cannot be considered for a place.

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 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. When we apply the distance criterion for an oversubscribed Community or Voluntary Controlled 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.

Where a child lives at more than one address, we will distance to the home at which they sleep for the majority of school nights (Sunday to Thursday) in the first academic year, using community school term dates excluding school holidays. In the unlikely event that a child spends an equal time at both addresses, KCC will use the address that is closer to the school that is named as the child's first preference.

Tie breaker

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. This will be supervised by someone independent from the school.

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, the LA will offer a place to each of the siblings, even if doing so takes the school above its PAN.

Admission for children outside their normal age group

Requests for admission to Year 7 outside of the normal age group should be made

to the Headteacher the school as early as possible. As entry to the school is through the Kent Test procedure, parents need to ensure they allow the school and admissions authority sufficient time to make a decision before the closing date for Kent Test registration.

Where a parent is requesting for their child to apply early, parents are advised to contact the school shortly before the opening of the Kent Test registration process for the year they wish their child to start. If the request for early testing is accepted, the child cannot sit the test again.

Where a parent is requesting for their child to apply later than expected, they should make their request shortly before the opening of the Kent Test registration process associated with the child's date of birth. Parents are advised to complete a Kent test registration for the normal point of entry at the same time, in case their request is declined. This registration can be cancelled if the school agrees to accept a deferred application for entry into Year 7 the following year, allowing the child to apply for the Kent Test the following year.

Parents are not expected to provide evidence to support their request to defer their 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 a school's ability to agree to deferral or early admission to their secondary phase of education.

The school will take into account the year group the child has been taught in leading up to transition. Deferred applications must be made via paper Secondary Common Application Form (SCAF) to the LA, with written confirmation from the school attached. Early or 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. Further advice is available at www.kent.gov.uk/schooladmissions.

Waiting list

Waiting list will be held for at least the first term of the academic year in oversubscription criteria order and will be re-ranked each time a child is added or before an offer is made.

Appeal

All applicants refused a place have the right of appeal to an independent appeal panel constituted and operated in accordance with the [School Admission Appeals Code](#). Appeals can be lodged at www.kent.gov.uk/schoolappeals.

In year admissions

Applications for children outside the normal admissions round, or for a place in a different year group, are called In Year Admissions. Applications will be ranked in accordance with the same oversubscription criteria and arrangements above.

The school will coordinate in-year admissions for year groups other than the normal

points of entry.

Parents who move to Kent after the Kent Test has taken place will still need to be assessed to be considered for admission to the school. This will be arranged directly with the grammar school being applied for. Until the end of the first term in the school year, all grammar schools will use the Kent Test. After this, the grammar school will use its own assessment process. In these circumstances, testing for Simon Langton Girls' Grammar School will consist of electronic Progress Tests and students will be required to meet an aggregate score of 330 with no score lower than 110 in each test. Reaching the appropriate standard does not guarantee a place as all applications are assessed in line with the school's oversubscription criteria.

The test is only to be taken once in any single academic year. As such, the school may share test outcomes with the Local Authority and other local grammar schools should an application be made to more than one grammar school.

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SIMON LANGTON GIRLS' GRAMMAR SCHOOL SUPPLEMENTARY FORM for PUPIL PREMIUM INFORMATION

To qualify for Pupil Premium you have to be eligible under one of the following criteria...

3.1 Ever 6 FSM

The pupil premium will include pupils recorded in the January school census before application who are known to have been eligible for free school meals (FSM) in any of the previous 6 years, as well as those first known to be eligible at that January.

3.2 Children adopted from care or who have left care

The pupil premium will include pupils who were looked after by an English or Welsh local authority immediately before being adopted, or who left local authority care on a special guardianship order or child arrangements order (previously known as residence order).

- Please fill in the details below and send the form back to the school with your evidence. For further information on what evidence is required please contact the school for assistance.
- Please remember to also fill in a Secondary Common Application Form online via kent.gov.uk/ola

CHILD'S DETAILS

FORENAME	SURNAME	DATE OF BIRTH

ADDRESS (This address will be used on all future correspondence unless otherwise notified. Please use house numbers and names where applicable)

Postcode:

PARENT / CARER DETAILS

TITLE	FORENAME	SURNAME	RELATIONSHIP TO CHILD

TELEPHONE NUMBER	
EMAIL ADDRESS	

PRINT NAME:

SIGNATURE:

Please return to – SIMON LANGTON GIRLS' GRAMMAR SCHOOL, Old Dover Road, Canterbury, CT1 3EW by 31st October.

Oversubscription criteria for Entry into Year 7 for Tunbridge Wells Grammar School for Boys will be applied in the following priority order:

Entry to the school is through the Kent Assessment Procedure

Applicants must reach the required standard in the Kent Test in order to decide which students should be deemed selective. The tests are marked and the scores age standardised. Receiving a Grammar assessment in the Kent Test does not guarantee a Grammar school place at offer day. All applications are assessed in line with each school's oversubscription criteria. More information about the Kent Test Assessment Procedure can be found at www.kent.gov.uk/KentTest and 'Admission to Secondary School in Kent' booklet.

Before the application of oversubscription criteria, children with an Education, Health and Care Plan which names the school and who are eligible for admission to this academically selective school will be admitted. As a result of this, the published admissions number will be reduced accordingly.

If the number of preferences for the school is more than the number of spaces available, places will be allocated in the following priority order. In the event of any of the criteria being oversubscribed, priority will be given initially to children in receipt of pupil premium* who have completed and returned the attached Supplementary Information Form and then on the basis of distance with those closest being given higher priority, as described below.

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. Current Family Association - 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.

2. 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 a particular 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 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.

3. Children who live within a 3 mile radius of the school - Children will be ranked according to the distance from their home to the Tunbridge Wells Grammar school for Boys with those living closest being ranked highest. The distance is measured between the child's permanent address and the school in a straight line using National Land and Property Gazetteer (NLPG) address point data. Distances are measured from a point within the child's home to a similarly defined point within the school as specified by NLPG.

4. Children who live in the named parishes below – Children will be ranked according to the distance from their home to the Tunbridge Wells Grammar School for Boys with those living closest being ranked highest. The distance is measured between the child's permanent address and the school in a straight line using National Land and Property Gazetteer (NLPG) address point data. Distances are measured from a point within the child's home to a similarly defined point within the school as specified by NLPG.

Badgers Mount	Hildenborough	Sevenoaks
Bidborough	Ightham	Sevenoaks Weald
Brasted	Kemsing	Shipbourne
Capel	Knockholt	Shoreham
Chevening	Leigh	Southborough
Chiddingstone	Otford	Speldhurst
Cowden	Pembury	Sundridge with Ide hill
Dunton Green	Penshurst	Tonbridge
Edenbridge	Plaxtol	Tunbridge Wells
Hadlow	Riverhead	Westerham
Halstead	Rusthall	
Hever	Seal	

5. Nearness of all other children's homes to school – The distance between the child's permanent home address (defined in KCC's annual admissions prospectus) and the school is measured in a straight line using 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's Tunbridge Wells campus as specified by NLPG. The same address point on the school site is used for everybody. When we apply the distance criterion for an oversubscribed Community or Voluntary Controlled 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.

Where a child lives at more than one address, we will distance to the home at which they sleep for the majority of school nights (Sunday to Thursday) in the first academic year, using community school term dates excluding school holidays. In the unlikely event that a child spends an equal time at both addresses, KCC will use the address that is closer to the school that is named as the child's first preference.

Children in Receipt of Pupil Premium* In the event of any of the criteria being oversubscribed, priority will be given initially to children in receipt of pupil premium. A child is eligible for Pupil Premium where they have been registered for free school meals (FSM) at any point in the last 6 years. This does not include children who have only been eligible to receive Universal Infant Free School Meals. Pupil Premium is also afforded to Children in Local Authority Care or Previously in Local Authority Care, however these children will be prioritised in the relevant criteria above. Parents wishing to apply under this priority must ensure they complete the attached Supplementary Information Form and return it to the school by 31 October in the year of application. Parents must also complete an application (via online or paper Secondary Common Application Form) naming the school, otherwise their child cannot be considered for a place.

Tie breaker

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. This will be supervised by someone independent from the school.

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, the LA will offer a place to each of the siblings, even if doing so takes the school above its PAN.

Admission for children outside their normal age group

Requests for admission to Year 7 outside of the normal age group should be made to the Headteacher the school as early as possible. As entry to the school is through the Kent Test procedure, parents need to ensure they allow the school and admissions authority sufficient time to make a decision before the closing date for Kent Test registration.

Where a parent is requesting for their child to apply early, parents are advised to contact the school shortly before the opening of the Kent Test registration process for the year they wish their child to start. If the request for early testing is accepted, the child cannot sit the test again.

Where a parent is requesting for their child to apply later than expected, they should make their request shortly before the opening of the Kent Test registration process associated with the child's date of birth. Parents are advised to complete a Kent test

registration for the normal point of entry at the same time, in case their request is declined. This registration can be cancelled if the school agrees to accept a deferred application for entry into Year 7 the following year, allowing the child to apply for the Kent Test the following year.

Parents are not expected to provide evidence to support their request to defer their 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 a school's ability to agree to deferral or early admission to their secondary phase of education.

The school will take into account the year group the child has been taught in leading up to transition. Deferred applications must be made via paper Secondary Common Application Form (SCAF) to the LA, with written confirmation from the school attached. Early or 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. Further advice is available at www.kent.gov.uk/schooladmissions.

Waiting list

Waiting list will be held for at least the first term of the academic year in oversubscription criteria order and will be re-ranked each time a child is added or before an offer is made.

Appeal

All applicants refused a place have the right of appeal to an independent appeal panel constituted and operated in accordance with the [School Admission Appeals Code](#). Appeals can be lodged at www.kent.gov.uk/schoolappeals.

In year admissions

Applications for children outside the normal admissions round, or for a place in a different year group, are called In Year Admissions. Applications will be ranked in accordance with the same oversubscription criteria and arrangements above.

The school will coordinate in-year admissions for year groups other than the normal points of entry.

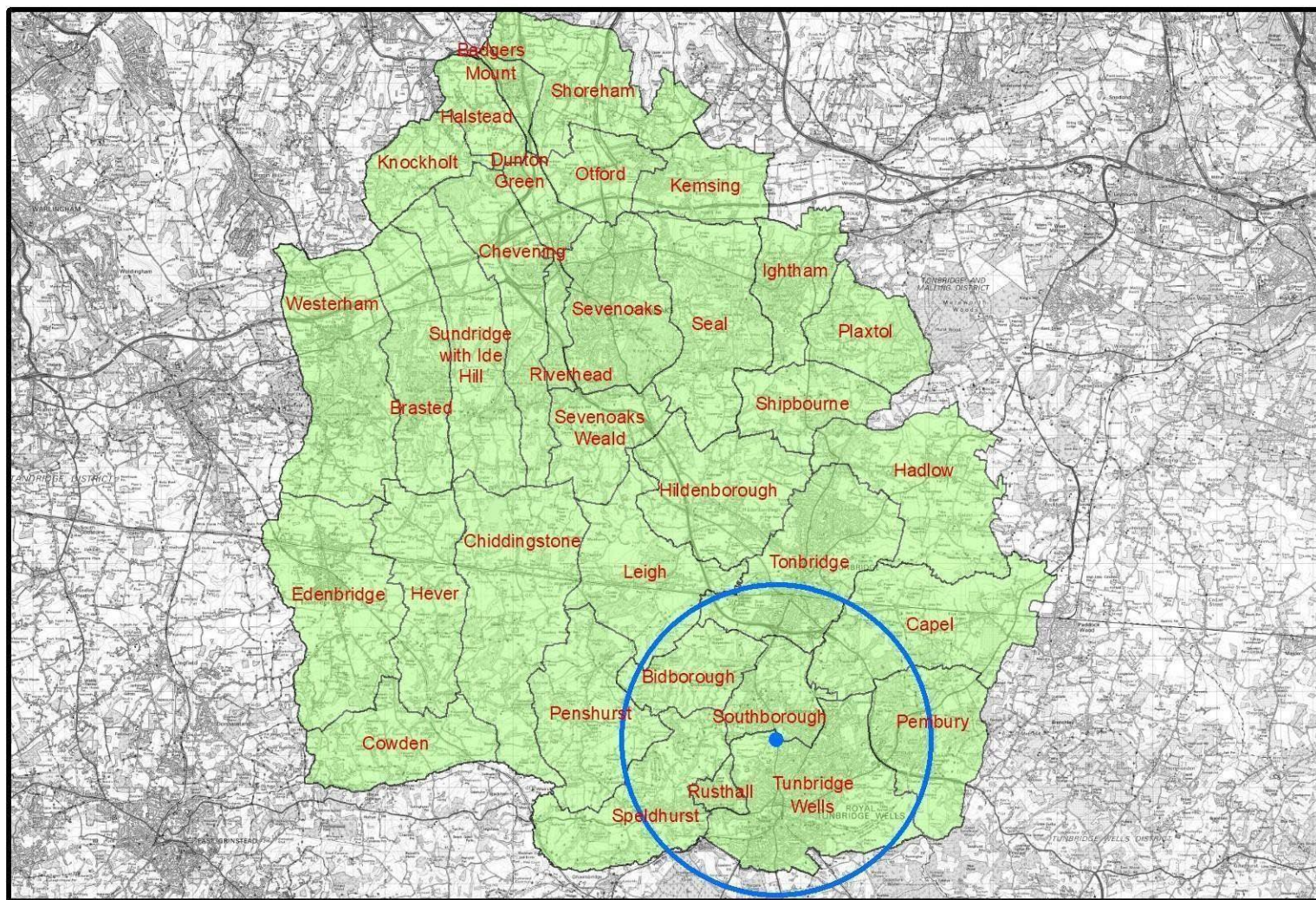
Parents who move to Kent after the Kent Test has taken place will still need to be assessed to be considered for admission to the school. This will be arranged directly with the grammar school being applied for. Until the end of the first term in the school year, all grammar schools will use the Kent Test. After this, the grammar school will use its own assessment process. In these circumstances, testing for Tunbridge Wells Grammar School for Boys will consist of electronic CAT tests (cognitive ability test) and students will be required to meet the threshold mean score of 115. Reaching the appropriate standard does not guarantee a place as all applications are assessed in line with the school's oversubscription criteria.

The test is only to be taken once in any single academic year. As such, the school

may share test outcomes with the Local Authority and other local grammar schools should an application be made to more than one grammar school.

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Tunbridge Wells Grammar School for Boys Priority Areas



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Produced by: Admissions and Transport
Dated





TUNBRIDGE WELLS GRAMMAR SCHOOL FOR BOYS SUPPLEMENTARY FORM for PUPIL PREMIUM INFORMATION

To qualify for Pupil Premium you have to be eligible under one of the following criteria...

3.1 Ever 6 FSM

The pupil premium will include pupils recorded in the January school census before application who are known to have been eligible for free school meals (FSM) in any of the previous 6 years, as well as those first known to be eligible at that January.

3.2 Children adopted from care or who have left care

The pupil premium will include pupils who were looked after by an English or Welsh local authority immediately before being adopted, or who left local authority care on a special guardianship order or child arrangements order (previously known as residence order).

- Please fill in the details below and send the form back to the school with your evidence. For further information on what evidence is required please contact the school for assistance.
- Please remember to also fill in a Secondary Common Application Form online via kent.gov.uk/ola

CHILD'S DETAILS

<u>FORENAME</u>	<u>SURNAME</u>	<u>DATE OF BIRTH</u>

ADDRESS (This address will be used on all future correspondence unless otherwise notified. Please use house numbers and names where applicable)

Postcode:

PARENT / CARER DETAILS

<u>TITLE</u>	<u>FORENAME</u>	<u>SURNAME</u>	<u>RELATIONSHIP TO CHILD</u>

<u>TELEPHONE NUMBER</u>	
<u>EMAIL ADDRESS</u>	

PRINT NAME:

SIGNATURE:

Please return to – TUNBRIDGE WELLS GRAMMAR SCHOOL FOR BOYS, St John's Road, Tunbridge Wells, TN4 9XB by 31st October.

Admission Arrangements for Entry into Year 12 for Community and Voluntary Controlled Secondary Schools

Dover Grammar School for Girls:

The Published Admission Number for entry into Dover Grammar School for Girls Sixth Form is a total of 150 students.

Entry Requirements

- The minimum requirement is three 6 grades and three others at 5 grade.
- At least a grade 4 or above in English and Mathematics.
- Students will require a grade 6 or above in most subjects to study that relevant subject at A level.
 - To study Mathematics, Modern Foreign Languages or a Science subject you will require a grade 7.
 - To study Economics a grade 7 or above in Mathematics is required and a grade 6 or above in a Business or a related subject.
 - Students may be able to study a Science subject with a grade 6 but their 4th option choice must be a STEM Access forming part of your Personal Enrichment Pathway.
 - For Further Mathematics you will need an 8 or 9 and this will be your 4th A Level subject.
- Short courses are equivalent to half a GCSE.

Oversubscription Criteria

The school may enroll students above the expected number of places in the Sixth Form if there are sufficient places on the particular combination of courses requested by suitably qualified applicants. If the number of applications to the Sixth Form exceeds the number of available places, priority will be awarded to those who meet the entry requirements on the basis of the admissions criteria given above.

Simon Langton Girls' Grammar School:

Application Process

- Students should apply by 1 March.
- Students should accept the school's conditional offer and rank their preferences.
- Priority will be given to existing students transferring from Year 11 who meet the below entry criteria.
- Simon Langton Girls' Grammar operates a sixth form for a total of 400 students. 200 places overall will be available in year 12.
- The Published Admission Number (PAN) for year 12 is 20. This is the number of places which will be offered on an annual basis to eligible external applicants. If fewer than 180 of the school's own year 11 pupils transfer into year 12, additional external pupils will be admitted until year 12 meets its capacity of 200.
- Students who apply after March 1st deadline will be considered on a case-by-case basis.
- Those who have studied in international schools abroad who have studied other types of qualifications will be considered on an individual basis. A wide range of subjects will need to be studied at Level 2. A meeting with the AHT for the Sixth Form will be held to identify that relevant comparable entry criteria are met. The school will be the sole arbiter of measures of equivalence when students have sat examinations other than GCSEs.
- Those who have not studied GCSEs should contact the school in advance of applying via Kent Choices.

Entry Criteria

All students need to meet the following to gain a place in Year 12 at Simon Langton Girls' Grammar School:

- a) A minimum of 8 GCSEs grades 9-5, including 6 grades 6s*
- b) A minimum grade 5 in their best English and Mathematics
- c) The specific entry requirements for the A Levels they wish to study
- d) If a student meets a) and b) but not c) we may be able to offer them an alternative programme of study once the over-subscription criteria have been applied

*This requirement can be waived where there are special extenuating reasons why an applicant has not met this standard.

Oversubscription Criteria

Following the enrolment of internal students transferring from Year 11, all remaining places will be allocated to students who, based on GCSE grades gained in August, are meeting our general entry requirements. Where there are more students seeking places than the number of places available, the oversubscription criteria will be applied in the priority order set out below to rank eligible students (i.e., those who have met our above entry criteria), until the overall figure for the year group is reached. Before applying the oversubscription criteria, children with an Education and Health Care Plan which names the school will be admitted; published

admissions numbers will be reduced accordingly.

- a) Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order and children adopted from state care outside of England and who meet the above entry criteria. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with an accommodation by a local authority in the exercise of their social services functions (see the definition in Section 221 (1) of the Children Act 1989).
- b) Current Year 11 students from Simon Langton Girls' Grammar School who meet the above entry criteria.
- c) Children in receipt of Pupil Premium – a child is eligible for Pupil Premium where they have been registered for free school meals (FSM) at any point in the last 6 years and who meet the above entry criteria. This does not include students who have only been eligible to receive Universal Infant Free School Meals. Pupil Premium is also afforded to Children in Local Authority Care or Previously in Local Authority Care; however, these children are prioritised in the relevant criteria above.
- d) An application from the child of a current serving member of the Armed Forces Community (with supporting evidence)
- e) External students who have met the above entry criteria.

Where two applicants have an otherwise equal priority under the oversubscription criteria, the following tie-break will apply:

- i. Eligible students who are likely to achieve the highest academic grades based on GCSE attainment. This will be measured by ranked average predicted grade in their best 8 qualifications, the highest score being given the highest rank. The school will be the sole arbiter of measures of equivalence when students have sat examinations other than GCSEs. IGCSEs are considered to be equal to GCSE grades.
- ii. The nearness of an applicant's home address to school. 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 an oversubscribed Community or Voluntary Controlled 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.

Tunbridge Wells Grammar School for Boys:

The academic entry requirements will be at least 48 points from your best 8 GCSE grades with no less than a 5 in English Language and Mathematics.

Students wishing to study Mathematics at A Level must have a minimum of grade 7 at GCSE. For other subjects at least a grade 6 is required in the subject you wish to study at A Level or in a closely related subject for those subjects that are new to the Sixth Form curriculum. Specific subject entry requirements can be found in the sixth form prospectus.

Offers of places will be made on the basis of forecast (and any actual) grades meeting these standards. Admission is dependent upon achieving the grades set out in these criteria.

Our Published Admission Number (PAN) for Year 12 is 200. This will result in a Sixth Form of no more than 400 across year 12 and 13.

If the number of preferences for the school is more than the number of spaces available, places will be allocated in accordance with the determined admission arrangements.

Our internal students transferring to the Sixth Form will take priority over external applications. Any places after the admission of internal students will be allocated to learners who have met the entry requirements for the particular course of study. Where there are more learners seeking places than the number of places available, the above over-subscription criteria will be applied to rank pupils until the overall figure for the year group is reached.

Published Admission Numbers for Entry into Year 7 for Community and Voluntary Controlled Secondary Schools in Kent:

DfE no.	School name	District	Sub Type	Status	Published Admission Number
4109	Dover Grammar School for Girls	Dover	Grammar	Community	140
4534	Simon Langton Girls' Grammar School	Canterbury	Grammar	Voluntary Controlled	165
4045	Tunbridge Wells Grammar School for Boys	Tunbridge Wells	Grammar	Community	300

DRAFT

**Kent County Council
Equality Analysis/ Impact Assessment (EqIA)**

Directorate/ Service: Education, Learning and Skills

Name of decision, policy, procedure, project or service: School Admission Scheme

Responsible Owner/ Senior Officer: Craig Chapman

Last Review Date: 14/10/2024

Author: Craig Chapman

Pathway of Equality Analysis: Initial analysis at service level, Education Cabinet consideration and final sign off by Cabinet Member

Summary and recommendations of equality analysis/impact assessment.

