



Headteacher: Mrs M E Hewitt

An Academy School registered in England 7974434

## Luddenham School Admissions Policy 2017

Luddenham School became an Academy on 1<sup>st</sup> April 2012 and has adopted the following arrangements as set out by Kent County Council in respect of admission of pupils to the school.

The number of intended admissions into Reception Class for September 2017 is 30. Pupils will be admitted into Reception Class before their fifth birthday, usually at the start of academic year .

Children with a statement of **special education need (SEN), Health and Care Plan (EHCP)** which names Luddenham School will be admitted. As a result of this, the published admissions number will be reduced accordingly.

In the event of over subscription, the following criteria will be applied, in the order set out below:

**a. Looked after Children/Children in Local Authority Care or Previously in Local Authority Care**

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

**b. Sibling/Current Family Association**

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

**c. 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 Luddenham 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 Luddenham 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 Luddenham School.

**d. Nearness of children's homes to school**

We use the distance between the child's permanent home address and the school, measured in a straight line using Ordnance Survey 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 Ordnance Survey. The same address point on the school site is used for everybody. In the event of a 'tie breaker' situation the nearness of an applicant's home to school will be the decider. In the event that more than one applicant has the same distance from home to school (as measured by the local authority) then a random selection will be applied. Random selection will give priority to looked after and previously looked after children, and will be independently supervised.

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A pupil's home address is considered to be a residential property that is the child's