- **Context**

The school admissions process is the primary mechanism to ensure children in Kent have a place of education. This process targets children that will require a new school place for the following school year (either because they have no current school in the case of reception children, or that they there is no new year for them to progress to in the school in the case of year 2 infant school children and year 6 primary school children). Parents are invited to express a preference for 3 (primary/junior) or 4 (secondary) schools and the admissions team processes all applications until each child is offered their highest available preference.

The Admissions Scheme details the timeline this process will follow and how the authority will manage this function. A companion process is in place to manage all other applications made throughout the school year, known as the 'In-Year Admissions Process', which is managed directly by schools and monitored centrally by KCC.

- **Aims and Objectives**

The aim of this mechanism is to provide every child in Kent with a place of education at the normal point of entry. Where a place is not available at one of a parent's preferred schools, the local authority will ensure that a place is found at the nearest appropriate school that can accept the child. The local authority will follow the timeline set down in the Admissions Scheme, so parents, other local authorities and interested parties can participate and know when to expect the local authority to complete each stage

- **Summary of equality impact**

No expected negative impact. All applicants are treated in a consistent manner to ensure fairness, therefore no adverse impact is expected on protected groups. Support is available to ensure applications can be made by all required parents and contingencies are in place to ensure late appliers can still secure educational provision for their children.

Adverse Equality Impact Rating Low

Attestation

I have read and paid due regard to the Equality Analysis/Impact Assessment concerning 2026-27 School Admission Arrangements. I agree with risk rating and the actions to mitigate any adverse impact(s) that has /have been identified.

Head of Service



Signed:

Name: Craig Chapman

Job Title: AD Fair Access and (Interim) AD SEN Processes Date: 27/01/2025

DMT Member



Signed:

Name: Christine McInnes

Job Title: Director of Education and SEND

Date: 27/01/2025

Part 1 Screening

Could this policy, procedure, project or service, or any proposed changes to it, affect any Protected Group (listed below) less favourably (negatively) than others in Kent?

Could this policy, procedure, project or service promote equal opportunities for this group?

Protected Group	Please provide a <u>brief</u> commentary on your findings. Fuller analysis should be undertaken in Part 2.			
	High negative impact EqIA	Medium negative impact Screen	Low negative impact Evidence	High/Medium/Low Positive Impact Evidence
Age			School admissions procedure relates to children entering school in reception year, year 3 and year 7 in the transfer window. Outside of this legislative restriction, age of parent or child is not a deciding factor	
Disability			Scheme relates to procedural timeline only.	Where necessary, officers can aid parents to complete the application via telecom technology or in person
Gender/Sex			Scheme relates to procedural timeline only.	
Gender identity/ Transgender			Scheme relates to procedural timeline only.	
Race			Scheme relates to procedural timeline only.	Processes available where guidance material needs to be completely translated.
Religion and Belief			Scheme relates to procedural timeline only.	
Sexual Orientation			Scheme relates to procedural timeline only.	
Pregnancy and Maternity			Scheme relates to procedural timeline only.	

Marriage and Civil Partnerships			N/A	N/A
Carer's Responsibilities			Scheme relates to procedural timeline only.	

Part 2

Equality Analysis /Impact Assessment

Protected groups

No protected group will be negatively impacted by the proposed admission scheme. Admission's legislation provides strict framework within which scheme can be designed. Legislation is designed to protect protected groups and ensure they are given the same chance of securing a place as those not in a protected group.

Information and Data used to carry out your assessment

This is a yearly process that is improved over time from previous experience and yearly public consultations.

Yearly iteration helps to ensure process is fair and underlying legislation ensures process does not prejudice a particular group.

Who have you involved consulted and engaged?

- parents of children between the ages of two and eighteen;
- other persons in the relevant area who in the opinion of the admission authority have an interest in the proposed admissions;
- all other admission authorities within the relevant area (except that primary schools need not consult secondary schools);
- whichever of the governing body and the local authority who are not the admission authority;
- any adjoining neighbouring local authorities where the admission authority is the local authority; and
- in the case of schools designated with a religious character, the body or person representing the religion or religious denomination.

Analysis

No expected negative impact. All applicants are treated in a consistent manner to ensure fairness, therefore no adverse impact is expected on protected groups.

Adverse Impact,

No expected negative impact

Positive Impact:

Support is available to ensure applications can be made by all required parents and contingencies are in place to ensure late appliers can still secure educational provision for their children

JUDGEMENT

- **No major change** - no potential for discrimination and all opportunities to promote equality have been taken

Equality Impact Analysis/Assessment Action Plan

Protected Characteristic	Issues identified	Action to be taken	Expected outcomes	Owner	Timescale	Cost implications

Have the actions been included in your business/ service plan?

Yes/No

Appendix

Please include relevant data sets

Please forward a final signed electronic copy and Word version to the Equality Team by emailing diversityinfo@kent.gov.uk

If the activity will be subject to a Cabinet decision, the EqlA must be submitted to committee services along with the relevant Cabinet report. Your EqlA should also be published.

The original signed hard copy and electronic copy should be kept with your team for audit purposes.

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KENT COUNTY COUNCIL – PROPOSED RECORD OF DECISION

DECISION TO BE TAKEN BY:

Rory Love, Cabinet Member for Education and Skills

DECISION NO:

25/00022

For publication *[Do not include information which is exempt from publication under schedule 12a of the Local Government Act 1972]*

Key decision: YES

Key decision criteria. The decision will:

- a) *be significant in terms of its effects on a significant proportion of the community living or working within two or more electoral divisions – which will include those decisions that involve:*
- the adoption or significant amendment of major strategies or frameworks;*
 - significant service developments, significant service reductions, or significant changes in the way that services are delivered, whether County-wide or in a particular locality.*

Subject Matter / Title of Decision

Proposed Co-ordinated Schemes for Primary and Secondary Schools in Kent and Admission Arrangements for Primary and Secondary Community and Voluntary Controlled Schools 2026/27

Decision:

As Cabinet Member for Education and Skills, I agree to approve the determined admission arrangements as set out below:

- a) The Coordinated Primary Admissions Scheme 2026/27 incorporating the In Year admissions process as detailed in Appendix A
- b) The Co-ordinated Secondary Admissions Scheme 2026/27 incorporating the In Year admissions process and Kent Test process as detailed in Appendix B
- c) The oversubscription criteria relating to Community and Voluntary Controlled Infant, Junior and Primary Schools in Kent 2026/27 as detailed in Appendix C
- d) The oversubscription criteria relating to Community and Voluntary Controlled Secondary Schools in Kent 2026/27 as detailed in Appendix D
- e) The Published Admissions Number for Community and Voluntary Controlled Infant, Junior and Primary Schools 2026/27 as set out in Appendix C
- f) The Published Admissions Number for Community and Voluntary Controlled Secondary Schools 2026/27 as set out in Appendix D
- g) The relevant statutory consultation areas for Kent Infant, Junior and Primary Schools 2026/27 as detailed in Appendix A and the relevant statutory consultation areas for Kent Secondary Schools 2026/27 as set out in Appendix B

Reason(s) for decision:

Background

1.1 The Local Authority (LA), as the admissions authority for Community and Voluntary Controlled schools, is required to determine its admission arrangements for these schools by 28 February each year.

1.2 The Education Act 2002 includes a duty on each LA, to formulate a scheme to co-ordinate admission arrangements for all maintained schools in its area and to take action to secure the agreement to the scheme by all admission authorities. Education Cabinet Committee is requested to comment and inform the forthcoming Cabinet Member decision to agree the Co-ordinated scheme for Admissions to Primary and Secondary schools in Kent for 2026/27 and determine the proposed admission arrangements for Community and Voluntary Controlled schools.

1.3 All admission arrangements identified in this document are outside the arrangements for pupils with Education, Health and Care Plans (EHCP).

1.4 KCC has consulted the Headteachers and Governors of all Kent Primary and Secondary schools on its proposals to co-ordinate admissions to all Kent Primary and Secondary schools for September 2026. Due to the fact the scheme remains unchanged other than date adjustments to accommodate the minor variations between annual calendars, admissions authorities have been advised that non-response to the consultation, constitutes full acceptance to the proposals.

Equality Implications

Reviewed Equalities Impact Assessments were considered as part of this process

Financial Implications

Following the outcomes of the consultation there may be changes to school provision in identified areas in order to fulfil the intent of the admissions schemes and arrangements. The costs to this provision will be identified in the subsequent reports that will be considered by Children, Young People and Education Cabinet Committee where necessary. There is an annual cost for the provision of Kent test materials in the region of £200-230k in line with provider contracts, which in turn are finalised through competitive tender in conjunction with Commissioning colleagues.

Legal Implications

The Education Act 2002 includes a duty on each LA, to formulate a scheme to co-ordinate admission arrangements for all maintained schools in its area and to take action to secure the agreement to the scheme by all admission authorities

Cabinet Committee recommendations and other consultation:

The Children's and Young People Cabinet Committee consider the decision on 27 February 2025.

An LA consultation ran from 10 December 2024 and 29 January 2025 and considered the following aspects:

- a) The Primary Co-ordinated Admission Scheme including the In Year admissions process for 2026/27;
- b) The Secondary Co-ordinated Admission Scheme including the In Year admissions process for 2026/27;

Further LA consultations ran from 2 December 2024 and 13 January 2025 which adjusted the Published Admissions Number (PAN) for the following schools, which are proposed as a result of reduced forecasted demand in the locality around the school:

- Sevenoaks Primary School - reduce PAN from 90 to 60
- Woodlands Primary School - reduce PAN from 90 to 60
- Tunbury Primary School - reduce PAN from 90 to 60
- Downs View Infant School - reduce PAN from 90 to 60
- Bodsham CofE Primary School - reduce PAN from 13 to 10
- Herne Bay Infant School – reduce PAN from 90 to 60
- Guston CofE Primary School - reduce PAN from 22 to 20 and addition of Service Pupil Premium criterion

Any alternatives considered and rejected:

The Education Act 2002 includes a duty on each LA, to formulate a scheme to co-ordinate admission arrangements for all maintained schools in its area and to take action to secure the agreement to the scheme by all admission authorities.

Any interest declared when the decision was taken and any dispensation granted by the Proper Officer: None

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signed

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date

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From: Rory Love, Cabinet Member for Education and Skills
Sarah Hammond, Corporate Director - Children, Young People and Education

To: Children's, Young People and Education Cabinet Committee
– 27 February 2025

Subject: Therapies – Recommissioning of SEN Therapy provision to enable access to the Education Curriculum

Decision no: 25/00032

Key Decision :

- *Savings or expenditure of more than £1m*
- *Affects two or more Electoral Divisions*

Classification: *Unrestricted*

Past Pathway of report: None

Future Pathway of report: Cabinet Member Decision

Electoral Division: All divisions and Members

<https://democracy.kent.gov.uk/mgMemberIndex.aspx?bcr=1>)

Is the decision eligible for call-in? Yes

Summary: This report provides the Children's, Young People and Education Cabinet Committee with the background and proposal for the recommissioning of SEN Therapy provision to enable access to the Education Curriculum.

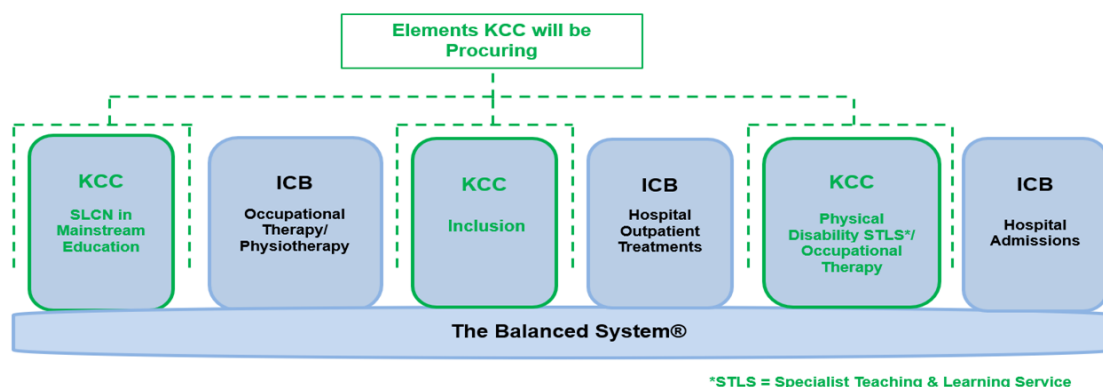
Recommendation(s): The Children's, Young People and Education Cabinet Committee is asked to CONSIDER and ENDORSE or MAKE RECOMMENDATIONS to the Cabinet Member for Education and Skills on the proposed decision as set out in the Proposed Record of Decision.

1. Introduction

- 1.1 In March 2024 a report was presented to the Children's, Young People and Education Cabinet Committee (24/00008 Special Educational Needs - Therapy Contracts [THE REPORT](#)) proposing to jointly commission a new outcome-focused integrated therapy service with NHS Kent and Medway.
- 1.2 In 2022 NHS Kent and Medway and Kent County Council committed to working together and move towards the adoption and delivery of The Balanced System® Service Delivery Model. The Balanced System® is a whole system strategic approach to supporting children and people with a whole range of needs, that has

primarily come out of work in the area of speech, language and communication but has evolved to be used to consider other therapy areas for children and young people, including occupational therapy, physiotherapy, CAMHS, holistic SEND support and most recently tests of concept with some adult populations. This approach supports the priorities set out in [Kent SEND Strategy 2025 2028](#)

- 1.3 The commissioning intention is seeking to disaggregate and re-invest current Therapies spend into two distinct elements, the first covering Speech and Language Therapy (SLT) '*Speech, Language and Communication Needs – Delivering Inclusion within the Curriculum for Education*' (DICE) Service and the second covering Occupational Therapy (OT) and Physiotherapy (PT). *To re-invest internally expanding the current Supporting Independence Services Social Care Occupational Therapy Service (SC-OT) and the Physical Disability Specialist Teaching and Learning Service (PD-STLS) to meet education priorities*, It is important to note that KCC's total spend on the legacy contracts in place for SLT equates to 20% of the total provision and similarly 9% for OT and PT.
- 1.4 Current gaps in provision have led to spot purchasing arrangements throughout the county. Spot purchasing in 2024/2025 for SLT, OT and PT totalled £2,024,541. This amount is in addition to the current KCC proposed DICE model.
- 1.5 The approach (The Balanced System® model) of a Link Therapist for each school, included within with the proposed DICE service will provide schools with specific targeted support for children with identified Speech, Language and Communication Needs (SLCN).
- 1.6 The DICE service will develop the level of confidence that schools and families have in relation to meeting the needs of children with SLCN. Providing training and support at a targeted level will ensure that schools and families of children with SLCN are able to provide interventions early, supported by their Link Therapist. The Link Therapist will provide any specialist interventions required, with the aim of reducing the number of parents seeking an independent SLT referral. These independent referrals commonly result in requests for a specific number of sessions per week for an individual child, which in turn drives up the need for spot purchasing. Whereas, the Link Therapist can deliver the necessary interventions more flexibly.
- 1.7 For those children who will still require Specialist health intervention by a Speech and Language Therapist (SLT) this will continue to be delivered by the service funded by NHS Kent and Medway.
- 1.8 To enable robust oversight, both organisations will be procuring separate elements of the pathway. The whole model commissioning approach enables both the procurement and ongoing contract management to be managed by each individual organisation, offering the Local Authority both scrutiny and oversight of contracts and associated spend. There are important hooks needed from each contract in order to potentially bind the contracts together in future, such as the same KPIs, the same unit cost and the same annual increases.



1.9 Element One - SLCN - DICE Therapeutic Provision: Commission a Speech, Language and Communication Needs – Delivering Inclusion within the Curriculum for Education (DICE) Service, that supports children and young people in mainstream schools and across community settings, such as Family Hubs, during both term time and school holiday periods. A Link Therapist will hold a key role in supporting those children and young people who are either in mainstream schools and those who, for various reasons, are not attending school regularly (e.g. such as those home educated, non/low-school attendance, living in Refuges, etc.) and have Speech, Language and Communication Needs.

1.10 Element Two - Occupational Therapy and Physiotherapy Provision: The provision of support to children and young people with additional needs is, in this context, advice, support, equipment and aids to promote access to education through Occupational Therapy and or Moving and Handling expertise.

2 Key Considerations

- 2.1 The current SEND Therapy contracts are NHS Provider contracts with Kent County Council which were put in place in 2011 and include SLT for a small number of Specialist Resource Provision for SLCN in mainstream schools for children with severe Developmental Language Disorder including Speech Disorders. These contracts have not had the rigour of other commissioned contracts and the current arrangements are due to end on 31 August 2025.
- 2.2 The proposal is for KCC to disaggregate and re-invest the funding that relates to the child or young person's educational, rather than health requirements, and utilise this in a way that supports The Balanced System® approach.
- 2.3 There is currently a lack of clear pathway for integrated Therapy for the SEND cohort, with an inconsistency of when and why Therapies could or should be considered, with confusion exacerbated between what is a health need or an education need, this reinforces the need for a full pathway approach to commissioning.
- 2.4 The Code of Practice for SEND 0-25 requires the development of a Local Offer which is jointly commissioned by health and education partners to meet the needs of all children and young people with special educational needs whether or not they have an Education, Health and Care Plan (EHCP).

- 2.5 Current gaps in services have led to spot purchasing across the county. In 2024/2025, spot purchasing for Speech and Language Therapy (SLT), Occupational Therapy (OT), and Physiotherapy (PT) totalled £2,024,541, with £1,354,339 spent on SLT. This is in addition to the proposed DICE model by KCC.
- 2.6 The current contract provides approximately 46,500 hours of support. It is estimated that a spot purchase-only model for SLT would cover approximately 22,410 hours of service, creating a shortfall and likely increasing the overall budget by around £2 million.
- 2.7 Spot purchasing usually focuses on individual therapy for each child. The Balanced System® and the DICE service aim to implement a county-wide therapeutic approach, reducing the need for one-on-one therapy by focusing on earlier intervention that can support children within the environments where they spend the majority of their time.
- 2.8 Swale has the highest spot purchase activity for SLT. As of December 2024 this represented 36% (£728,802) of spot purchase spend on SLT.
- 2.9 As demonstrated in Figure 1 below, KCC investment in SLT services to address SLCN within educational provision represents 20% of the totality of provision. This proposed model will not detract or reduce the current 80% spend from the NHS that will continue to focus on specialist clinical interventions that are delivered to CYP across the entirety of the educational estate.

3 Background

- 3.1 In 2022, NHS Kent and Medway and Kent County Council committed to working together and move towards the adoption and delivery of The Balanced System® Service Delivery Model.
- 3.2 The Balanced System® is a whole system approach that supports children accessing the right support they need for their SLCN at the earliest opportunity.
- 3.3 There is a focus on support being provided in the places where children and young people spend their time. Support focuses on functional outcomes (what matters to the child and family) and measures impact. The Balanced System® framework has five outcome strands:
 - Family support: parents have the confidence, knowledge and skills to Support their role as a key communication partner for their child, and young people can make proactive choices about how they are supported.
 - Environment: the places where children and young people spend their time are set up to help them to understand and express themselves effectively.
 - Workforce development: everyone working with children and young people know how to support them with their speech, language and communication.
 - Identification: speech, language and communication needs are identified early and effectively.

And:

Within each strand, there are three levels of support:

- Universal support is available to all children and young people to develop their speech, language and communication skills.
- Targeted support is used when there is a concern about speech, language and communication or a need has been identified.
- Specialist or individualised support is used where a child has more complicated speech, language and communication needs or may provide more specialist information and help.
- Children can access all levels of support as appropriate and may benefit from support at more than one level at a given time. For most children with SLCN, universal and targeted provision will be enough to meet their needs.

3.4 KCC's SEND Team are responsible for the development of an EHCP. Specialist provision required from an assessment can either be Education or Health related and it will be recorded in one of two places; Section F for all Education and Training provision and Section G for all provision that is considered to be the responsibility of Health. The Education Assessment Officer completes both sections (F and G), and then Section G is signed off by the NHS.

3.5 The Children and Families Act places responsibilities on the NHS and Local Authority to ensure that there is provision for children's SEN including Speech, Language and Communication Needs (SLCN) and this includes access to Speech and Language Therapy advice and support. All provision noted in Section F is the responsibility of the Local Authority.

4 Proposed Model

4.1 The annual contract values for 2024/2025 are £752,905 with East Kent Hospital University Foundation Trust (EKHUFT) and £1,526,586 with Kent Community Health Foundation Trust (KCHFT). This is a total budget of £2,279,491 (which does not include any negotiated price increase from April 2026).

4.2 The proposal is for KCC to disaggregate and re-invest the funding that relates to the child or young person's educational, rather than health, requirements, and utilise this in a way that supports The Balanced System® approach. This will be achieved by investing in the two distinct approaches set out below.

4.3 The current delivery includes provision in a small number of local authority special schools. However, the delivery model going forward needs to be consistent with the transformation projects across the SEN service to align with, for instance, the Communities of Schools model.

4.4 This will mean that the contract has to be written in a way that flexes the contract delivery in line with any efficiencies realised along with realigning the delivery of provision, with associated funding.

4.5 New funding arrangements for special schools are under review and consideration could be given to alternative approach to utilising the associated funding.

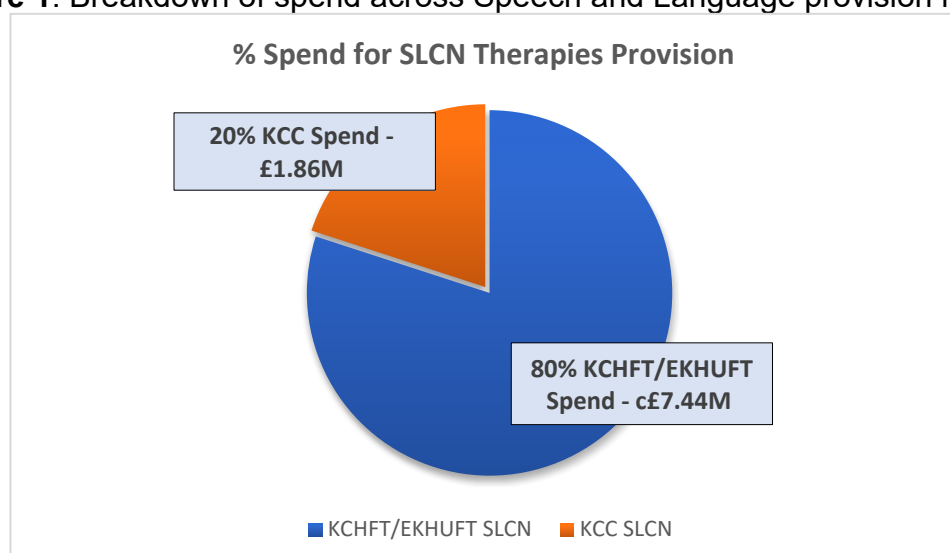
4.6 There are known commissioning gaps across the county, however in the west of Swale these are more pronounced as there are multiple boundary issues across

organisations and different providers to the rest of the county. The NHS are at risk of further exacerbating this, as in their current Community Services contract they have joined Swale to Medway as one Lot, leaving the rest of Kent as a second Lot. As yet it is unclear how the existing health inequalities and access to provision will be impacted by this decision.

4.7 Element One - SLCN – DICE Therapeutic Provision:

- 4.7.1 The current SLT element of the SEND service legacy contracts totals £1.86m. The recommendation is to externally commission a '*Speech, Language and Communication Needs – Delivering Inclusion within the Curriculum for Education*' (DICE) Service, that supports children and young people in mainstream schools and those who, for various reasons, are not attending school regularly (e.g. such as those home educated, non/low-school attendance, living in Refuges, etc.)
- 4.7.2 and across community settings, such as Family Hubs, during both term time and school holiday periods. A Link Therapist approach will underpin the model, working with groups of schools to embed a therapeutic approach to ensure that the places where children and young people spend their time are set up to help them understand and express themselves, and that those adults who support them know how to help develop speech language and communication skills.
- 4.7.3 As demonstrated in Figure 1 below, KCC spend on the contracts in place for SLT represents 20% of the totality of provision. This model will not detract or reduce the current 80% spend from the NHS that will continue to focus on specialist interventions that are delivered to children and young people across the entirety of the educational estate.

Figure 1. Breakdown of spend across Speech and Language provision in Kent



- 4.7.4 As part of building the specification, KCC will work with the market to develop the good practice demonstrated by early adopters of The Balanced System®. By focusing on a whole system approach within schools by implementing provision that is an outcome focused whole school approach.
- 4.7.5 Commissioning a Speech, Language and Communication Needs service (Delivering Inclusion within the Curriculum for Education) will support children and

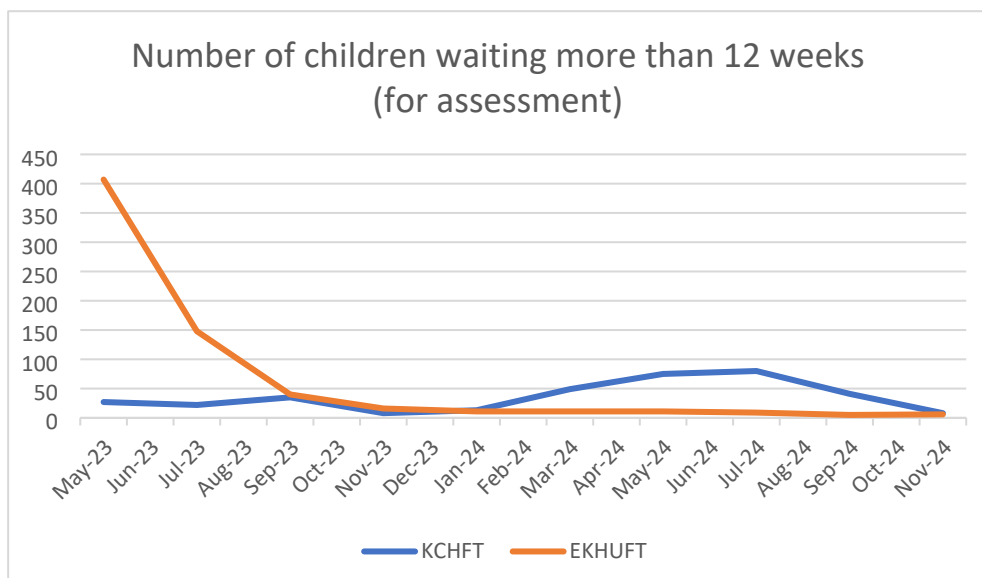
young people in mainstream schools and across community settings, such as Family Hubs, during both term time and school holiday periods, to access the education curriculum. A Link Therapist will hold a key role in supporting those children and young people who are either in mainstream schools and those who, for various reasons, are not attending school regularly (e.g. such as those home educated, non/low-school attendance, living in Refuges, etc.) and have Speech, Language and Communication Needs.

- 4.7.6 Key to Element One - SLCN - DICE Therapeutic Provision will be training sessions available to the wider workforce, including early years settings, Family Hubs, schools, colleges, Specialist Teaching and Learning services, as well as Speech and Language Therapy services. A 'whole system' approach means that everybody involved with children and young people has a role to play in supporting speech, language and communication and that children are supported by the most appropriate people and in the most appropriate environments.
- 4.7.7 A place-based approach enables children and young people and their families to access support in their local community, in the environment(s) that a child uses in their everyday life, reducing feelings of isolation and uncertainty. This focus will in turn strengthen the support mechanisms wrapped around the child or young person, building knowledge across parents/carers and teams that support the child, which could in some instances be part of the journey towards avoiding the expectation of an EHCP. The creation of environments that support communication, early identification of needs and appropriate support impact positively on families.
- 4.7.8 The co-production and redesign of a needs led integrated Kent wide SLT service to deliver individual and service level outcomes from the Balanced System has led to:
- KCC commissioning for new SLT contracts with development of service specification and KPIs in progress. This will focus on strengthening link therapist provision to mainstream schools and align with NHS Kent and Medway commissioning.
 - Ongoing continuing professional development opportunities to build tools and resources to support professionals to describe SLCN provision which aligns to the Balanced System® in reports and EHCP advice.
 - Introductory training delivered on the Balanced System® for all KCC SEND staff to improve awareness and understanding.
 - Representatives from NHS SLT services across the county (except Swale) engaging with 'Early years whole model implementation' to improve access to support for Early Years' settings in a joined-up way with other early years services. This work is ongoing.
 - Since May 2023, a dedicated SLCN Parent Engagement group has been in place. This engagement activity has influenced information for parents, for example, a short explainer video about the Balanced System® which will shortly go live on Kent's Local Offer (SEND Information Hub) The Balanced System® for Speech Language and Communication Needs - Kent County Council. KCHFT engaged with this group for parental views as they prepared to launch their new way of working with schools, so that we could understand different parental viewpoints and concerns about a change in approach and provide the relevant support and appropriate communication. Going forward, we plan to collaborate with Family Hub parent and carer panels.

4.7.9 Key to coproduction will be understanding the when, the where and the how of service delivery to best meet the needs of children and young people. This will also include how we flexibly vary the contract to meet the needs of a changing system as the Balanced System® comes into effect across the county, including how we work with our partners to meet ongoing need in specialist provision whilst enhancing the offer in mainstream KCC funded provision.

4.7.10 As demonstrated below in Figure 2. NHS Kent and Medway Speech and Language waiting times continue to fall with numbers dropping from 868 in May 2024 to 481 in November 2024, with only 14 waiting over 12 weeks across our main health providers. The Swale area (NHS provider is Medway) remains an outlier with 118 waiting longer than 12 weeks. A major contributor to this drop is improved access to Speech and Language Therapy Services for children in the early years via drop in sessions called 'Talking Walk-ins' held in Family Hubs. These have been attended by 1,229 families since April 2024. Another major contributor to drop in wait times is the current roll out of NHS link Speech and Language Therapists to schools. Rather than hold lengthy service waiting lists, Speech and Language Therapists build relationships with schools and become the lead point of contact for the school around any of the SLCN of children across the school. They meet regularly with the SENCo to discuss individual children and plan provision to support them which can include a range of universal, targeted and specialist provision.

Figure 2:



4.7.11 Access to advice and support for SLCN has been nationally recognised as being subject to and determined by a 'post code lottery'. Within Kent we currently have three providers and this has meant that some districts in Kent are in receipt of more SLCN resources than others. Implementing The Balanced System® approach to meeting the needs of children with SLCN supports us to achieve the Children and Young People's Outcomes Framework, Supporting children and young people to achieve; through living healthy, safe lives in which they feel seen and included. Impacts already observed are: Parent confidence increased post-intervention; Enhanced school environments and staff readiness; Resources developed with parental feedback.

4.7.12 The Balanced System® approach aims to make Speech and Language Therapy services more accessible to all children and young people (CYP) without needing specific diagnoses or EHCPs. The key points are:

- Access to SLT Services: No specific diagnosis is needed to get advice or involvement from SLTs.
- EHCPs: CYP do not need an EHCP to access SLT support.

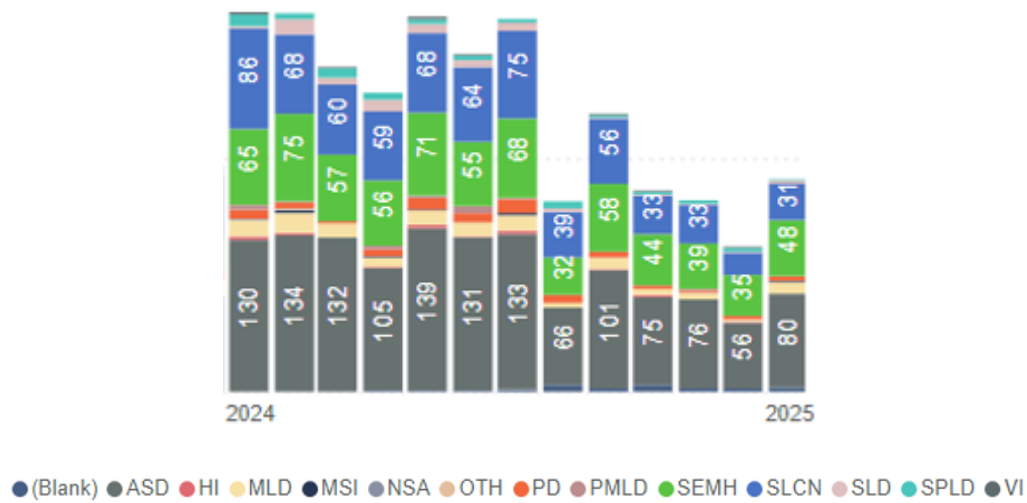
4.7.13 The main principle is that all CYP should have access to SLT resources as needed, with various levels of support. This means:

- Identifying needs alongside other practitioners and gathering evidence of effectiveness.
- Receiving targeted interventions at school.
- Setting inclusive targets supported by a competent school workforce.
- Raising family confidence in progress without long-term specialist-only interventions.

4.7.14 By focusing on different service delivery styles and impactful evidence, the system allows flexibility in provisions, ensuring resources are available for those needing ongoing specialist interventions

4.7.15 Figure 3 below demonstrates the impact of a joint approach to The Balance System® throughout 2023/2024 and how more robust processes, have contributed to a reduction in the number of EHCP's.

Figure 3 – Split of Primary needs for all EHCPs 2024



4.7.16 Development of SLCN provision through the Balanced System® Scheme for Schools and Settings (Improved and increased access to a range of SLCN provisions): Since May 2024, a further 11 schools and settings have achieved Balanced System® Scheme for Schools and Settings Accreditation, including the first group of six Early Years settings with three remarkably recognised as 'Centres of Excellence' for SLCN. 12 new schools have started Balanced System® 'Scheme for Schools' accreditation journey (including 10 as part of the Maidstone PINS project).

4.7.17 Information gathered at market engagement events concluded the following:

- The Market for these services is largely populated by multiple smaller sole trader or 'micro' businesses with net worths of less than £5k, with limited capacity to deliver across a large geographical area.
- Of the more substantial middle-sized providers, only one has net current value of more than £1m.
- The demand for suitably qualified Speech and Language Therapists exceeds supply, and it is difficult to recruit to and retain qualified professionals, particularly in 'high cost' areas and 'difficult to get to' areas within Kent. Adopting a multi-lot model would increase the risk of there being service deficits in parts of Kent. This may also be true if we were to adopt a spot purchasing model.
- Ensuring a sustainable and reliable service, will necessitate appointing a provider with a sufficiently large workforce pool, to be able to provide flexible cover when and where required.

4.8 Element Two - Occupational Therapy and Physiotherapy Provision:

- 4.8.1 The Occupational Therapy and Physiotherapy elements of SEND service legacy contracts is £415,431. The recommendation is to withdraw this funding and use it where there is identified unmet needs in the support of inclusive education. To re-invest internally to expand the Supporting Independence Services Social Care Occupational Therapy Service (SC-OT) and the Physical Disability Specialist Teaching and Learning Service (PD-STLS) to deliver education priorities, with a yet to be agreed efficiency saving.
- 4.8.2 The provision of support to children and young people with additional needs is, in this context, the provision of advice, support, equipment and aids to promote access to education through Occupational Therapy and or Moving and Handling expertise.
- 4.8.3 Through our engagement, Parents and Carers have reported frustration in having to repeatedly tell their stories and a lack of continuity between providers, sometimes resulting in conflicting advice which cause then confusion. Having an Occupational Therapy offer that supports in the child's home and at school will be a more efficient use of resources and offer a more joined up and coherent service for families. Working with the PD-STLS, Commissioners have identified gaps in current provision leading to unmet need, ranging from the need for specialist Moving and Handling assessments, the provision of equipment and a range school accessibility issues. Enhancing KCC's internal service will ensure we target resources to address these issues.
- 4.8.4 There are 418 children and young people with a degree of unmet need, which range from Moving and Handling assessments, the provision of equipment and school access issues. 127 of these young people have moderate to severe needs and require assistance with personal care and moving and handling in school that would require the input of an Occupational Therapist to advise on the right aids and equipment to support their needs. The 291 other children require more generic support through reasonable adjusts and Moving and Handling advice and training for schools and settings, support that could be provided by a Moving and Handling Co-ordinator.
- 4.8.5 Handling advice and training for schools and settings is support that could be provided by a Moving and Handling Co-ordinator. Children and young people with

more complex moving, handling and access issues are likely to already be known the SC-OT, having been assessed for their needs in their home environment. Of the 418 children and young people identified to have degree of unmet need 202 have had contact with the SC-OT with 41 of those currently open to the SC-OT team.

5 Options considered and dismissed, and associated risk

5.1 The table below summarises the options considered for SLCN, the challenges and strengths and recommendations.

Option	What this could look like	Benefits	Risks	Mitigations
1. Do nothing	The contract would cease on 31 August 2025		Not delivering a statutory requirement	Transfer to a provider on The Qualified Provider List
2. Re-procure the service with one county-wide Lot (Whole Kent)	One single large provider servicing the whole of Kent	Consistency of delivery with one Provider. Removal of the inconsistent offer Streamlined integrated working across organisations.	Managing across a large geographical area may be more difficult given degree of demographic and economic variation across Kent TUPE may apply Additional timescale and budget impact (TUPE) Delays in the NHS Kent and Medway procurement Potential for multiple suppliers across NHS Kent and Medway and KCC provision	Introduce robust reporting requirements as well as contract and performance management provisions to ensure consistent quality of provision is maintained. Ensure any sub-contracting is closely monitored and managed to ensure consistency
3. Re-procure the service with two Lots (East/West)	Two Large providers, one servicing East Kent and other serving West Kent	More manageable for smaller Providers. Providers may have local knowledge of schools and areas.	May create an inconsistent offer for children and young people Use of different IT systems/referral routes/resources and tool Disjointed services become complicated for parents and schools. Duplication of work between partners TUPE may apply Delays in the NHS Kent and Medway procurement Potential for multiple suppliers across NHS Kent and Medway and KCC provision	Introduce robust reporting requirements as well as contract and performance management provisions to ensure consistent quality of provision is maintained. Ensure any sub-contracting is closely monitored and managed to ensure consistency
4. Re-procure the service with four Lots	Multiple (four) providers servicing	More manageable for smaller Providers.	May create an inconsistent offer for children and young people Use of different IT	Introduce robust reporting requirements as well as contract and performance management provisions to

(Inclusion Areas)	four 'inclusion areas'	Providers may have better local knowledge of schools and area.	systems/referral routes/resources and tool Disjointed services become complicated for parents and schools. Duplication of work between partners TUPE may apply Delays in the NHS Kent and Medway procurement Potential for multiple suppliers across NHS Kent and Medway and KCC provision Market Engagement was conducted with very low numbers of providers attending. All had the capacity to deliver across all four areas. There is a risk that if providers have to bid for all four areas, this could be administratively burdensome.	ensure consistent quality of provision is maintained. Ensure any sub-contracting is closely monitored and managed to ensure consistency
5. Roll contracts under existing Terms and Conditions	Providers receive a Direct Award to continue with provision.	Continuation of provision whilst awaiting outcome of NHS procurement exercise	Specification is outdated and not meeting need or strategic direction under the Balanced System ® Non-compliant with Spending the Councils Money Non-compliant with the Procurement Act 2023	Contract waiver and Transparency notice issued if allowed under the procurement act 2023

5.2 The proposed procurement route to secure the required services is: Option 2 – Reprocure the service with one county-wide Lot (whole Kent). Consideration was given to brining this element of the service in house, however due to the integrated nature of the service, the clinical supervision required for the Health provision would make this a costly and complicated model and was therefore discounted.

5.3 The commissioning approach will enable robust oversight with both NHS Kent and Medway and KCC procuring separate elements of the SLCN pathway. The whole commissioning model approach enables both the procurement and ongoing contract management to be managed by each individual organisation. Key commitments are required from NHS Kent and Medway to align commissioning, such as a consistent set of Key Performance Indicators, the same unit costs and the same position in terms of annual price review. This is to ensure that there is a level playing field in service delivery to align workforce strategies

5.4 The decision to create a Speech and Language service is linked to a number of key drivers. The need to address some of the challenges experienced under the current contract, SLT services were being delivered as a small part of a much larger 'whole' service, it was more difficult to clearly extract service specific data, which created significant challenges trying to identify clearly what services were being delivered,

where, to whom, and at what level of frequency. This lack of transparency made proactive contract management impossible.

5.5 The need to proactively and creatively future proof these services as a means of:

- Reducing number of EHCP referrals
- Reducing number of escalations to 'specialist' SLT services
- Reduce demand pressures within the SLT labour market, by developing skills (through specialist training) within schools and community environments.

5.6 Aligning to the Balanced System® is an effective means of building quality assurances, consistency and performance rigour into the service, while at the same time promoting continued collaboration and integrated working with NHS Kent and Medway and other relevant bodies.

5.7 The table below summarises the options considered for PT and OT, the challenges and strengths and recommendations.

Option	What this could look like	Benefits	Risks	Mitigations
1. Do nothing	The contract would cease on 31 August 2025		Not delivering a statutory requirement	Transfer to a provider on The Qualified Provider List
2. Disaggregate the funding and reprocure separately	A small bespoke service to deliver OT and PT across specific districts as defined in the legacy contracts.	Continuation of service delivery	Not delivering against the unmet need of 418 children and young people with moving and handling needs and not maximising the opportunities with STLS and integrated OT function	Introduce robust reporting requirements as well as contract and performance management provisions to ensure consistent quality of provision is maintained. Ensure any sub-contracting is closely monitored and managed to ensure consistency
3. Re-procure with the SLCN as per recommendation of option 2 above	One single large provider servicing the whole of Kent replicating existing provision for OT and PT	Children and Young People currently receiving provision would see no immediate change	Replicating provision that is inconsistent and does not meet the wider needs of children or address the wider gaps in provision	Introduce robust reporting requirements as well as contract and performance management provisions to ensure consistent quality of provision is maintained. Ensure any sub-contracting is closely monitored
4. Bring provision in house	As explained above at 4.8	A joined approach to moving and handling, reducing the need for families to tell their story more than once	Children and Young People are likely to experience some change though the transition. Further analysis is required to ascertain if there is a legal entity that needs to move into KCC Provision for the Occupational and Physiotherapy elements of	It is likely that TUPE will apply to current practitioners therefore consistency of provision should not be of significance

			the current NHS legacy contracts. If there is a legal entity of provision that will continue, this will be managed as TUPE.	
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5.8 The recommended option for the OT and PT element of provision is Option 4, to bring provision in house

6 Financial Implications

6.1 The disaggregated financial implications for both elements of the Therapy Services are as follows:

6.2 Element One – SLCN - DICE Therapeutic Provision:

6.2.1 As demonstrated in Figure 1 above, KCC investment in SLT services, represents 20% of the totality of provision. The disaggregated funding available is £1.86m, contracts will need to be costed for additional annual price increases for both NHS Agenda for Change and/or Consumer Price Index or other related increases.

6.2.2 KCC currently fund 25.94 FTE Speech and Language Therapists (EKHUFT = 8.14FTE and KCHFT = 17.8 FTE). The new contract will not specify inputs, i.e. the required workforce to deliver the service. We will work with SEND colleagues to make sure that any future provision has an appropriately skilled workforce commensurate with the service delivery and funding envelope. and levels so we can ensure that any future provision works to deliver the Balanced System® approach whilst also maximising efficiency. It will be an outcome-focused provision giving the opportunity for Providers to both innovate and shape future service provision, whilst also embedding the voice of children and young people using the service. This will need to take into account the requirement for some of this funding to be support the ongoing delivery of support in special schools (or equivalent).

6.2.3 New provision, through implementation of The Balanced System® and effective contract management and oversight will meet the needs of children, their families and Kent schools, to provide better outcomes.

6.2.4 The legacy contracts included between 20-25% overheads on their contract calculations. However, the tender will make clear all cost breakdowns and will be looking to reduce any unnecessary overhead charges, to include benchmarking against other similar service provision to understand best practice.

6.3 Element Two - Occupational Therapy and Physiotherapy:

6.3.1 Regarding funding for the Occupational Therapy and Physiotherapy the intention is to utilise the budget which is anticipated to be £415,431 to enhance internal provision within the SC-OT and the PDSTLS and potentially provide a budgetary saving through offering a more efficient service model.

6.3.2 Currently KCC's £415,431 is a contribution towards the Occupational Therapy Service within the two NHS providers and a very small contribution towards Physiotherapy with KCHFT only.

- Investment of £243,619 with KCHFT equates to 5% of their OT workforce which is 2.64 FTE and 18% of their Physiotherapy workforce which is 0.74 FTE.
- Investment of £171,812 with EKHUFT equating to 13% of their OT workforce which is 2.56 FTE.

Through implementing The Balanced System® we would look for both elements of Therapies provision to be fully funded from the current £2,279,491 budget. This budget is currently fully funded from the High Needs Block of Dedicated Schools Grant (a ring-fenced grant from the Department of Education) and the service is expected to be re-commissioned within the current budget envelope without further contributions from either the High Needs Block or the council's general fund.

6.5 The total budget allocation for element one and two can be seen in the table below

Descriptor		Budget
2024/2025 Contract Values		
EKHUFT £752,905		£2,279,491
KCHFT £1,526,586		
Element One	Speech, Language and Communication Needs (DICE) Service **Inc. Overheads & oncosts	£1,860,000
Element Two	Occupational Therapy and Moving and Handling Expertise	£415,431

7 Legal Implications

7.1 Legal advice will be sought to ensure that any contractual and commercial risks are identified at the earliest opportunity.

7.2 The procurement of these services will be undertaken in accordance with the requirements of the Provider Selection Regime regulations and statutory guidance, which came into effect on 1 January 2024. It is envisaged that a competitive procurement exercise will be undertaken. Relevant legal advice will be sought in relation to the appropriate contract terms and tender documentation to use with the procurement exercise and application of TUPE which is considered likely to be engaged.

7.3 It is likely that TUPE will apply in the following ways:

- Element One – SLCN - DICE Provision: impacted staff will move between providers. This will need to be factored in for timelines for mobilisation and service commencement. This will form the key elements of the procurement evaluation on mobilisation.
- Element Two - Occupational Therapy and Physiotherapy: Further analysis is required to ascertain if there is a legal entity that needs to move into KCC Provision for the Occupational and Physiotherapy elements of the current NHS legacy contracts. If there is a legal entity of provision that will continue, this will be managed as TUPE.

8 Equalities implications

- 8.1 An Equality Impact Assessment (EqIA) has been completed. The EqIA has not identified any negative impacts. The new model will offer new and improved service access to protected groups

9 Data Protection Implications

- 9.1 All subcontractors (providers) will be expected to sign up to the Kent and Medway Information Sharing Agreement as part of the contract. Secure methods of returning learner data will be agreed. A DPIA screening will be undertaken and the full DPIA will be completed once the providers are identified.

10 Other corporate implications

- 10.1 Commissioning this model will support **Framing Kent's Future** by contributing to the commitment to 'work within the system to ensure a strong focus on preventative community services, building a strong strategic relationship with the social sector in Kent and their role in supporting a system-wide focus on prevention' and support vulnerable children and young people across the county.
- 10.2 This proposal complies with Spending the Council's Money requirements: In accordance with the cabinet decision to support the recommendations in the paper [Securing Kent's Future](#) on 5 October 2023, the approach set out makes sure that, in line with Objective 2 any future procurement does not over specify need, ensuring best value for the Local Authority.
- 10.3 Advice and support will be required from HR regarding any TUPE arrangements. Support from ICT and Management Information will be required for reporting and monitoring of systems, Key Performance Indicators and outcomes.

11 Governance

- 11.1 Through the Officer Scheme of Delegation, the Corporate Director of Children, Young People and Education, in consultation with the Cabinet Member for Education and Skills, will have delegated authority to take the required actions to implement the decision, as set out in the Proposed Record of Decision.

12 Conclusions

- 12.1 The current NHS Kent and Medway SEND Therapy contracts, held with Kent County Council are due to end on 31 August 2025. Therefore there is an opportunity to review how the contracts have performed and options for an improved delivery of Therapies moving forward.
- 12.2 In 2022 NHS Kent and Medway and Kent County Council committed to working together and move towards the adoption and delivery of The Balanced System® Service Delivery Model. The Balanced System® is a whole system strategic approach to supporting children and people with a whole range of needs, that has primarily come out of work in the area of speech, language and communication but has evolved to be used to consider other therapy areas for children and young people, including occupational therapy, physiotherapy, CAMHS, holistic SEND

support and most recently tests of concept with some adult populations. This approach supports the priorities set out in Kent SEND Strategy 2025-2028.

12.3 Working with existing providers we have already made significant strides with two of our current providers in implementing The Balanced System® approach in their service delivery model. Early feedback from schools and parents whose children attend schools where the Link Therapy model is in its second year are positive. In these three districts we have the lowest number of spot purchase for individualised arrangements for children's EHC Plans and these numbers have remained stable.

12.4 By progressing the proposed decision KCC will work to address the gaps in service provision, give oversight on spend and implement robust contract management systems, develop a clear pathway for integrated Therapy for the SEND cohort and more importantly embed a therapeutic approach to ensure that the places where children and young people spend their time are set up to help them understand and express themselves, and that those adults who support them know how to help develop speech language and communication skills. With the aim of reducing the number of EHCP requests by creating confidence for parents and schools in the therapeutic approach delivered by The Balance System®.

Recommendation(s):

The Children's, Young People and Education Cabinet Committee is asked to CONSIDER and ENDORSE or MAKE RECOMMENDATIONS to the Cabinet Member for Education and Skills on the proposal set out in the Proposed Record of Decision (PROD).

10. Appendices

- Proposed Record of Decision (Appendix 1)
- Equality Impact Assessment (Appendix 2)

11. Contact details

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KENT COUNTY COUNCIL – PROPOSED RECORD OF DECISION

DECISION TO BE TAKEN BY:

Cabinet Member for Education and Skills

DECISION NO:

25/00032

For publication

Key decision: YES

Key decision criteria. The decision will:

- a) *result in savings or expenditure which is significant having regard to the budget for the service or function (currently defined by the Council as in excess of £1,000,000); or*
- b) *be significant in terms of its effects on a significant proportion of the community living or working within two or more electoral divisions – which will include those decisions that involve:*
 - *the adoption or significant amendment of major strategies or frameworks;*
 - *significant service developments, significant service reductions, or significant changes in the way that services are delivered, whether County-wide or in a particular locality.*

Subject Matter / Title of Decision: Therapies – Recommissioning of SEN Therapy provision to enable access to the Education Curriculum

Proposed Decision:

As Cabinet Member for Education and Skills, I agree to:

1. APPROVE the disaggregation of the current Occupational Therapy (OT) spend from the current Therapies spend and the re-investment of this to develop an internally provided integrated SEND and Social Care OT service.
2. APPROVE the commissioning and relevant procurement of a Speech, Language and Communication Needs – Delivering Inclusion within the Curriculum for Education (DICE) Service.
3. APPROVE the commissioning approach to procure a five-year contract with an option to extend for a further 24 months.
4. DELEGATE authority to the Corporate Director of Children, Young People and Education, to take relevant actions, including but not limited to, negotiating and finalising the terms of, and entering into required contracts or other legal agreements, as required to implement the decision.

Reasons for decision:

In 2022 NHS Kent and Medway and Kent County Council committed to working together and move towards the adoption and delivery of The Balanced System® Service Delivery Model. The Balanced System® is a whole system strategic approach to supporting children and people with a whole range of needs, that has primarily come out of work in the area of speech, language and communication but has evolved to be used to consider other therapy areas for children and young people, including occupational therapy, physiotherapy, CAMHS, holistic SEND support and most recently tests of concept with some adult populations. This approach supports the priorities set out in [Kent SEND Strategy 2025 2028](#)

The commissioning intention is seeking to disaggregate and re-invest current Therapies spend into two distinct elements, the first covering Speech and Language Therapy (SLT) 'Speech, Language and Communication Needs – Delivering Inclusion within the Curriculum for Education' (DICE)

Service and the second covering Occupational Therapy (OT) and Physiotherapy (PT). To re-invest internally expanding the current Supporting Independence Services Social Care Occupational Therapy Service (SC-OT) and the Physical Disability Specialist Teaching and Learning Service (PD-STLS) to meet education priorities, It is important to note that KCC's total spend on the legacy contracts in place for SLT equates to 20% of the total provision and similarly 9% for OT and PT.

The DICE service will develop the level of confidence that schools and families have in regards to meeting the needs of children with SLCN.

For those children who will still require Specialist health intervention by a Speech and Language Therapist (SLT) this will continue to be delivered by the service funded by NHS Kent and Medway.

There is currently a lack of clear pathway for integrated Therapy for the SEND cohort, with an inconsistency of when and why Therapies could or should be considered, with confusion exacerbated between what is a health need or an education need, this reinforces the need for a full pathway approach to commissioning.

The Code of Practice for SEND 0-25 requires the development of a Local Offer which is jointly commissioned by health and education partners to meet the needs of all children and young people with special educational needs whether or not they have an Education, Health and Care Plan (EHCP).

What is being proposed?

Element One - SLCN - DICE Therapeutic Provision: Commission a Speech, Language and Communication Needs – Delivering Inclusion within the Curriculum for Education (DICE) Service, that supports children and young people in mainstream schools and across community settings, such as Family Hubs, during both term time and school holiday periods. A Link Therapist will hold a key role in supporting those children and young people who are either in mainstream schools and those who, for various reasons, are not attending school regularly (e.g. such as those home educated, non/low-school attendance, living in Refuges, etc.) and have Speech, Language and Communication Needs.

Element Two - Occupational Therapy and Physiotherapy Provision: The provision of support to children and young people with additional needs is, in this context, advice, support, equipment and aids to promote access to education through Occupational Therapy and or Moving and Handling expertise.

Financial Implications:

The total budget allocation for element one and two can be seen in the table below:

Descriptor		Budget
2024/2025 Contract Values		
EKHUFT £752,905		£2,279,491
KCHFT £1,526,586		
Element One	Speech, Language and Communication Needs (DICE) Service **Inc. Overheads & oncosts	£1,860,000
Element Two	Occupational Therapy and Moving and Handling Expertise	£415,431

The Current budget for Therapeutic provision funded by KCC is £2,279,491 this would be utilised to

transition from the specified current delivery model, which includes some elements of the Balanced System® to a system wide Balanced System® approach under the new provision. Support currently delivered through this contract to special schools will need to be factored into the revised commissioning intentions.

Through implementing The Balanced System® we would look for both elements of Therapies provision to be fully funded from the current £2,279,491 budget. This budget is currently fully funded from the High Needs Block of Dedicated Schools Grant (a ring-fenced grant from the Department of Education) and the service is expected to be re-commissioned with the current budget envelope without further contributions from either the High Needs Block or the council's general fund.

Legal Implications:

The procurement of these services will be undertaken in accordance with the requirements of the Provider Selection Regime regulations and statutory guidance, which came into effect on 1 January 2024. It is envisaged that a competitive procurement exercise will be undertaken. Relevant legal advice will be sought in relation to the appropriate contract terms and tender documentation to use with the procurement exercise and application of TUPE which is considered likely to be engaged.

It is likely that TUPE will apply in the following ways:

Element One – SLCN - DICE Provision: impacted staff will move between providers. This will need to be factored in for timelines for mobilisation and service commencement. This will form the key elements of the procurement evaluation on mobilisation.

Element Two - Occupational Therapy and Physiotherapy: Further analysis is required to ascertain if there is a legal entity that needs to move into KCC provision for the Occupational and Physiotherapy elements of the current NHS legacy contracts. If there is a legal entity of provision that will continue, this will be managed as TUPE.

Equalities Implications:

An Equality Impact Assessment (EqIA) has been completed. The EqIA has not identified any negative impacts. The new model will offer new and improved service access to protected groups.

Cabinet Committee recommendations and other consultation:

The Children, Young People and Education Cabinet Committee will be consulted on the proposed decision on 27 February 2025.

Any alternatives considered and rejected:

Element One

Option One – Allow contracts to lapse 31 August 2025.

Option Three - Reprocure SLT service with two lots (e.g. East/West).

Option Four - Reprocure SLT service with four lots (Inclusion areas).

Option Five - Roll contracts under existing Terms and Conditions.

Further discounted the option to bring in house

Element Two

Options One -Do nothing

Options Two - Disaggregate the funding and reprocure separately

Options Three - Re-procure with the SLCN as per recommendation

Details of the rejected options are set out in the report.

Any interest declared when the decision was taken and any dispensation granted by the Proper Officer:
N/A

.....

signed

.....

date

EQIA Submission – ID Number

Section A

EQIA Title

Special Educational Needs Integrated Therapies Joint Commissioning Strategy

Responsible Officer

Emma Hanson - CED SC

Type of Activity

Service Change

No

Service Redesign

No

Project/Programme

No

Commissioning/Procurement

Commissioning/Procurement

Strategy/Policy

No

Details of other Service Activity

No

Accountability and Responsibility

Directorate

Children Young People and Education

Responsible Service

Special Educational Needs and Disabilities (SEND)

Responsible Head of Service

Christy Holden - CED SC

Responsible Director

Christine McInnes - CY EPA

Aims and Objectives

The 2015 Special Educational Needs and Disability (SEND) Code of Practice, sets out that Speech and Language Therapy, Occupational Therapy, Physiotherapy and Assistive Technology should be jointly commissioned.

KCC is working towards a jointly commissioned Integrated Therapy Service, which will include the Kent and Medway Communication and Assistive Technology Service (KMCAT), to maximise the use of finite resources from local authorities, schools, colleges, and the NHS improving outcomes for 0–25-year-olds with SEND and their parents/carers.

The joint aim is to establish a new jointly commissioned service by September 2025, to fall in line with NHS Kent and Medway's broader recommissioning of a unified Community Service Offer.

Section B – Evidence

Do you have data related to the protected groups of the people impacted by this activity?

Yes

It is possible to get the data in a timely and cost effective way?

Yes

Is there national evidence/data that you can use?

Yes

Have you consulted with stakeholders?

Yes
Who have you involved, consulted and engaged with?
<p>Discovery interviews were held with 33 stakeholders including parents, SEN staff, The Education People (TEP), KCHFT, EKHUFT and NHS Kent and Medway. These interviews established common themes to inform the future commissioning strategy and reinforce ongoing transformational activity to embed the Balanced System® Framework for SLCN.</p> <p>As well as identifying issues with capacity, the lack of clear pathways and the need for a properly articulated tiered approach, those interviewed also varied greatly in their understanding and approach to what was a health need or an educational need for Integrated Therapy and there was inconsistency about when and why Therapies should be considered and written into Section F or G of the EHCP.</p> <p>This lack of clarity about responsibilities, reinforces the need for future Therapy provision to be jointly commissioned, because of this, if parents find they are on a waiting list for NHS Therapy, then some are using the EHCP process to ensure the need for Therapy is included in Section F of their child's EHCP, this makes the need for Therapy an educational requirement and placing the responsibility on KCC to provide. As evidence of this, in recent years, KCC has seen the number of pupils receiving spot purchased Therapies increase and therefore the budget.</p> <p>KCC has also met and held individual discovery interviews with 18 of the 25 Kent Maintained Special Schools to ascertain their impression of current therapy provision and their aspirations for the future commissioned provision. Although these interviews have not been fully analysed and written up, there have been interest themes emerging that will inform the future commissioning strategy. There is a postcode lottery of provision with schools responding very differently to the therapeutic needs of their pupils. Some schools have invested in their own therapy provision using High Needs Funding, whilst others have taken the stance that this is the NHS/Council's role. In the new commissioning strategy using the Balanced System® framework we hope to set out more clearly what should be expected of schools and the whole SEN system to create a more coherent and consistent offer.</p> <p>Ensuring that children, young people, and their families/carers are involved in the development of future delivery models to inform our joint commissioning strategy, we have sought to engage families, initially via a survey which was widely circulated and completed by 109 parents, of which 60% said that they would be willing to participate in future opportunities to shape Therapy provision.</p> <p>Following up with willing parents a Therapies Commissioning Co-design Steering Group has been established with five parents, a KCC employed Lived Experience Practitioner, SEN Service and Commissioning representatives.</p> <p>The Group now meets fortnightly to support the engagement of more families in the development of wider collaboration and co-design as this commissioning activity develops.</p>
Has there been a previous Equality Analysis (EQIA) in the last 3 years?
No
Do you have evidence that can help you understand the potential impact of your activity?
Yes
Section C – Impact
Who may be impacted by the activity?
Service Users/clients Service users/clients
Staff Staff/Volunteers

Residents/Communities/Citizens
Residents/communities/citizens
Are there any positive impacts for all or any of the protected groups as a result of the activity that you are doing?
Yes
Details of Positive Impacts
Extending the existing Contracts providers stability whilst we work with a range of stakeholders on what the new contract post 2025 will look like.
Negative impacts and Mitigating Actions
19. Negative Impacts and Mitigating actions for Age
Are there negative impacts for age?
No
Details of negative impacts for Age
Not Applicable
Mitigating Actions for Age
Not Applicable
Responsible Officer for Mitigating Actions – Age
Not Applicable
20. Negative impacts and Mitigating actions for Disability
Are there negative impacts for Disability?
No
Details of Negative Impacts for Disability
Not Applicable
Mitigating actions for Disability
Not Applicable
Responsible Officer for Disability
Not Applicable
21. Negative Impacts and Mitigating actions for Sex
Are there negative impacts for Sex
No
Details of negative impacts for Sex
Not Applicable
Mitigating actions for Sex
Not Applicable
Responsible Officer for Sex
Not Applicable
22. Negative Impacts and Mitigating actions for Gender identity/transgender
Are there negative impacts for Gender identity/transgender
No
Negative impacts for Gender identity/transgender
Not Applicable
Mitigating actions for Gender identity/transgender
Not Applicable
Responsible Officer for mitigating actions for Gender identity/transgender
Not Applicable
23. Negative impacts and Mitigating actions for Race
Are there negative impacts for Race
No
Negative impacts for Race
Not Applicable

Mitigating actions for Race
Not Applicable
Responsible Officer for mitigating actions for Race
Not Applicable
24. Negative impacts and Mitigating actions for Religion and belief
Are there negative impacts for Religion and belief
No
Negative impacts for Religion and belief
Not Applicable
Mitigating actions for Religion and belief
Not Applicable
Responsible Officer for mitigating actions for Religion and Belief
Not Applicable
25. Negative impacts and Mitigating actions for Sexual Orientation
Are there negative impacts for Sexual Orientation
No
Negative impacts for Sexual Orientation
Not Applicable
Mitigating actions for Sexual Orientation
Not Applicable
Responsible Officer for mitigating actions for Sexual Orientation
Not Applicable
26. Negative impacts and Mitigating actions for Pregnancy and Maternity
Are there negative impacts for Pregnancy and Maternity
No
Negative impacts for Pregnancy and Maternity
Not Applicable
Mitigating actions for Pregnancy and Maternity
Not Applicable
Responsible Officer for mitigating actions for Pregnancy and Maternity
Not Applicable
27. Negative impacts and Mitigating actions for Marriage and Civil Partnerships
Are there negative impacts for Marriage and Civil Partnerships
No
Negative impacts for Marriage and Civil Partnerships
Not Applicable
Mitigating actions for Marriage and Civil Partnerships
Not Applicable
Responsible Officer for Marriage and Civil Partnerships
Not Applicable
28. Negative impacts and Mitigating actions for Carer's responsibilities
Are there negative impacts for Carer's responsibilities
No
Negative impacts for Carer's responsibilities
Not Applicable
Mitigating actions for Carer's responsibilities
Not Applicable
Responsible Officer for Carer's responsibilities
Not Applicable

From: Rory Love, Cabinet Member for Education and Skills
Sarah Hammond, Corporate Director - Children, Young People and Education

To: **Children's, Young People and Education Cabinet Committee**
– 27 February 2025

Subject: **Community Learning and Skills (CLS) - Sub-contracting Education and Skills Funding Agency provision – 16 to 19 year olds**

Decision no: 25/00020

Key Decision :

- *Savings or expenditure of more than £1m*
- *Affects two or more Electoral Divisions*

Classification: *Unrestricted*

Past Pathway of report: None

Future Pathway of report: Cabinet Member Decision

Electoral Division: All divisions and Members
<https://democracy.kent.gov.uk/mgMemberIndex.aspx?bcr=1>)

Is the decision eligible for call-in? Yes

Summary: This report provides the Children's, Young People and Education Cabinet Committee with the background and proposal for commissioning educational provision for young people in Kent who are over compulsory school age and under 19, or aged 19 or over and for whom an Education, Health and Care Plan (EHCP) is maintained.

Recommendation(s): The Children's Young people and Education Cabinet Committee is asked to CONSIDER and ENDORSE or MAKE RECOMMENDATIONS to the Cabinet Member for Education and Skills on the proposed decision as detailed in the attached PROD (appendix 1)

1. Introduction

- 1.1 Kent County Council has a statutory duty to secure enough suitable education and training provision to meet the reasonable needs of all young people in their area who are over compulsory school age and under 19, or aged 19 or over and for whom an EHCP is maintained. Additionally, Local Authorities are required to make available to all young people aged 13 to 19, and those between 20 and

24 with an EHCP, support it considers appropriate to encourage, enable or assist them to effectively participate in education or training.

- 1.2 Community Learning and Skills (CLS) is a Division within the Children, Young People and Education Directorate that provides learning opportunities for Adults and Young People. Core to this work is the opportunity for individuals to improve core skills such as English and Maths. There is a statutory responsibility for delivering education to young people over the age of 16 who are Not in Education, Employment or Training (NEET).
- 1.3 Funding for CLS and associated education and training courses comes from the Education and Skills Funding Agency (ESFA), the Adults Skills Fund (ASF) Greater London Authority (GLA) budget.
- 1.4 KCC strives to reduce the number of Young People who are NEET . Part of this ambition is delivered as part of the wider offer that includes working with the Skills and Employability Team within The Education People (TEP) who work with education providers to prepare students for the world of employment.
- 1.5 KCC has historically funded an element of provision for those NEET aged 16 to 19 years old from the European Social Fund (ESF) via subcontracting arrangements between The Education People and colleges and/or other providers. Due to the removal of this funding following Brexit, 2019/2020 saw a near collapse of provision that is still yet to fully recover, leaving many young people without access to suitable education options. Details with gaps in provision can be found in Appendix 3 - Kent 16 to 19 Provision Gap Analysis 2023.
- 1.6 Funding for this workstream, in part, comes through the ESFA grant from the Department for Education (DfE).
- 1.7 ESFA funding rules have changed and have redefined 'partners' as sub-contractors. This alteration requires KCC to enter into contracting arrangements with providers to realise growth opportunities for the delivery of 16 to 19 year olds provision. The DfE have recommended that KCC directly commissions some provision for Young People aged 16 to 19 (up to 25 with an EHCP) rather than use commissioning arrangements through a third party such as a Local Authority Trading Company (e.g. TEP)
- 1.8 Current funding arrangements with the DfE are 'lagged' by two years (i.e. not paid until two years after delivery) which has removed the capacity of the market to keep up with increasing demand. This 'lagged' funding approach sets in place current budgets based on data returns made by CLS from two years behind, as is usual for this sector. In exceptional circumstances additional funding can be awarded, however this requires demonstratable in-year growth of provision. It is this additional funding that will be used to finance provision in a sub-contracting arrangement through commissioning, the provision that is delivered by CLS will continue in its current format, as this funding will not be impacted.
- 1.9 CLS are working with the DfE to address the financial lag, however this is unlikely to be in place in time to meet current need.

- 1.10 It is estimated that in 2024/2025 there will be a requirement for an additional 725 places than are currently available for 16 to 19 year olds. In order to mitigate for Gaps in provision for NEET Young People (as set out in Appendix 3) new provision needs to be developed both internally within CLS and via an externally commissioned arrangement with providers. Should we not receive the additional funding, there will be a continued shortfall in provision. CLS and TEP colleagues will continue to work with the sector to maximise provision where possible.
- 1.11 On 9 October 2024, the Cabinet Member for Education and Skills took the Key Decision - [24/00085](#)- KCC CLS Sub-contracting Education and Skills Funding Agency provision to enable sub-contracting of provision for vocational and specialist provision for Adults aged over 19. The Young People's element, for persons aged 16 to 19, was not able to progress as part of that original decision due to a late change of funding guidelines which necessitated a further review.

2. Key Considerations

- 2.1 There are multiple teams and areas of work across KCC that have a responsibility to reduce the number of NEET Young People in Kent, this includes both CLS and TEPs Skills and Employability Team.
- 2.2 Funding received from the ESFA is in place to support the provision for those 16 to 19 year olds (19 to 25 years old for those with an EHCP). The current grant funds the Community Learning Service provision. There is currently not any surplus funding to grow provision through a commissioned service.
- 2.3 Should additional funding be received, CLS would need to enter into commissioning arrangements to meet need across the county for 16 to 19 year olds. This provision needs to focus on filling the gaps of current provision, for example, level one provision, rolling/multiple in year entry points, specialist/niche courses
- 2.4 The Key Decision taken on 9 October 2024 was to enable sub-contracting of provision for vocational and specialist provision for Adults. The Young People's element, for persons aged 16 to 19, was not able to progress as part of that original decision due to the late change of funding guidelines which required further consideration
- 2.5 Through implementing this Key Decision, the Commercial and Procurement Division identified a contractual framework approach under the 'Light Touch' regime of the Public Contracts Regulations (2015). This was to have a competitive procedure with negotiation and establish a multi-supplier framework.
- 2.6 A viable approach to managing the procurement of a 16-19 offer is to add a second "Lot" to the Adults Learning contract which can be enabled at a point that funding and governance is in place. The procurement process has an

expected commencement date of 10 February 2025. The contract will run for an initial term of two years with an option to extend for 12 months.

- 2.7 Additional contracts or alternative frameworks may need to be procured, pending full exploration of options, in liaison with colleagues in the Commercial and Procurement Division, for the 16 to 19 year olds (up to 25 years old with an EHCP) cohort to support the delivery of provision.
- 2.8 In order to meet need, whilst minimising financial risk to the Local Authority, the proposal is to continue with the procurement of the provision for vocational and specialist provision for adults and include an additional 'Lot' specifically for Young People aged 16 to 19 year olds (up to 25 year olds for those with an EHCP).
- 2.9 Whilst funding arrangements are yet to be finalised, by procuring a multi supplier framework, and utilising a 'Lotting' approach with no guarantee of any spend or volume of spend for the Adults Learning Provision, the Local Authority can initiate procurement without incurring any risk should the funding not be forthcoming as there will be no guarantee of call off from the contract. Therefore, a Key Decision is now required to progress the provision of both the 16 to 19 year old Study Programme and a provision for those aged up to 25 with an EHCP.

3. Background

- 3.1 Since September 2018, The Education People (TEP) have worked alongside CLS to understand the picture of provision for 16 to 19 year olds who are NEET. An annual gap analysis is undertaken by TEP (see Appendix 3) and has demonstrated a lack of provision across most districts.
- 3.2 Available provision for NEET Young People has been held in a deficit position for several years, and recent changes have further impacted this deficit. At any one time, between three and five of the 12 districts have no suitable provision available to the NEET population of Kent.
- 3.3 Whilst exacerbated by COVID, the reduction in provision has been largely due to the removal of funding options, in particular the European Social Fund (ESF) and Reconnect funding, both of which supported alternative delivery to meet the needs of those young people for whom School or College is not a suitable provision.
- 3.4 Some of the provision which has lost ESF funding specialised in encouraging take up and delivering courses that NEET young people want to attend. In addition to this reduction there is little existing rolling provision, that is provision which has various starts across the academic year, enabling learners to move from one unsuitable course onto one that meets their needs. This hinders learners particularly from February onwards, often requiring the individual to wait until the following September to access education again.
- 3.5 Other impacts on provision for 16 to 19 year olds include;
 - **Changes in funding** - Provision in the county was heavily reliant on European Social fund and subcontracting. European funding ceased in academic year

2023/2024 and subcontracting has become rare due to changes in government policy. There was some short term funding for NEET provision associated with COVID recovery but this too has ceased. The government established the Shared Prosperity Fund as a replacement for European funding, but this was devolved to the districts, who have largely prioritised other needs.

- **Failure by the DfE to meet need** - Local Authorities have the responsibility to ensure sufficiency by identifying gaps in provision and then reporting them to the DfE. Gaps should then be filled by the DfE. KCC have reported a shortfall, and due to funding constraints the DfE has been unable to fill the gaps. To mitigate for this, the DfE had previously agreed an additional 450 places for the county, however, they withdrew their offer days before the beginning of the academic year.
- **Regulatory Issues** - Ofsted requires training providers to ensure the same levels of attainment and attendance as mainstream providers. Due to the nature of the NEET cohort, many providers have been unable to do so. Several providers have received low Ofsted ratings as a result of this, making it hard for them to operate.
- **Tutor recruitment and retainment** -. There are examples of provision across the county (e.g. Catch 22 – Deal) closing due to an inability to recruit sufficient tutors. This is also evident in CLS provision which has not been able to grow provision specifically due to difficulties in recruiting and retaining tutors.
- **Unsecure funding** – Reduced and removed budgets has led to training providers either leaving the market or diversifying their offer to meet the needs of cohorts where funding is more secure.
- **Increasing cohort size** – With lower attainment in GCSE results in 2024 and an increasing number of NEETS, almost all provision for low attaining learners were filled early in the academic year, leading to rising NEET numbers.

3.6 Without entering into commissioning arrangements, Kent is likely to see a continued contraction in the provision available. The number of places available over the last few years as set out in Figure 1. Demonstrates a precipitous decline in 2023/2024 that without action will continue into 2025/2026.

Figure 1. Available Education places for 16 to19 year olds in Kent

16 to 19 places	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Kent	1451	755	799	1101	1106	733

Figure 2. Summary of provision deficit and priority level

District	Numbers needed 2024/2025	Priority for Action	Providers operating
Countywide online Maths and English	250	High	4
Canterbury	60	High	2
Swale	50	High	4
Thanet	75	High	2

Ashford	35	Medium	1
Dover	60	High	2
Folkestone and Hythe	25	Med/Low	3
Maidstone	50	High/medium	3
Tonbridge and Malling	30	High/medium	1
Tunbridge Wells	10	Med/Low	0
Dartford	25	Medium	2
Gravesham	25	High/medium	5
Sevenoaks	30	High	0
Total	725		

3.7 Figure 2 sets out the levels of need in each of the districts demonstrating how many additional places are required in each district to meet need for 2024/2025. As part of the evaluation process for prospective providers, social value will be explored and providers will be asked to demonstrate how they meet KCCs social Value priorities. This can include, but not be limited to how provision is working towards Net Zero, how apprentices are employed as part of business delivery or how any 'profit' is re-invested back into the business to enhance the offer and the local community.

3.8 Framing Kent's Future - Our Council Strategy 2022-2026 and Securing Kent's Future - Implementing the subcontracting proposals for specialist provision for young people, in the two cohorts identified, will contribute towards delivering on the following priorities:

- To support the Kent economy to be resilient and successfully adapt to the challenges and opportunities it faces over the coming years.
- To work with partners to develop a skills system for Kent that delivers skills that are resilient to changing workforce needs and opportunities and supports people to achieve higher level skills.

4. Options considered and dismissed, and associated risk

4.1 The table below summarises the options considered, the challenges and strengths and recommendations.

Option	Description	Challenges	Strengths	Reason for not taking forward
1. Do Nothing	Maintain the status quo with current provision levels delivered by the market and CLS	The Local Authority (LA) has the statutory responsibility to secure enough suitable education and training provision. There is currently not enough provision to meet need	Limiting risks to budgets that are currently paid two years in arrears	LA would not meet statutory obligations
2. KCC deliver all provision for NEET	Build an internal provision that meets need	No additional budget available to grow CLS provision. A lack of suitable building stock to house provision. Niche delivery for vocational skills that are currently not delivered by CLS. Market would be unhappy with all funding being subsumed by the LA. Possible impact on Ofsted rating for provision Tutor recruitment and retention very hard to manage at a whole county level	Oversight of provision	No capacity to deliver totality of provision

3. Sub contract all provision	Commission all provision through a framework	TUPE considerations to disband CLS Removes oversight of statutory obligation	Would enable a flexible local offer	Loss of control and oversight of statutory requirements
4. Deliver a mix of direct provision via CLS and commissioned provision	Utilise existing service provision delivered by CLS and use any additional growth funding to commission additional provision through a framework	Awaiting clarification from the DfE as to levels of growth funding	Framework can be procured with no guarantee of volume or spend, minimising financial risk whilst also preparing for potential funding	N/A

4.2 The recommended option is Option 4 - Deliver a mix of direct provision via CLS and commissioned provision.

5. Financial Implications

5.1 CLS funding is received from the DfE. The funding amount for 2025/2026 totals £9,729,000, with the DfE allocating £729,444 to 16 to 19 year olds and £8,500,000 for vocational and specialist provision for Adults.

5.2 There is a potential for an additional £301,452 per annum in the 16 to 19 year olds provision, which could fund an additional 91 places. It is this money that will be made available for a procurement process, once it is confirmed

5.3 Under current guidelines, the ESFA allows the Local Authority to retain up to a maximum of 20% for management and oversight costs. However best practice indicates a target ceiling of 15% of the sub-contracted delivery amount to support the commissioning, operational management, procurement, selection, audit, and subsequent contract management.

5.4 The wider planned restructure of CLS delivery will ensure CLS is fully funded from both grants and fee income when completed (including any sub-contracted element) and there will be no expectation of contribution from the general fund.

5.5 This proposal complies with Spending the Council's Money requirements.

5.6 In accordance with the Cabinet decision to support the recommendations in the paper Securing Kent's Future on 5 October 2023, the approach set out makes sure that, in line with Objective 2 (Delivering savings from identified opportunity areas to set a sustainable 2024-2025 budget and MTFP) any future procurement does not over specify need, ensuring best value for the Local Authority. Spend will be limited to the total value (the additional £301,452 per annum) of the grant funding received, whilst also 'working to achieve the delivery of value for money, whilst considering how to maximise wider public benefit' through the reduction of those young people who are NEET.

6. Legal implications

6.1 Local Authorities have duties relating to participation, which include broad duties to encourage, enable and assist Young People to participate in education or training. Specifically:

- The Education Act 1996 - To secure enough suitable education and training provision to meet the reasonable needs of all young people in their area

who are over compulsory school age but under 19 or aged 19 or over and for whom an Education, Health and Care (EHC) Plan is maintained.

- Section 68 Education and Skills Act 2008 - To make available to all young people aged 13 to 19, and to those between 20 and 25 with Special Education Needs (SEN), support it considers appropriate to encourage, enable and assist them to effectively participate in education or training.

The procurement activity for this 'Lot' would be amending a procurement tendered and procured under the Public Contracts regulations 2015. The New procurement act 2025 does not go live until 24 February 2025 and we are permitted to procure this under the existing PCR 2015 regime.

7. Equalities implications

- 7.1 An Equality Impact Assessment (EqIA) has been undertaken and is currently under review. The EqIA has not identified any negative impacts, as the proposal would offer new opportunities to protected groups.

8. Data Protection Implications

- 8.1 All subcontractors (providers) will be expected to sign up to the Kent and Medway Information Sharing Agreement as part of the contract. Secure methods of returning learner data will be agreed. A DPIA screening will be undertaken and the full DPIA will be completed once the providers are identified

9. Other corporate implications

- 9.1 There are multiple teams and areas of work across KCC that have a responsibility to reduce the NEET numbers in Kent, this includes both CLS and TEPs Skills and Employability Team. There is a need to bring all the NEET strands together to ensure that there is one strategic approach. This overview will work to ensure that both the need and statutory duty are being met whilst maximising efficiencies and budget lines.

10. Governance

- 10.1 Through the Officer Scheme of Delegation, the Corporate Director of Children, Young People and Education, in consultation with the Cabinet Member for Education and Skills, will implement the decision as detailed in the Recommendation.

11. Conclusions

- 11.1 KCC has a statutory duty to secure enough suitable education and training provision to meet the reasonable needs of all young people. Without entering into commissioning arrangements, KCC will not be able to meet current and future projected need.
- 11.2 To minimise financial risk to the Local Authority, the proposal is to add an additional 'Lot' to the Adult Learning Provision specifically for 16 to 19 year olds (up to 25 for those with an EHCP). This does not guarantee any volume to

providers and, should the funding not be forthcoming, the Local Authority will not be committed to any spend as a result of this contract

11.3 Additional contracts or alternative frameworks may need to be procured, pending full exploration of options, in liaison with colleagues in the Commercial and Procurement Division, for the 16 to 19 year old cohort to support the delivery of provision.

Recommendation(s):

The Children's Young people and Education Cabinet Committee is asked to CONSIDER and ENDORSE or MAKE RECOMMENDATIONS to the Cabinet Member for Education and Skills on the proposed decision as detailed in the attached PROD.

10. Background Documents

- [*Subcontracting funding rules for post-16 education and training \(excluding apprenticeships\) \(publishing.service.gov.uk\)*](#)
- [*Adult skills fund: funding rules for 2024 to 2025 - GOV.UK \(www.gov.uk\)*](#)
- [*Education Act, 1996*](#)
- [*Participation of Young People in education, employment or training, Statutory Guidance*](#)
- [*Kent 16-19 Review - Pathways for All*](#)

11. Appendices

- Appendix 1 – Proposed Record of Decision
- Appendix 2 - Equality Impact Assessment
- Appendix 3 - Kent 16-19 provision Gap Analysis 2023 for students not on mainstream courses

12. Contact details

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KENT COUNTY COUNCIL – PROPOSED RECORD OF DECISION

DECISION TO BE TAKEN BY:

Cabinet Member for Education and Skills

DECISION NUMBER:

25/00020

For publication *[Do not include information which is exempt from publication under schedule 12a of the Local Government Act 1972]*

Key decision: YES

Key decision criteria. The decision will:

- a) *result in savings or expenditure which is significant having regard to the budget for the service or function (currently defined by the Council as in excess of £1,000,000); or*
- b) *be significant in terms of its effects on a significant proportion of the community living or working within two or more electoral divisions – which will include those decisions that involve:*
 - *the adoption or significant amendment of major strategies or frameworks;*
 - *significant service developments, significant service reductions, or significant changes in the way that services are delivered, whether County-wide or in a particular locality.*

Subject Matter / Title of Decision: Community Learning and Skills (CLS) - Sub-contracting Education and Skills Funding Agency provision for 16 to 19 years olds

Decision:

As Cabinet Member for Education and Skills, I agree to:

- A) APPROVE the sub-contracting of provision for the delivery of the 16 to 19 year olds Study Programme for Community Learning and Skills, and Post 16 provision for those aged 19 to 24 with an Education, Health and Care Plan through an evidence based commissioning programme to align with the Decision [24/00085 and associated updated key decision](#)
- B) APPROVE the commissioning approach to procure a two year contract with an option to extend for 12 months.
- C) To DELEGATE authority to the Corporate Director of Director of Children, Young People and Education, in consultation with the Cabinet Member for Education and Skills, to exercise relevant contract extensions and enter into relevant contracts or legal agreements; and
- D) DELEGATE authority to the Corporate Director of Children, Young People and Education, to take other relevant actions, including but not limited to, finalising the terms of, and entering into required contracts or other legal agreements, as required to implement the decision

Reason(s) for decision:

Decision required because total value of contract(s) will exceed the threshold for a Key Decision and impact across multiple districts of the Local Authority.

Background

Since September 2018, The Education People (TEP) have worked alongside Community Learning and Skills (CLS) to understand the picture of provision for 16 to 19 year olds who are NEET. An annual gap analysis is undertaken by TEP and has demonstrated a lack of provision across most districts

Available provision for NEET young people has been held in a deficit position for several years, and recent changes have further impacted this deficit. At any one time, between three and five of the 12 districts have no suitable provision available to the NEET population of Kent.

Without entering into commissioning arrangements, Kent is likely to see a continued reduction in the provision available.

What is being proposed?

Kent County Council has a statutory duty to secure enough suitable education and training provision to meet the reasonable needs of all young people in their area who are over compulsory school age and under 19, or aged 19 or over and for whom an EHCP is maintained. To meet this statutory obligation four options were explored with a focus on maximising delivery to meet the need of NEET young people in Kent.

1. Do Nothing
2. KCC deliver all provision for NEET
3. Subcontract all provision
4. Deliver a mix of direct provision via CLS and commissioned provision

The proposed decision is **Option 4** - to deliver a mix of direct provision via CLS and commissioned provision. Procurement will be aligned with decision 24/00085

The Key Decision (24/00085) taken on 9 October 2024 was to enable sub-contracting of provision for vocational and specialist provision for Adults. However, to ensure clarity in the policy choice being taken by the Cabinet Member, it was necessary to take a subsequent key decision to integrate an update to the earlier decision. The details of the decision can be found here (insert link once fed has been published). .

Through implementing this Key Decision, the Commercial and Procurement Division identified a contractual framework approach under the 'Light Touch' regime of the Public Contract Regulations (2015). This was to have a competitive procedure with negotiation and establish a multi-supplier framework.

The legal advice received by the Commercial and Procurement Division suggested adding a second "Lot" to the Adults Learning contract to accommodate the 16 to 19 provision, which can be enabled at a point that funding and governance is in place.

Whilst funding arrangements are yet to be finalised, by procuring a multi supplier framework, and utilising a 'Lotting' approach with no guarantee of any spend or volume of spend for the Adults Learning Provision, the Local Authority can initiate procurement without incurring any risk should the funding not be forthcoming as there will be no guarantee of call off from the contract.

Financial Implications

CLS funding is received from the DfE. The funding amount for 2025/2026 totals £9,729,000, with funding allocation £729,444 allocated for 16 to 19 year olds and £8,500,000 for vocational and specialist provision for Adults.

There is a potential for an additional £301,452 per annum in the 16 to 19 provision, which could fund an additional 91 places. This funding is yet to be confirmed.

Under current guidelines, the ESFA allows the Local Authority to retain up to a maximum of 20% for management and oversight costs. However best practice indicates a target ceiling of 15% of the sub-contracted delivery amount to support the commissioning, operational management, procurement, selection, audit, and subsequent contract management.

The wider planned restructure of CLS delivery will ensure CLS is fully funded from both grants and fee income when completed (including any sub-contracted element) and there will be no expectation of contribution from the general fund.

This proposal complies with Spending the Council's Money requirements.

In accordance with the Cabinet decision to support the recommendations in the paper Securing Kent's Future on 5 October 2023, the approach set out makes sure that, in line with Objective 2 (Delivering savings from identified opportunity areas to set a sustainable 2024/2025 budget and MTFP) any future procurement does not over specify need, ensuring best value for the Local Authority. Spend will be limited to the total value of the grant funding received, , whilst also 'working to achieve the delivery of value for money, whilst considering how to maximise wider public benefit' through the reduction of those young people who are NEET.

Legal implications

Local Authorities have duties relating to participation, which include broad duties to encourage, enable and assist Young People to participate in education or training. Specifically:

- The Education Act 1996 - To secure enough suitable education and training provision to meet the reasonable needs of all young people in their area who are over compulsory school age but under 19 or aged 19 or over and for whom an Education, Health and Care (EHC) Plan is maintained.
- Section 68 Education and Skills Act 2008 - To make available to all young people aged 13 to 19, and to those between 20 and 25 with Special Education Needs (SEN), support it considers appropriate to encourage, enable and assist them to effectively participate in education or training.

The procurement activity for this 'Lot' would be amending a procurement tendered and procured under the Public Contracts regulations 2015. The New procurement act 2025 does not go live until 24 February 2025 and we are permitted to procure this under the existing PCR 2015 regime.

Equalities implications

An EqIA has been undertaken and is currently under review. The EqIA has not identified any negative impacts, as the proposal would offer new opportunities to protected groups.

Cabinet Committee recommendations and other consultation:

Children, Young People and Education Cabinet Committee will consider this decision at its meeting on 27 February 2025. This Decision is for the Cabinet member for Education and Skills.

Any alternatives considered and rejected:

1. Do Nothing - Maintain the status quo with current provision levels delivered by the market and CLS. The LA has the statutory responsibility to secure enough suitable education and training provision. There is currently not enough provision to meet need. The LA would not meet statutory obligations

2. KCC deliver all provision for NEET- Build an internal provision that meets need. There is currently no additional budget available to grow CLS provision, a lack of suitable building stock to house provision. Challenges in the provision of niche/specialist courses and tutor recruitment and retention very hard to manage at a whole county level.

3. Sub contract all provision - Commission all provision through a framework. This option would Remove oversight of a statutory obligation giving a loss of control and oversight of statutory requirements

Any interest declared when the decision was taken and any dispensation granted by the Proper Officer: None

signed

date

EQIA Submission – ID Number

Section A

EQIA Title	Sub-contracting ESFA and GLA provision
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Responsible Officer	Jude Farrell
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Type of Activity

Service Change	Yes
Service Redesign	No
Project/Programme	Project/Programme
Commissioning/Procurement	Yes
Strategy/Policy	Yes
Details of other Service Activity	No

Accountability and Responsibility

Directorate	CYPE
Responsible Service	CLS
Responsible Head of Service	Jude Farrell
Responsible Director	Christine McInnes

Aims and Objectives

Adults

Community Learning and Skills is KCC's internally commissioned department to deliver Education and Training to adults and young people over 16. KCC CLS is responsible for delivering the Education & Skills Funding Agency (ESA) Adult Education Budget (AEB), Greater London Authority (GLA) budget and ESFA 'Study Programme' courses for NEET young people, on behalf of KCC, which support the goals and objectives of Framing Kent's Future.

Funding rules for Adult Education have changed now redefining 'partners' as sub-contractors, requiring a decision to sub-contract to maintain and potentially realise business opportunities for growth against the delivery of previous specialist provision for example for Deaf/deaf learners.

The focus of funding is now on progression towards, into, and up in work, to meet needs identified in the Local Skills Improvement Plan (LSIP). The DfE have identified new 'aims' being released for delivery of grant funded courses, including a large range of vocational courses which CLS do not have the internal organisational capacity or capability to deliver internally.

Young People

There has been a reduction in provision available to 16-19 year old NEETs across Kent due to removal of the European Social Fund. This along with the regrading of GCSE boundaries, has seen an increase in the number of NEETs across Kent and the Department for Education (DfE) has a requirement for KCC to meet this demand under its statutory requirement for provision, through CLS as its provider.

Provision for NEET young people has been held in a deficit position for several years, and recent changes have further impacted this deficit of available provision. At any one time, between 3 and 5 districts have no provision of this type available to the NEET population of Kent. Some of provision losing ESF funding is very niche Alternative Provision, and there is little existing rolling provision for students needing to access education later in the academic year.

Section B – Evidence

Do you have data related to the protected groups of the people impacted by this activity?	Yes
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It is possible to get the data in a timely and cost effective way?	Yes
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Is there national evidence/data that you can use?	Yes
Have you consulted with stakeholders?	Yes
Who have you involved, consulted and engaged with?	
<p>KCC has engaged with the following organisations:</p> <ul style="list-style-type: none"> - Kent and Medway Employment Taskforce - Kent Invicta Chambers - DWP - Kent Association for Training Organisations - Department for Education - South East LEP - Further Education Colleges and other training providers in Kent - National Careers Service delivered by CxK - Internally within Kent County Council - Some employers 	
Has there been a previous Equality Analysis (EQIA) in the last 3 years?	No
Do you have evidence that can help you understand the potential impact of your activity?	Yes
Section C – Impact	
Who may be impacted by the activity?	
Service Users/clients	Yes
Staff	Yes
Residents/Communities/Citizens	Residents/communities/citizens
Are there any positive impacts for all or any of the protected groups as a result of the activity that you are doing?	Yes
Details of Positive Impacts	
<p>Staff – increase in work opportunities, skills development, and opportunities.</p> <p>Service users/clients/communities - Increased opportunities to access courses and develop skills, particularly in local areas, to support positive progression into and within work.</p>	
Negative impacts and Mitigating Actions	
19. Negative Impacts and Mitigating actions for Age	
Are there negative impacts for age?	No
Details of negative impacts for Age	
Not Applicable	
Mitigating Actions for Age	
Not Applicable	
Responsible Officer for Mitigating Actions – Age	Not Applicable
20. Negative impacts and Mitigating actions for Disability	
Are there negative impacts for Disability?	No
Details of Negative Impacts for Disability	

Not Applicable	
Mitigating actions for Disability	
Not Applicable	
Responsible Officer for Disability	Not Applicable
21. Negative Impacts and Mitigating actions for Sex	
Are there negative impacts for Sex	No
Details of negative impacts for Sex	
Not Applicable	
Mitigating actions for Sex	
Not Applicable	
Responsible Officer for Sex	Not Applicable
22. Negative Impacts and Mitigating actions for Gender identity/transgender	
Are there negative impacts for Gender identity/transgender	No
Negative impacts for Gender identity/transgender	
Not Applicable	
Mitigating actions for Gender identity/transgender	
Not Applicable	
Responsible Officer for mitigating actions for Gender identity/transgender	Not Applicable
23. Negative impacts and Mitigating actions for Race	
Are there negative impacts for Race	No
Negative impacts for Race	
Not Applicable	
Mitigating actions for Race	
Not Applicable	
Responsible Officer for mitigating actions for Race	Not Applicable
24. Negative impacts and Mitigating actions for Religion and belief	
Are there negative impacts for Religion and belief	No
Negative impacts for Religion and belief	
Not Applicable	
Mitigating actions for Religion and belief	
Not Applicable	
Responsible Officer for mitigating actions for Religion and Belief	Not Applicable
25. Negative impacts and Mitigating actions for Sexual Orientation	
Are there negative impacts for Sexual Orientation	No
Negative impacts for Sexual Orientation	
Not Applicable	
Mitigating actions for Sexual Orientation	
Not Applicable	
Responsible Officer for mitigating actions for Sexual Orientation	Not Applicable
26. Negative impacts and Mitigating actions for Pregnancy and Maternity	
Are there negative impacts for Pregnancy and Maternity	No
Negative impacts for Pregnancy and Maternity	

Not Applicable	
Mitigating actions for Pregnancy and Maternity	
Not Applicable	
Responsible Officer for mitigating actions for Pregnancy and Maternity	Not Applicable
27. Negative impacts and Mitigating actions for Marriage and Civil Partnerships	
Are there negative impacts for Marriage and Civil Partnerships	No
Negative impacts for Marriage and Civil Partnerships	
Not Applicable	
Mitigating actions for Marriage and Civil Partnerships	
Not Applicable	
Responsible Officer for Marriage and Civil Partnerships	Not Applicable
28. Negative impacts and Mitigating actions for Carer's responsibilities	
Are there negative impacts for Carer's responsibilities	No
Negative impacts for Carer's responsibilities	
Not Applicable	
Mitigating actions for Carer's responsibilities	
Not Applicable	
Responsible Officer for Carer's responsibilities	Not Applicable



Kent 16-19 provision Gap Analysis 2023 for Students not on mainstream courses

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Executive Summary

This gap analysis will focus on the flexible provision for vulnerable learners such as NEETs, those with low attainment, unaccompanied asylum seeking children and young people (UASCYP) and SEND students, usually offered outside of school or college, although some colleges offer flexible engagement provision. It reflects the position as of Spring 2023 but intelligence looks forward to academic year 23/24. This is based on information supplied directly by training providers.

Overall, provision in 2022/23 remained stable but in 2023/24 the county is facing a catastrophic loss of provision, effectively a market failure. While it is not possible to be certain, it is likely that there will be 500 fewer places in 2023/24 due to the ending of European Social Fund supported programmes in March 2023, Traineeships ceasing in July 2023 and short-term funding from the KCC Reconnect project coming to an end. In addition online Maths and English provision will end in December (200 places per year). Immediate action is needed from the DFE/ESFA to mitigate this, or it is very likely that we will have a rise in NEETs or a significant drop in participation as young people take up work rather than educational opportunities.

Summary of Need

District	Numbers needed 2023/24	Priority for Action
Countywide online Maths and English	150	High
Canterbury	60	High
Swale	50	High
Thanet	50	High
Ashford	30	Medium
Dover	75	High
Folkestone and Hythe	10	Med/Low
Maidstone	30	High/medium
Tonbridge and Malling	30	High/medium
Tunbridge Wells	10	Med/Low
Dartford	20	Medium
Gravesham	20	Medium
Sevenoaks	30	High
Total	565	

Key Stats:

- Number of providers lost 22/23 – 4
- Number of places in 22/23 rose from 1001 to 1006
- Potential loss of provision 23/24 – Approximately 500 places face to face (186 places closing summer 2023 and an estimate of 300 lost ESF places) and 200 places for online Maths and English.

Key changes in 2022/23

- End of ESF funded programmes (521 places over an 18-month period)
- Ending of Traineeships in July 2023. This will particularly effect those with subcontracts as no thought was given by the DFE regarding how to replace this funding.
- Ending of short-term funding from the KCC Reconnect programme.

Main Report

Background

Kent has historically had quite a wide range of provision for vulnerable learners for whom school 6th form or college is not appropriate. They were largely funded by subcontracts from colleges/other large providers and ESF. In 2019/20 there was a near collapse of this provision with a slow recovery since. Levels of provision are still nowhere near those of 2018/19, see table 1. The situation is actually worse than the table suggests as many of the providers are very small, not available all year and work in niche subject areas, thus their impact is limited. Many young people live in isolated locations and are unable to access provision.

Update Academic Year 2022/23

- This year has seen the number of places available to young people increase very slightly from 1101 to 1106. This was due to the final round of ESF funding becoming available and short term funding from KCC's Reconnect Project. ESF delivery started late 2021 and ended in March 2023. Figures from CXK (the ESF prime contractor) show that 521 young people were supported by the programme.
- Traineeships ended in July, further reducing the offer in Kent.
- As the ESF has come to an end we have seen a rapid decline in the amount of provision available. Our NEET Service has said that they are more worried about the coming academic year than they have ever been.
- Some providers were unable to provide a breakdown of their provision at district level and provided county wide statistics.
- There has been a decrease in the number of providers from 24 to 20 but they have been able to increase their capacity, hence the overall number of places available has grown slightly.
- Most of the provision that was available this year filled very quickly. There has been very little rolling provision or starts later in the year. Consequently, the NEET Support Service reports that from February onwards there was no provision available for young people in many areas if they become NEET. This is particularly an issue in the West, where there is almost no provision at all, and now Canterbury.
- Entry requirements for some low-level courses have risen making it hard for some students to find relevant education, especially in the North of the county.

Intelligence on 23/24

While gathering the data we have been made aware of the following changes in provision for 23/24

Provision closing in summer 2023

- Catch 22 is withdrawing its provision in the Dover area due to staff shortages and recruitment challenges (-15 places)
- NUYU in Dover has lost all of its funding due to the end of ESF and the ending of Traineeships. They had a traineeship subcontract with IPS but IPS has been refused a study programme to replace traineeship funding and so will not be able to subcontract. (-58 places)
- Skills Training UK has announced that they intend to cease 16-19 study programmes. This will lead to the loss of Canterbury's last remaining engagement provision (-44 places).
- There was some short-term funding available from KCC's Reconnect training which was used to support NEET reduction projects, but this has now ceased (-69 places)

Provision closing later in 2023

Runway Training – funding ceases for online Maths and English in December 2023. This represents a loss of 200 places per year.

New provision opening

- Runway Training has opened a centre in Ashford currently for about 10 people but hoping to grow a little.

Table 1: Data on number of providers operating (Source – direct contact with training providers and prime contractors)

	Number of providers delivering 2 or more places in a district								
District	No. providers 18/19	No. Providers 19/20	Difference 18/9-19/20	No. Providers 20/21	Difference 19/20-20/21	No. Providers 21/22	Difference 20/21-21/22	No. Providers 22/23	Difference 21/22 – 22/23
Canterbury	9	4	-5	3	-1	4	+1	2	-2
Swale	10	4	-6	6	+2	8	+2	7	-1
Thanet	13	5	-8	5	0	3	-2	3	0
Ashford	5	4	-1	3	-2	1	-1	1	0
Dover	7	3	-4	2	-1	1	-1	3	+2
Folkestone/Hythe	5	2	-3	4	+2	3	-1	2	-1
Maidstone	10	3	-7	2	-1	2	0	3	+1
Tonbridge and Malling	5	1	-4	1	0	1	0	1	0
Tunbridge Wells	2	0	-2	0	0	0	0	0	0
Dartford	8	3	-5	2	-1	2	0	1	-1
Gravesham	7	1	-6	3	+2	2	-1	3	+1
Sevenoaks	2	1	-1	1	0	2	+1	0	-2
Countywide	0	0	0	3	+3	6	+3	3	-3

Total providers for the county		
	Providers	Difference
18/19	42	
19/20	19	-23
20/21	25	+6
21/22	24	-1
22/23	20	-4

Table 2: Data on number of places available (Source – direct contact with training providers and prime contractors)

District	Places							No. Places 22/23	Difference in Places 21/22-22/23
	No. Places 18/19	No. Places 19/20	Difference in Places 18/19 – 19/20	No. Places 20/21	Difference in Places 19/20 - 20/21	No. Places 21/22	Difference in Places 20/21 – 21/22		
Canterbury	132	76	-56	54	-22	89	+35	65	-14
Swale	182	89	-93	77	-12	107	+30	155	+48
Thanet	253	104	-149	122	18	65	-57	72	+7
Ashford	101	53	-48	27	-26	16	-11	16	0
Dover	116	63	-53	63	0	25	-38	79	+54
Folkestone/Hythe	108	71	-37	76	5	71	-15	37	-34
Maidstone	177	102	-75	104	2	95	-9	102	+7
Tonbridge and Malling	97	10	-87	21	11	2	-19	0	-2
Tunbridge Wells	22	0	-22	0	0	0	0	0	0
Dartford	146	147	1	81	-66	50	-31	85	+35
Gravesham	98	30	-68	22	-8	27	+5	74	+47
Sevenoaks	19	10	-9	4	-6	33	+29	1	-32
Countywide	0	0	0	148 Online	148	513 F2F	+365	420	-93
Total	1451	755	-696	799	+44	1101	+292	1106	+5

NEET analysis

Our NEET numbers are 0.4% higher than last year. NEETs began to rise significantly in Jan 23, which is when ESF recruitment began to slow down due to the programme end date becoming imminent. NEET levels are now returning to pre-pandemic levels. This was expected.

NEET Figures for June 2023

(NEET statistics from Kent County Council monthly NEET reports)

34,617 Overall Cohort
 3.6% NEET
 1,234 NEET Cohort
 2.5% Not Known
 863 Not Known Cohort
 6.1% NEET and Not Known
 2,097 NEET and Not Known Cohort

District	Total Cohort Y12&Y13	No. of NEET Y12&Y13	% of NEET Y12&Y13	NEET Target Y12 & Y13 (Sep 2022)	No. of NEET Y12	% of NEET Y12	No. of NEET Y13	% of NEET Y13	No. of NK Y12&Y13	% of NK Y12&Y13	No. of NK Y12	% of NK Y12	No. of NK Y13	% of NK Y13	NEET and Not Known %	NEET & NK Ranking
Ashford	3,095	89	2.9%	3.2%	32	2.1%	57	3.7%	132	4.3%	30	1.9%	102	6.6%	7.1%	10
Canterbury	3,282	122	3.7%	2.4%	53	3.2%	69	4.3%	69	2.1%	17	1.0%	52	3.2%	5.8%	6
Dartford	2,838	64	2.3%	2.3%	26	1.7%	38	2.9%	70	2.5%	25	1.7%	45	3.4%	4.7%	3
Dover	2,557	100	3.9%	2.7%	47	3.7%	53	4.1%	73	2.9%	15	1.2%	58	4.5%	6.8%	8
Folkestone and Hythe	2,274	67	2.9%	3.4%	23	2.0%	44	3.9%	94	4.1%	11	1.0%	83	7.4%	7.1%	9
Gravesham	2,631	86	3.3%	2.3%	42	3.1%	44	3.4%	68	2.6%	14	1.0%	54	4.2%	5.9%	7
Maidstone	3,903	137	3.5%	3.0%	50	2.5%	87	4.7%	67	1.7%	25	1.2%	42	2.2%	5.2%	4
Sevenoaks	1,873	54	2.9%	1.7%	22	2.9%	32	2.9%	46	2.5%	13	1.7%	33	3.0%	5.3%	5
Swale	3,400	186	5.5%	3.6%	78	4.5%	108	6.5%	94	2.8%	26	1.5%	68	4.1%	8.2%	11
Thanet	3,052	178	5.8%	4.0%	75	4.9%	103	6.8%	85	2.8%	12	0.8%	73	4.8%	8.6%	12
Tonbridge and Malling	2,960	88	3.0%	2.7%	32	2.1%	56	3.9%	31	1.0%	10	0.7%	21	1.5%	4.0%	2
Tunbridge Wells	2,752	63	2.3%	1.9%	19	1.3%	44	3.6%	34	1.2%	14	0.9%	20	1.6%	3.5%	1
Kent	34,617	1234	3.6%	2.8%	499	2.8%	735	4.3%	863	2.5%	212	1.2%	651	3.8%	6.1%	

NEET trends up to June 23

District	Jun 2022	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023
Ashford	2.9%	2.9%	2.7%	1.8%	1.7%	2.2%	2.6%	3.4%	3.2%	3.4%	3.3%	3.1%	2.9%
Canterbury	3.8%	3.8%	3.6%	2.2%	2.1%	2.5%	3.0%	3.6%	3.0%	3.2%	3.4%	3.1%	3.7%
Dartford	2.3%	2.2%	2.4%	2.2%	2.3%	2.2%	2.5%	2.6%	2.2%	2.4%	2.5%	2.3%	2.3%
Dover	3.5%	3.4%	3.1%	2.6%	2.5%	2.6%	2.9%	3.5%	3.9%	4.4%	4.0%	4.0%	3.9%
Folkestone and Hythe	3.3%	3.4%	3.5%	2.2%	2.0%	2.4%	2.6%	3.0%	3.0%	3.0%	3.0%	3.1%	2.9%
Gravesham	2.9%	3.2%	3.5%	3.0%	2.9%	2.7%	3.5%	3.6%	3.5%	3.4%	3.3%	3.2%	3.3%
Maidstone	3.0%	3.0%	3.0%	2.4%	2.4%	2.7%	3.0%	3.7%	3.5%	3.5%	3.5%	3.6%	3.5%
Sevenoaks	1.7%	1.9%	1.8%	2.6%	2.2%	2.4%	2.5%	2.7%	2.7%	2.8%	2.7%	2.7%	2.9%
Swale	4.1%	4.2%	3.9%	3.1%	3.0%	3.4%	3.9%	4.9%	4.6%	4.8%	5.3%	5.3%	5.5%
Thanet	5.1%	4.9%	4.6%	3.1%	3.4%	3.9%	4.6%	5.1%	5.3%	5.8%	5.5%	5.4%	5.8%
Tonbridge and Malling	2.5%	2.5%	2.6%	1.9%	1.8%	2.6%	2.7%	3.2%	2.8%	3.0%	3.2%	3.2%	3.0%
Tunbridge Wells	2.3%	2.2%	2.1%	1.8%	1.8%	2.1%	2.3%	2.5%	2.2%	2.2%	2.2%	2.3%	2.3%
Kent	3.2%	3.2%	3.1%	2.4%	2.4%	2.7%	3.0%	3.6%	3.4%	3.5%	3.5%	3.5%	3.6%

Reasons for change in provision:

Subcontracting – In the past, subcontracts were a major source of funding for small providers. Due to changes in government policy, they are now very hard to find.

Ending of Traineeships – Traineeship funding ended at the end of July 2023. Providers who had traineeship contracts were not automatically transferred on to study programme and so for some this has meant the loss of a funding stream. No consideration was made for those with subcontracts and funding has largely ceased for these providers.

Change of Emphasis in Colleges – Following government policy, some colleges have shifted their offers towards more able students. Alongside this entry requirements for many low-level courses have been raised. This has led to a contraction of the offer available to vulnerable learners.

Rising need levels/reducing funding – Many providers are now attracting students with much higher levels of need but are unable to access sufficient funding to meet those needs alongside the delivery of their education programmes. This is affecting their sustainability and several have reduced the size of their provision.

Rising Costs of Delivery/Recruitment – Independent training providers cannot access capital funds or any other support for premises etc. All costs are to be found from revenue. In Kent, these costs, particularly premises costs, have risen to the extent that some provision has become unsustainable. Many training providers also report difficulties in recruiting staff due to more attractive pay in industry. One provider will be closing a provision in 2023/24 as they were unable to recruit and some construction courses have restricted their numbers due to the tutor shortage.

ESF – The last substantial round of ESF came to an end in March 2019. This contract was for over £6m in Kent. The subsequent contract, which began in April 2019, was reduced to £860,000 for the whole LEP, available for 18 months only. SELEP released another £2m for the whole LEP. Delivery ceased in March 2023. Kent's share of this was £1-1.4m. This sustained provision this academic year but there is no replacement for 23/24.

Conversion to SPIs – Some providers have become specialist post-16 institutions and now only accept students with EHCPs.

SEND Provision Issues

Over the last 3 years we have seen a rise in the demand for post 16 places for SEND students. This can be attributed to the increase in EHCP's and young people having anxiety about returning to an educational setting due to previous experiences, however in Kent we do not have enough post 16 providers who can meet these student's needs resulting in students having to travel long distances or not having a post 16 provision agreed. The number of post 16 providers has decreased in recent years due to funding, affordability of premises and the covid pandemic. Some providers also feel ill equipped to meet the needs of our young people. We currently have 347 students awaiting a post 16 provision and 291 students not in education, employment, or training (NEET), our data shows that this is set to increase over the following years with our 3 highest need type being students diagnosed with SEMH, ASD or SLCN. The demand for SEND places and the additional funding available for these students means that some providers have stopped offering places to vulnerable students without EHCPs further reducing provision available to them.

Actions taken 2022/23

- We have continued to work with the ESFA to trouble-shoot funding across the county and to support providers in financial difficulties. The ESFA has accepted our gaps case requesting more provision for the county. So far, they have not run a procurement exercise to issue more funding contracts, rather they are exploring how existing contracts can be increased to boost provision in the county.
- We obtained short term funding for NEET projects from KCC's Reconnect project.
- We helped find funding for one provider in the Dover area that was about to cease trading.

Action needed:

- Support existing providers with study programme funding to expand their offer in a sustainable way.
- Identify providers in Kent who currently do not have study programme funding who could help fill the gap and secure study programme contracts for them.
- Attract providers with study programme funding from outside the area into the county to grow the provider base.
- Continue to provide support for small training providers to ensure their ongoing viability.
- Follow up on recommendations from the 16-19 review. One of these is to explore setting up an umbrella organisation to bring in more funding and support for training providers.
- Become involved with the ESFA's strategic conversations with providers.
- The ESFA needs to clarify if SPIs can fund NEET learners from the national element 1 funding and run procurement to replace lost provision.

Needs

After several years of failing to fill Kent's provision gaps in a sustainable way, the situation is now dire. To rebuild the provision will now require a medium/long term commitment from the DFE to collaborate with Kent County Council to design and commission/procure what is needed. This will probably need to take place in two stages:

Stage 1:

Develop six sustainable centres delivering rolling, re-engagement focussed provision with the aim of getting students back into mainstream opportunities. These are needed as soon as possible in the following locations:

- Canterbury
- Dover
- North Kent
- Tonbridge
- Thanet
- Swale

Over time this number may need to grow.

Note – Maidstone already has such a centre, but it is full. Provision is needed in the area as NEET numbers remain high.

Stage 2:

Develop a range of small, specialist, vocationally orientated providers to meet local needs.

We consulted with the NEET Support Service, who work closely with NEET students to identify needs. Most of the needs expressed were common across the county. These will be summarised first and then any area specific needs will be listed. Under the individual areas we have estimated the number of places needed for each area. This is based on NEET numbers, the amount of provision available and our engagement with the NEET cohort, i.e.: our ability to fill places.

Countywide needs

Need	Evidence
More options to complete maths and English	There are regular requests from young people to complete just their maths and English qualifications to allow them to progress to the next level of learning.
More courses needed for those with ESOL as an additional need.	In key areas where there is a high proportion of UASCYP living in the community e.g. Canterbury there are limited spaces available in FE ESOL courses with little on offer for pre-entry or EL1 which is what many UASCYP new into the community need.
Flexible/online/blended course delivery, especially maths and English.	We have a large number of students with mental/physical health problems or with caring/family commitments who cannot attend a centre for courses. We had online delivery under the ESF and it was one of the most used services on offer. We also need courses offered at different times of day (late starts etc) to accommodate students' varying needs.
Targeted training for those suffering with anxiety and other mental health problems	Kent experiences high numbers of young people who suffer from depression and anxiety which acts as a huge barrier to their progression. These clients have often had negative experiences in mainstream education and are very reluctant to return to any form of education. They would benefit from smaller groups, long-term relationship/trust building and mentoring as a very gentle re-introduction into learning.
Alternative L2/L3 courses for those suffering with mental health and do not feel able to progress into college.	There are currently very few providers in Kent offering alternative options for L2/3 qualifications for those that do not want or feel able to progress to college. The only options for L2/3 courses are online or distance training which clients have to pay for which puts barriers in place for those financially unable to do this.
Rolling programmes	Most of the formal study programmes have fixed start dates which means it can be several weeks between identifying a NEET and them starting learning. During this time, students can lose motivation, become difficult to contact or their issues can worsen. With most learners an

	<p>immediate start would be advantageous to avoid these issues and to act as a holding destination until more formal destinations become available.</p>
Construction study programmes outside college/CSCS card schemes.	<p>There is demand for this in all areas at all times of year and there is work in this sector. There are currently no CSCS courses available.</p>
More Entry level and Level 1 courses with a clear progression route linked to clients' vocational interests (preferably through training providers and not college)	<p>Many young people have no or few qualifications or can't remember what they achieved. They have had poor relationships with schools and learning and do not want to return to a formal education setting. They often have practical skills or work experience (normally informal and unpaid) especially in their preferred vocational area.</p> <p>If applying for college this often results in them being refused a place or having to apply to a lower level course as concerns are raised they will not be able to cope with the academic side of learning. In turn this can lead to de-motivation and low self esteem.</p> <p>Repairing the relationship with education and improving confidence in learning is required and there needs to be the opportunities to build this in a safe learning environment which training providers can often provide as an alternative to college.</p>
More lower level courses in college. More Jan starts and rolling programmes in colleges.	<p>The ultimate goal for many of the flexible provisions is re-engagement with college but there are not enough options at different times of year. This year most courses filled very early leaving no options for students becoming NEET beyond the Autumn.</p>
High quality employability/job search courses. Preferably linked directly with employers	<p>There are a number of NEET students in each district who just want to work but are not work-ready. Some have made many applications and have become demotivated at constant rejection or not hearing from employers and need support with CVs, interview skills etc.</p> <p>Clients are interested in gaining work experience and approach employers about this but it could be beneficial if done in a more structured way to provide a more meaningful experience.</p>
Shorter courses that can be self-built to determine length of course and achievements.	<p>We have a cohort of young people who have had a negative experience at school and have received little or no education/qualifications who are not ready to commit to courses that are 6+ weeks long. They need a programme that can be built around needs, interests and learning capacity which would encourage young people to try out new experiences and push their comfort-zone and result in positive engagement and long term goals.</p>

More “soft skill courses” needed that are not vocationally focused for those that are unsure of career path or want time to “get back into doing something” with little or no pressure.	<p>Clients often report that they are not ready for EET or have had negative experiences with college or training and are finding it hard to re-engage. There are limited options to offer clients that are not available due to illness that do not require them to work towards a qualification and attend full time which they are often not ready to do.</p> <p>Many students require 1:1 support and mentoring to move them towards education and employment.</p>
Supported programmes for vulnerable learners who do not qualify for EHCPs.	We have a high number of students with needs but who do not have EHCPs. They need personal support as well as education.
The opportunity to retake GCSEs	There is a cohort who wish to continue with a more academic education route but they have not passed their GCSEs with high enough grades. There is only one provision in the county that offers a broad range of GCSEs to retake post 16.

- We estimate there is a need for 150 places for a countywide provision offering online or other flexible delivery of Maths, English and other subjects at all levels.

District needs

Canterbury

- Canterbury is a **High** priority area for new provision.
- STUK has now closed in Canterbury leaving a loss of 44 places.
- Canterbury has lost 2 providers this year and one will close over the summer. The only provider left in the Canterbury district for 2023/4 is Whitstable Town Football Club, offering a BTEC level 3 in sport, which does not meet the needs of most vulnerable learners.
- The percentage of NEETs has fallen very slightly over the last year from 3.8% to 3.7%. This was due to the success of the STUK provision which will not be available in 2023/24. NEET numbers are slightly higher than the county average. In June 2023 122 young people were NEET in the district.
- There are no other specific needs for this area that aren't covered by the county list.
- We estimate that an additional 60 places are needed in Canterbury to make up for losses and an overall shortfall.

Swale

- Swale is a **high** priority area for new provision.
- NEET provision has continued to grow over the last year with 55 new places available. 24 of those additional places were paid for by time limited funding and will not be available in 2023/24 and the Pyramid Project has reduced funding for next year which could lead to a reduction in their places. The increase in places has not kept pace with need.
- The percentage of NEETs in the district has risen considerably from 4.1%-5.5% over the last year and remains much higher than the county average. In June 2023 186 young people were NEET.
- We estimate that an additional 50 places are needed in Swale.

Need	Evidence
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Provision on Sheppey	Travel is an issue for many living on the island.
More practical courses outside college	<p>Young people regularly request training in the following areas:</p> <ul style="list-style-type: none"> • Construction/CSCS card • Health and Social Care • Manual Handling/warehousing.

Thanet

- Thanet is a **high** priority area for new provision.
- The area gained 7 places for young people but this has not kept pace with need.
- The percentage of young people who are NEET in the district has increased from 5.1% to 5.8%. This is considerably higher than the county average. In June 2023 there were 178 young people who were NEET.
- We estimate that an additional 50 places are needed in Thanet. There is a large cohort of students with anxiety and who are very disengaged who need more specialized provision.

Need	<u>Evidence</u>
Construction courses outside college/school	Young people who have not succeeded in school/college regularly ask for courses in construction disciplines.

Ashford

- Ashford is a **medium** priority area for new provision.
- Historically Ashford has had low NEET numbers and plenty of provision. This has changed - provision has contracted sharply over the last few years. This year the provision did not change. There is only one provider offering courses outside of school and college. We are aware of another provider opening for Autumn 2023.
- The percentage of NEETs has remained the same at 2.9% and is lower than the county average. In June 2023 there were 89 young people who were NEET.
- We estimate that an additional 30 places are needed in Ashford but this may be met by the new provision opening.



More practical courses outside college	Young people regularly request training in the following areas: <ul style="list-style-type: none"> • Construction/CSCS card • Childcare/Health and Social Care • Catering/hospitality.
Courses for young people working below E3. Motivational and engagement orientated.	Young people in Ashford regularly fall into this category.

Dover

- Dover is a **high** priority area for new provision.
- Dover gained 2 providers and 24 places over the course of the year. 2 providers will close by Autumn 2023 leaving the district with almost no provision for 2023/24
- The percentage of NEETs has risen from 3.5% to 3.9% and is higher than the county average. In June 2023 there were 100 young people who were NEET.
- We estimate that an additional 75 places are needed in Dover to replace what will be lost by Autumn 2023.

NEED	EVIDENCE
Semi formal study programme	Catch 22 opened such a programme and filled it before shutting it down due to recruitment issues.

Folkestone and Hythe

- Folkestone is a **low/medium** priority area for new provision.
- The situation for provision in the town is uncertain as one provider that normally reports as delivering in Folkestone only declared a county wide figure this year. It is likely that provision in the town is similar to previous years.
- The percentage of young people who are NEET fell from 3.3% - 2.9% which is lower than the county average. In June 2023 there were 67 young people who were NEET.
- We estimate that an additional 10 places are needed in Folkestone and Hythe.

NEED	EVIDENCE
More practical based courses including looking at industries such as mechanics, construction, animal care.	Requests from young people.

Maidstone

- Maidstone is a **medium/high** priority area for new provision.
- Historically Maidstone district has had low/moderate NEET numbers and plenty of provision but provision has contracted and the area has become heavily reliant on two successful providers, Catch 22 and Mid Kent College. The area gained 1 provider and 7 places this year but this has not kept pace with demand. Diversification of provision would be valuable.
- The percentage of young people who are NEET has risen from 3.0% to 3.5%. This is lower than the county average.
- In June 2023 there were 137 young people who were NEET.
- We estimate that an additional 30 places are needed in Maidstone.

Tonbridge and Malling

- Tonbridge and Malling is a **medium/high priority** area for new provision.
- Provision in the district is not clear this year as the one provider we know delivers only declared a county wide figure however our NEET Support Service has informed us that there is almost no provision in the district.
- The percentage of young people who are NEET rose from 2.5% - 3% which is below the county average. Over the year it has become increasingly difficult to find places for NEET young people. In June 2023 there were 88 young people who were NEET.
- NKC has cancelled some L1 provision, the open curriculum (rolling curriculum for NEETs) and foundation learning (EHCP orientated courses) at the Tonbridge campus. This leaves a gap.
- We estimate that an additional 30 places are needed in Tonbridge and Malling.

Tunbridge Wells

- Tunbridge Wells is a **medium/low** priority area for new provision.
- There is currently no provision in Tunbridge Wells.
- The percentage of young people who are NEET remained at 2.3%, over the year, which is below the county average. In June 2023 there were 63 young people who were NEET.
- We estimate that an additional 10 places are needed in Tunbridge Wells.

NEED	EVIDENCE
More provision in Tunbridge Wells and outer localities	Tunbridge Wells has good transport links but only to certain areas. It is often easier to get to East Sussex from some parts. Current closest provision is Tonbridge which is 5+ miles away. Often clients are not in a position to pay for travel whilst they wait for possible bursary application to be processed.
Mental Health focused provision, roll on roll off.	While NEET numbers in the area are low, many young people are NEET for a longer period than other areas due to mental health issues.

Dartford

- Dartford is a **medium** priority area for new provision.
- Over the year the district has lost 1 provider but gained 35 places. This is due to a performing arts course offered by the final provider gaining ESFA funding. This does not meet the needs of most of our NEET young people.
- The percentage of young people who are NEET remained the same over the year at 2.3% which is below the county average. In June 2023 there were 64 young people who were NEET.
- ESOL provision – anywhere in North Kent. There is a concentration of UASCYP in this area and not enough provision.
- We estimate that an additional 20 places are needed in Dartford.

NEED	EVIDENCE
More practical courses outside college. Training aimed at girls particularly needed	Young people regularly request training in the following areas: <ul style="list-style-type: none"> • Food hygiene • Construction/CSCS card • Childcare • Hairdressing/beauty • Computer skills • Work experience

Gravesham

- Gravesham is a **medium** priority area for new provision.
- Over the year provision in the district has grown by 1 provider and 47 places. 24 of these places were commissioned with time limited funding and will not be available in 2023/24
- The percentage of young people who are NEET rose from 2.9% - 3.3% which is below the county average. In June 2023 there were 86 young people who were NEET.
- ESOL provision – anywhere in North Kent. There is a concentration of UASCYP in this area and not enough provision.
- We estimate that an additional 20 places are needed in Gravesham.

NEED	EVIDENCE
More practical courses	<p>Young people regularly request training in the following areas:</p> <ul style="list-style-type: none"> • Food hygiene • CSCS card • Childcare • Hairdressing/beauty • Computer skills • Work experience

Sevenoaks

- Sevenoaks is a **High** priority area for new provision.
- Over the year the district has lost 1 provider and 32 places. There is now no provision in the district.
- The percentage of young people who are NEET rose from 1.7% - 2.9% which is below the county average. In June 2023 there were 54 young people who were NEET.
- ESOL provision – anywhere in North Kent. There is a concentration of UASCYP in this area and not enough provision.
- We estimate that an additional 30 places are needed in Sevenoaks.

NEED	EVIDENCE
Flexible provision based in a venue familiar to young people.	There is no provision available in the district. Students have to travel to all available colleges. There used to be a provision available in the local youth hub. This was very successful and we would like it replicated.
Swanley based provision	Transport near Swanley makes it difficult to get to Sevenoaks from that area.

Summary of need:

District	Numbers needed 2023/24	Priority for Action
Countywide online Maths and English	150	High
Canterbury	60	High
Swale	50	High
Thanet	50	High
Ashford	30	Medium
Dover	75	High
Folkestone and Hythe	10	Med/Low
Maidstone	30	High/medium
Tonbridge and Malling	30	High/medium
Tunbridge Wells	10	Med/Low
Dartford	20	Medium
Gravesham	20	Medium
Sevenoaks	30	High
Total	565	

Note: these do not necessarily represent full time learners. Many of these students will join at different times of years and some will not be able to cope with a full-time curriculum.

Appendix : Change in provision by area.

North

Dartford

Provider	2018/2019	2019/2020	2020/21	2021/2022	Current 2022/2023
Reynolds Academy	Beauty & Sports study programmes.	As 18/19	Beauty and Sports study programmes. Closed traineeship option due to lack of interest.	No Change	Reynolds Training Academy delivers qualifications in Performing Arts (with additional costs), Beauty Therapy, Fitness and Personal Training.
Princes Trust	Princes Trust: Team Programme	As 18/19	Ceased	Various short courses across Kent. Retail course with M&S in Bluewater.	Ceased in North Kent
Tempus Training	Tempus Training: Short courses for yp who wanted to get a CSCS card/Warehouse courses. Course & tests were all funded. Easy access town centre.	Ceased	Ceased	Online CSCS provision.	Online CSCS short course – funding for NEET young spaces ceased in December 2022.
RBLI	Short courses for yp who wanted to get a CSCS card/Warehouse courses. Course & tests were all funded.	Now 19+ only	Now 19+ only	<ul style="list-style-type: none"> Coaching for Change CV advice 	Ceased

				<ul style="list-style-type: none"> • Interview preparation • Job searching 	
CAS Training	Short term IT courses in Swanscombe	Ceased	Ceased	All the courses are government funded by ESFA.	Ceased
North Kent College Page 198	September starts only. Limited Entry/L1 offer.	September starts only. Limited Entry/L1 offer. Many popular L1 courses filled by Aug.	September starts only. Limited Entry/L1 offer. Many popular L1 courses filled by Aug.	No Change	September starts only. Limited Entry & L1 offer. Many popular L1 courses filled early for September 2023 start.
Bluewater Learning Shop	Short courses for yp who wanted to get a CSCS cards & who wanted to get into retail. Course & tests were all funded.	As 18/19 but 18+ only	Suspended until further notice	CSCS COURSES 19+. Currently working closely with Job Centre Plus work coaches.	Visual Merchandising Course has a cost. Limited spaces for NEETs on CSCS courses.
Step 2 Training	No Provision	Traineeships in sports, childcare and hospitality.	Awaiting funding so currently suspended referrals.	Are accepting referrals.	Ceased
Construction Youth Trust	No provision	Small project for young offenders.	No provision	No provision	Limited availability for 16+ NEETs with construction mentoring and support.

STUK	Functional Skills or Customer Service	16+		Providing L2 Functional Skills in Maths and English, 8 modules of Customer Service and Employability Skills.	Ceased
Ixion / Shaw Trust Care Academy Page 199					<p>NCFE CACHE / TQUK Courses</p> <p>The Care Academy is offering fully funded online learning courses and can be accessed through Teams of self-study. Can offer wellbeing support through their learning mentors. They can work with you before, after or during the course with your motivation in completing the workbooks, confidence building and general support.</p> <p>The Business Academy- Shaw Trust offers Maths and English</p>

Gravesham

Provider	2018/2019	2019/2020	2020/21	2021/2022	Current Provision 2022/2023
Walk Tall	Support for YP with mental health issues including functional skills.	Ceased	Moved to Swanscombe, accepting referrals.	No Change	No Change.
TDL	Roll on/Off course which covered functional skills and customer services for young people.	Ceased	Ceased	Ceased	Ceased
Catch 22	Roll on/off course for SEN or those with health issues. Functional skills.	Ceased	Ceased	Ceased	Ceased
KT&A	Offered Pathfinder (for entry levels), Work Ready, Traineeships & Apprenticeships.	Work Ready, Traineeships and Supported Internships	Work Ready, Traineeships and Supported Internships	Work Ready, Traineeships and Supported Internships	Work Ready, Traineeships and Supported Internships.
Middleton Murray	Ebbsfleet Academy. Functional skills and apprenticeships.	Ceased	Ceased	Ceased	Ceased
North Kent College	September Intake – various courses which included functional skills.	All courses are now full to capacity	September starts only	September starts only	September starts only
Skills for employment	Construction, CSCS, functional skills	Ceased	Ceased	Ceased	Ceased
ESOL	At youth hub and Library, The Grand	Now only one site in Pelham	Possibly Ceased	Adult Education – Gravesend	Adult education 19+ KT&A – Medway only

		Road. Reduced Number		KT&A – CEASED British Red Cross - SUSPENDED	
Twin Training		Limited ESF delivery, not continues.	No contact	Ceased	Ceased
Runway	Online Maths and English	Online Maths and Eng – very limited numbers.	Based at Tonbridge Traineeships ongoing. Functional Skills and CSCS suspended due to funding.	CSCS Course in Ebbsfleet. Online courses ongoing.	Online courses with limited funding for Functional Skills and currently no funding for CSCS.
A1 Sports	Sports traineeships	Sports traineeships	Sports traineeships – awaiting funding	Sports traineeships	Sports traineeships (Ceased at the end of the year)
RBLI	Short courses for yp who wanted to get a CSCS card/Warehouse courses. Course & tests were all funded.	Now 19+ only	Now 19+ only	<ul style="list-style-type: none"> • Coaching for Change • CV advice • Interview preparation • Job searching 	Ceased
CXK	BASE CAMP Job search, CV support.	Ceased	Ceased	Ceased	New – Mentoring programme, 17 year olds can access if they are turning 18 in 2023.

Sevenoaks

Provider	2018/2019	2019/2020	2020/21	2021/22	Current Provision 2022/2023
Supajam	Easy access near train stations. EHCP and NEET referrals accepted. Music industry course.	As 18/19 but largely focussed on EHCP students.	September starts but largely focussed on EHCP students.	No Change	No Change
Catch 22	Functional skills & supporting yp who were entry levels.	Ceased	Ceased	IT and life skills based study programme starting.	Ceased
Bore Place	Grow 2 Grow: Difficult to get to as it is a rural location. EHCP & NEET referrals accepted. Functional Skills, support with mental health and learning difficulties. Agriculture and Farming courses.	Ceased	Ceased	Ceased	Ceased
Runway	Online Courses – functional skills.	Ceased	Based at Tonbridge Traineeships ongoing. Functional Skills and CSCS suspended due to funding.	Functional Skills & Traineeships online.	Online courses with limited funding for Functional Skills and currently no funding for CSCS.



West Kent College (Now North Kent)	September Intake only.	Most courses now full.	Standard College offer. September starts.	No Change	Standard College offer. September starts.
Hadlow College (Now North Kent)	September intake only.	Most Courses now full.	Standard College offer. September starts.	No Change	Standard College offer. September starts.
North Kent College	September intake only.	Most Courses now full.	Standard College offer. September starts.	No Change	Standard College offer. September starts.

East

Thanet

Provider	2018/2019	2019/2020	2020/21	2021/2022	Current Provision 2022/2023
KTA	Work Ready. Traineeships	Work Ready, Traineeships and Supported Internships. Mini Work Ready	Work Ready, Traineeships and Supported Internships. Mini Work Ready	Work Ready, Traineeships and Supported Internships.	Work Ready, Traineeships and Supported Internships.
Links 2 Work	Employability Programme (Rolling start) Course offer: <ul style="list-style-type: none"> • 2 – 3 weeks employability • Offer of progression onto a traineeship • Maths and English Functional Skills • Employability • Job searching support after completion 	Ceased	Ceased	Ceased	Ceased
Aspire	Study Programme <ul style="list-style-type: none"> • Certificate in vocational skills 	As 18/19	Usually limited to September starts: Study Programme	No change	Ceased



	<ul style="list-style-type: none"> • Functional Skills in Maths, English and ICT • Work experience with the centre's partners • Food safety • First Aid 				
Liberty	Study Programme <ul style="list-style-type: none"> • Motivate (6 weeks) • Empower (12 weeks) • Liberate (12 weeks) 	Now focusing mainly on students with EHCPs.	Focus on supporting young people with EHCP.	No change	Courses are now year long (Sept – Aug). Still primarily supporting young people with an EHCP
East Kent ITEC	Future Directions (ESF) Rolling start Course offer: <ul style="list-style-type: none"> • ITQ up to Level 2 • Maths and English support (no exams) • Employability 	Ceased	Ceased	Ceased	Ceased
Thanet Community Development Trust	Build a Future – 2 week course <ul style="list-style-type: none"> • Level 1 Health and Safety • CSCS test and card 	Ceased	Offering CSCS but currently on hold	CSCS courses run intermittently depending on funding. Courses range from 2 days to 2 weeks.	No current funding (Early Help grants ceased)

Tempest Training	CSCS course – 2 week course <ul style="list-style-type: none"> • Level 1 Health and Safety • CSCS test and card • Warehousing and Storage 	Ceased	Ceased	Online CSCS short course	Online CSCS short course – funding for NEET young spaces ceased in December 2022.
Prince's Trust	Team Programme <ul style="list-style-type: none"> • Residential • Employability • Maths and English Support (no exams) • Community projects 	Ceased	Ceased	Get into Film – Feb 2022 2 week programme	1 week courses focused on sector, run intermittently: <ul style="list-style-type: none"> • Get Started in Music. • Get into Games
First For Learning	n/a	n/a	Study Programmes Traineeship	Ceased	Ceased
St Giles Trust	n/a	n/a	L3 in Advice and Guidance, focus on working with young people in the Youth Justice system to progress them to mentoring roles.	No change	Ceased
CXK	n/a	n/a		Back on Track (Nov 21 – Jan 22)	Ceased



				12 week mentoring programme to support NEET young people.	
East Kent Mind	n/a	n/a	n/a	n/a	Had funding to run 2 X re-engagement courses for young people (Nov-Jan and Jan-March).

Canterbury

Provider	2018/2019	2019/2020	2020/21	2021/2022	Current Provision 2022/2023
KTA	Work Ready and Traineeships	<i>Work Ready - No provision</i> Traineeships Supported Internships	Supported Internships	Ceased	Ceased
Far Academy	1 year business & enterprise NCFE course that incorporates	Prioritised for young people with EHCP. 1 year business & enterprise NCFE course	Prioritised for young people with EHCP. 1 year business &	Prioritised for young people with EHCP. 1 year business &	No change

	skateboard culture & &G construction with CSCS.	that incorporates skateboard culture & &G construction with CSCS.	enterprise NCFE course that incorporates skateboard culture & G construction with CSCS.	enterprise NCFE course that incorporates skateboard culture & G construction with CSCS.	
Canterbury College Page 208	Offered a vocational studies course, which provide an opportunity to do Maths and English functional skills and tasters in vocational options (Foundation Learning) . Jan start(4-5 departments) L1 upwards.	Offered a vocational studies course, which provide an opportunity to do Maths and English functional skills and tasters in vocational options (Foundation Learning) . Vocational course is currently full. January starts – L3. Numbers of January starts reduced from 18/9	Offered a vocational studies course, which provide an opportunity to do Maths and English functional skills and tasters in vocational options (Foundation Learning) . Next starts September.	Entry Level 3: no formal requirement 1 year Level 1: entry to vocational education. 2 year level 2: to gain vocational expertise in the chosen specialism and achieve Math and English to grade 4. 3 years of level 3: this programme of study is designed to drive your progression toward advanced employment or	In addition to last year's provision Canterbury College will have 60 spaces for ESOL students working in partnerships with KRAN (Kent Refugee Action Network).



				apprenticeship opportunities.	
Dover Athletic	Started 2020	A Football academy programme is looking to start in Canterbury in January 2020.	Possibly on hold.	Ceased	Ceased
Princes Trust	Team Programme	Ceased	Ceased	Ceased	Ceased
Tempus	CSCC	Ceased	Ceased	Online CSCS provision.	Online CSCS short course – funding for NEET young spaces ceased in December 2022.
Skills Training UK				Providing L2 functional Skills in math and English, 8 modules of customer service and employability skills	Since last year Customer Service has been replaced by Construction and Hospitality. This provision ceased in July 2023
Supajam				Providing Music and media to young people with EHCP only including math and English.	No change

Swale

Provider	2018/2019	2019/2020	2020/21	2021-2022	Current Provision 2022/2023
Ixion / Shaw Trust Care Academy <div>Page 210</div>					<p>NCFE CACHE / TQUK Courses</p> <p>The Care Academy is offering fully funded online learning courses and can be accessed through Teams of self-study. Can offer wellbeing support through their learning mentors. They can work with you before, after or during the course with your motivation in completing the workbooks, confidence building and general support.</p> <p>On complete of your course, you will be contacted by the Progression Officer regarding supported with your CV, finding a job, interview skills or help to book onto future courses.</p> <p>The Business Academy- Shaw Trust offers Maths and English</p>
Clarion (Now Southern Housing) Futures Jobs & Training					Selection of over 100 e-learning modules, available free to 18+ living in Swale. Customers can complete more than one course but can only complete 1 at a time.
Kent Training and Apprenticeships	Work Ready and Traineeships.	Work Ready, Traineeships, Supported Internships and Mini Work Ready	Work Ready, Traineeships and Supported Internships.	Work Ready, Traineeships and Supported Internships.	Work Ready, due to start May 2023 A 26 week programme including employability skills, life skills, work experience, accredited qualifications in British Values, Keeping Safe and Healthy and Functional Skills English and Maths.

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Sheppey Matters - Sheerness	This is a local offer that has been awarded funding from alternative areas. Offer included; Maths and English, Functional Skills, Food hygiene certificate, Bronze Arts award	Ceased	Has supported minimal numbers and will not continue if further funding not received.	This is a local offer that has been awarded funding for - Maths and English Functional Skills	CEASED - No funding to work with 16-18 NEETS
Mainstream	Groundworks 6 week course with free driving lessons and CSCS card Warehouse and Storage 10 day course Health and social care course	OCT-NOV 2019 ONLY – Groundworks 4 week course with CSCS card Only 6 spaces available per month Warehouse and Storage 10 day course	No funding available for 16-18 provision.	Ceased	Ceased



Princes Trust TEAM programme	12 weeks programme, community and team work including community project, fund raising and work experience	Offered in September 2019 Will be Offered 2-3 times per academic year	Ceased	Ceased	Get into courses – short employability courses run intermittently.
Sheppey College age 213	Standard college, level 1/2 offer. College rolling offer reduced	Level 1 course offer reduced. Popular courses such as multi trades were full from Aug and would not consider late starters. Step into College was an offer being promoted to those affected by anxiety.	September starts for standard College L1/2 offer.	Rolling course offers until Easter 2022	Since September 2022 , there has been no rolling course. New course available in April 23 – progression course 10 weeks <ul style="list-style-type: none"> - Award qualification in employability - Math & English skills and qualifications - Community project Building confidence and employability skills.
Links 2 Work	Based in Gillingham	Ceased	Ceased	Ceased	Ceased

	Maths and English, Functional Skills.				
Brogdale	Horticulture course with maths and English EHCP required	Horticulture course with maths and English EHCP required	Horticulture course with maths and English EHCP required	Horticulture course with maths and English EHCP required; possible places still available Good to be me programme. Available until August 2022 Reengagement programme 6 weeks, 1-2 days per week.	Horticulture course with maths and English EHCP required; possible places still available -
Employment through Arts	8-10 weeks course film and editing programme	Ceased	Ceased	Ceased	Ceased
RBLI	Offer from Medway and Maidstone Courses available;	Ceased - Now only available to 19+	Ceased - Now only available to 19+	Ceased	Ceased



	CSCS card, Health Social Care, and SIA				
Fresh Visions (Optivo) 17+ Build Yourself Programme Page 215				Health & Safety Level 1 + CSCS card revision and test Practical skills in painting and decorating Help build work skills by practicing skills in a commissioned community venue with qualified professionals 6 weeks (3 days per week 10-2pm) – 2 days practical and 1-day theory	Health & Safety Level 1 + CSCS card revision and test Practical skills in painting and decorating Help build work skills by practicing skills in a commissioned community venue with qualified professionals 6 weeks (3 days per week 10-2pm) – 2 days practical and 1-day theory Bus / train fare paid Funded May 2023
TNB				TNB are offering a TRAINEESHIP to apprenticeship programme for 16- 18 year olds 13 weeks. Gain employability skills in;	Ceased

				<ul style="list-style-type: none"> • Hair & Nail • Nail and Lash • Business and Customer Service <p><u>All include -</u></p> <ul style="list-style-type: none"> • Functional Skills in Maths and English – up to Level 2 	
<p>Trinity Fencing & Landscaping; Trinity is offering an 8-week training programme in Swale for 18+).</p>				<p>CSCS card and Health & Safety certificate</p>	<ul style="list-style-type: none"> • CSCS card and Health & Safety certificate (this is a 1 day 8-4, where you will carry this out with a training provider based in Chatham) a retest will be funded if required. Revision for the above is done online through an App. <p>Training is practical and hands on, you will be taught the basics of fencing and landscaping by working on sites with other professionals and working as part of a team.</p>



South

Ashford

Provider	2018/2019	2019/2020	2020/21	2021/2022	Current Provision 2022/2023
Prince's Trust	Team Programme – 3 cohorts for the year.	September starts only	Ceased	Ceased	Ceased
KTA	Work Ready and Traineeships	Work Ready, Traineeships, Supported Internships and Mini Work Ready	Work Ready, Traineeships, Supported Internships and Mini Work Ready	Work Ready, Traineeships, Supported Internships. Mini Work Ready did not run in January.	Work Ready, Traineeships and Supported Internships
Concept	Construction, Study Programme	Ceased	Ceased	Ceased	Ceased
Concept Impact Course	Prep for uniformed services (cost involved, not funded)	Prep for uniformed services (cost involved, not funded)	Ceased	Ceased	Ceased
Tempus	CSCS	Ceased	Ceased	Online CSCS provision	Online CSCS short course – funding for NEET young spaces ceased in December 2022.
Jace Training	Study programme and traineeships: Child Care, Health and Social Care, Business/Admin	Ceased	Ceased	Ceased	Ceased

Brogdale CIC	Horticulture , Usually take up till January. (Easy access – able to introduce YP to provider if necessary)	Horticulture and added for this academic year animal care (Rural location)	EHCP required. Horticulture course with maths and English Next intake September.	An EHCP is not necessarily required but course suits those with additional needs. Also offer – food and cookery qualification at a small community café (limited spaces).	No change
Page 218			Plumbing and Electrical Traineeships. 6 places commencing in March	No longer available in Ashford	No longer available in Ashford
Runway Training			Commencing Ashford Traineeship offer once Covid restrictions allow.	Initial offer: 3 day CSCS card course March Traineeship: Digital Marketing	Traineeship and CSCS courses have now come to an end due to funding. Online Functional Skills remain.
Ixion / Shaw Trust Care Academy					NCFE CACHE / TQUK Courses The Care Academy is offering fully funded online learning courses and can be accessed through Teams of self-study. Can offer wellbeing support



					<p>through their learning mentors. They can work with you before, after or during the course with your motivation in completing the workbooks, confidence building and general support.</p> <p>The Business Academy- Shaw Trust offers Maths and English</p>
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Dover

Provider	2018/2019	2019/2020	2020/21	2021/2022	Current Provision 2022/23
Nacro	Offered GCSE Maths and English also in functional skills, along with Level 1 and 2 vocational courses – Business Admin and Retail.	Closed. There were 30 students signed up to start in September that had to find an alternative.	Ceased	Ceased	Ceased
KTA Page 220	Work Ready Traineeship	Work Ready, Traineeships, Supported Internship and Mini Work Ready	Ceased	Ceased	Ceased
Woodpecker Court (Rural location)	ESF funded programme offering Maths and English functional skills, with employability and vocational qualification. They also run a land based programme.	No change	No longer ESF funded but provision continues.	EHCP predominantly, have had reconnect funding.	CEASED - Only offer in place with Woodpecker Court is for EHCP, no NEET offer.
NUYU	ESF Funded providing Maths	There was a limited	Traineeship offer only	Currently has ESF funding,	Last year they provided 41 places via CXK ESF, this figured was their total for 16 to 18 year olds



	and English in functional skills, along with employability skills.	traineeship delivery at the beginning of the year but this has now ceased.	with ESF funding complete.	though very limited. Traineeship funding has ceased. Training provider is looking for other funding avenues.	(so some may have been year 14). They also had Traineeship funding, resulting in 17 provided. The Traineeship funding will cease from July 2023.
Betteshanger Sustainable Park	Employability/outdoor ed course	Ceased	Ceased	Ceased	Ceased
Catch 22 age 221	ESFA Funded Study Programme	N/A	N/A	Started this year after identifying a need in Dover Area for more provision.	Since September Catch 22 received 28 referrals, of which 15 learners enrolled. With 11 still on roll. This will cease summer 2023.

Folkestone and Hythe

Provider	2018/2019	2019/2020	2020/21	2021/22	Current Provision 2022/23
Romney Resource Centre, New Romney	Study Programme – 1 year course. Enhanced Apprenticeships – ESF course that had roll-on-roll-off starts	Study programme – as previous. September start only. Enhanced Apprenticeships – majorly reduced funding and start numbers.	Just study programme. September start only.	Study programme only – whole academic year so September start (will take later starters if places are still available)	Study Programme only, 16-18 (up to 24 with EHCP). Programme lasts full academic year therefore September starts, taking later starts only if places become available.
TNB Skills Training, Folkestone	Traineeships in Hair, Beauty, Sport and Retail.	Same offer – young people are not currently asking CXK for these industry sectors .	Traineeships in Hair, Beauty, Nails, Digital Marketing and Retail/Custom er Service.	Traineeships in Hair, Beauty and Customer Service	Traineeships offered across the county with learners attending either their Folkestone or Whitstable training centres. Coverage now is Ashford, Folkestone, Thanet, Dover, Canterbury, and Maidstone.
Kent Training and Apprenticeships, local but travel out of district also needed	Traineeship – participants need to travel to Ashford or Deal to access the ‘training’ element of the course.	Work Ready (no provision), Traineeships and Supported Internships	Work Ready – have to travel to Deal or Ashford.	Work Ready in Ashford (Dover/Deal has not run) Traineeship – placement in local area (where	Ceased.



				possible) but any classroom element in Ashford Supported Internship – as Traineeship	
Links 2 Work, Folkestone Page 223	ESF funded SSU Step-Up course – offered short courses in Customer Service and included topics such as budgeting, health and nutrition and independent skills. From this course they could progress to: Traineeship	Ceased	Ceased	Ceased	Ceased
Grow on the Marsh, New Romney	Heritage Lottery Funded provision commissioned to Hadlow College.	Ceased	Ceased	Ceased	Ceased
Tempus Training, tended to be Folkestone when local	CSCS card training on a cohort start basis as it rotated	Ceased	Ceased	Ceased	Online CSCS short course – funding for NEET young spaces ceased in December 2022.

	around the county – ESF.				
Princes Trust	All year	Jan only	Ceased	Ceased	Various short term Get Started Programmes delivered through the year based on specific sectors.
Ixxion/Twin		Construction Traineeship ESF – occasional delivery.	Ceased	Ceased	Ceased

West

Maidstone

Provider	2018/2019	2019/2020	2020/21	2021/2022	Current Provision 2022/23
KTA	Work Ready and Traineeships – (across West).	Work Ready (no provision), Traineeships and Supported Internships	Ceased	Ceased	Ceased
Runway Training age 225	Online Functional Skills; English and Maths distance learning course	Online Functional Skills - Ceased Traineeship Offer. Based in Tonbridge Traineeship Offer in place from September 2019 –which includes Functional Skills English and Maths, Employability and Work Placement.	Traineeship Offer. Based in Tonbridge Traineeship Offer which includes Functional Skills English and Maths, Employability and Work Placement.	CSCS card face to face and online (3 days)/online Traineeship programme Functional Skills Employability skills programme	Traineeship and CSCS courses have now come to an end due to funding. Online Functional Skills remains.
Princes Trust	TEAM programme	Ceased	Ceased	Ceased	Ceased

Mid Kent College - Maidstone and Medway	Standard low level college offer with some January Starts	As 2018/19	September starts. Standard College offer.	September starts-college changed name to North Kent (2 starts offered in Mid Kent for January were advertised were Medway campus)	September starts – new A Level offer
Hadlow College – Tonbridge (Now North Kent)	Low level landbased courses. No January Starts	As 2018/19	September starts. Low level landbased courses.	September starts	September starts – been taken over by NKC and this has had some impact on vocational course offer and levels available
MYT - Maidstone	Kent Programme – Functional Skills English and Maths, Employability and Work Experience	Kent Programme – Ceased	Ceased	Ceased	Ceased
Tempus Training	CSCS offer 1 day course offering L1 Health and Site Safety with gift voucher provided to book exam.	CSCS offer Ceased	Ceased	Online CSCS short course	Online CSCS short course – funding for NEET young spaces ceased in December 2022.
Princes Trust	– Get into Retail - Bluewater and Maidstone and	Princes Trust – Get into Retail –	Ceased	Have started to re offer since covid	Running intermittent short courses but in the last 6 months very little has been offered in the West areas.



	Health and Social Care – Ashford. 4 week course offering work experience in specific industry sector.	Bluewater and Maidstone. Last provision offered in September 2019.		restrictions lifted.	
Sports Connect Page 227	BTEC Level 3 Sport – Only September start. Traineeships in Personal Training and bespoke offer	BTEC Level 3 Sport – Only September start. Traineeships in Personal Training and bespoke offer	BTEC Level 3 Sport – Only September start. Traineeships in Personal Training and bespoke offer	Website still states closed due to Covid	Offering NCFE Level 2 and 3 Sports Based courses. Starts August. Playing and Coaching Football pathways. The coaching pathway consists of them being enrolled onto The FA Playmaker. Once this qualification has been completed, they can then progress onto the FA Introduction to Coaching Football. If they still wish to pursue along the pathway, as a 1st4sport approved centre we can then enrol them onto the 1st4sport L2 coaching qualification and onto the 1st4sport L3 PE School Sport coaching qualification.
NACRO – Chatham	Functional Skills and GCSE offer Entry Level – Level 2 courses in Mechanics, Hair and Beauty, Construction.	Functional Skills and GCSE offer Entry Level – Level 2 courses in Mechanics, Hair and Beauty, Construction.	Functional Skills and GCSE offer Entry Level – Level 2 courses in Mechanics, Hair and Beauty, Construction.	Travel a significant barrier for West Kent young people to travel regularly to access the provision.	Travel a significant barrier for West Kent young people to travel regularly to access the provision. Offer currently includes Construction, Childcare, Construction, Hair and Beauty, Motor Vehicle and Work Ready programmes.

Catch 22 - Maidstone Skills Centre	Functional Skills English and Maths Level 1 Land Based Studies, Construction, Hair and Beauty, Employability and Cooking Skills	Functional Skills English and Maths Level 1 Land Based Studies, Construction, Hair and Beauty, Employability and Cooking Skills	Functional Skills English and Maths Level 1 Land Based Studies, Construction, Hair and Beauty, Employability and Cooking Skills	Intake mostly annual - September. Last information offered Functional Skills, Construction, Hair and Beauty.	Intake mostly annual - September but will offer starts throughout the year as spaces become available. Functional Skills, Construction, Hair and Beauty.
Shaw Trust Care Academy					<p>NCFE CACHE / TQUK Courses</p> <p>The Care Academy is offering fully funded online learning courses and can be accessed through Teams of self-study. Can offer wellbeing support through their learning mentors. They can work with you before, after or during the course with your motivation in completing the workbooks, confidence building and general support.</p> <p>The Business Academy- Shaw Trust offers Maths and English</p>



Tonbridge and Malling

Provider	2018/2019	2019/2020	2020/21	2021/22	Current Provision 2022/2023
KTA	Traineeships – across West.	Work Ready (no provision), Traineeships and Supported Internships	Ceased	Ceased	Ceased
Runway Training Page 229	Online Functional Skills; English and Maths distance learning course	Online Functional Skills Ceased Traineeship In place from September 2019 – limited numbers.	Traineeship Offer. Traineeship Offer which includes Functional Skills English and Maths, Employability and Work Placement.	CSCS card face to face and online (3 days)/online Traineeship programme Functional Skills Employability skills programme	Traineeship and CSCS courses have now come to an end due to funding. Online Functional Skills remain.
Mid Kent College - Maidstone and Medway	Standard low level college offer with some January Starts	As 2018/19	As per previous years	September starts- College changed name to North Kent (2 starts offered in Mid Kent for January were advertised, both were Medway campus)	September starts – new A Level offer

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West Kent College – Tonbridge (North Kent)	<p>LEAP Programme – engagement programme offered several times per year.</p> <p>Further Education Offer Standard low level college offer.</p>	<p>Open Curriculum – replaced the LEAP programme – students can start at any point in the year</p> <p>Further Education Offer Standard low level college offer.</p>	Just one start date in April so no longer rolling. Had been a poor take up last year.	Changed Name - North Kent September intake.	September starts – been taken over by NKC and this has had some impact on vocational course offer and levels available
Hadlow College – Tonbridge (North Kent)	Low level landbased courses. No January Starts	As 2018/19	Same as previous with reduced offer.	September intake	September starts – been taken over by NKC and this has had some impact on vocational course offer and levels available
RBLI - Tonbridge	Previous offers only to 19+ Courses in Warehouse, Health and Social care. 10 days course offering employability support also.	Ceased	Ceased	Ceased	Ceased



Sports Connect - Aylesford	BTEC Level 3 Sport – Only September start. Traineeships in Personal Training and bespoke offer.	BTEC Level 3 Sport – Only September start. Traineeships in Personal Training and bespoke offer.	BTEC Level 3 Sport – Only September start. Traineeships in Personal Training and bespoke offer.	Website still states closed due to Covid	Offering NCFE Level 2 and 3 Sports Based courses. Starts August. Playing and Coaching Football pathways. The coaching pathway consists of them being enrolled onto The FA Playmaker. Once this qualification has been completed, they can then progress onto the FA Introduction to Coaching Football. If they still wish to pursue along the pathway, as a 1st4sport approved centre we can then enrol them onto the 1st4sport L2 coaching qualification and onto the 1st4sport L3 PE School Sport coaching qualification.
YMCA – Tonbridge and Tunbridge Wells	(Tonbridge) – Level 1 Carpentry and Functional Skills Maths and English TN2 Centre (Tunbridge Wells) – Level 1 Plumbing and Functional Skills Maths and English	Provision merged and only offered from Tonbridge from August 2019 and now only accepting clients with EHCP.	Provision merged and only offered from Tonbridge from August 2019 and now only accepting clients with EHCP.	EHCP provision (limited numbers) academic year intake.	EHCP provision (limited numbers) academic year intake. Was offering non EHCP funded places for a limited number of clients. YMCA Furniture Store and Bike Project offering volunteering/Traineeships
Skills for Employment – Maidstone and Tunbridge Wells	CSCS Preparation – supporting clients to gain knowledge to pass CSCS test. Work Experience on site.	Ceased	Ceased	Ceased	Ceased

Tunbridge Wells

Provider	2018/2019	2019/2020	2020/21	2021/22	Current Provision 2022/2023
YMCA – Tonbridge and Tunbridge Wells Page 232	Horizon (Tonbridge) – Level 1 Carpentry and Functional Skills Maths and English TN2 Centre (Tunbridge Wells) – Level 1 Plumbing and Functional Skills Maths and English	Provision merged and only offered from Tonbridge from August 2019 and now only accepting clients with EHCP.	As previous year.	EHCP provision only (limited numbers) academic year intake.	EHCP provision (limited numbers) academic year intake. Was offering non EHCP funded places for a limited number of clients. YMCA Furniture Store and Bike Project offering volunteering/Traineeships.
Runway Training			Traineeship Offer. Based in Tonbridge Traineeship Offer which includes Functional Skills English and Maths, Employability and Work Placement.	CSCS card face to face and online (3 days)/online Traineeship programme Functional Skills Employability skills programme	Traineeship and CSCS courses have now come to an end due to funding. Online Functional Skills remain.

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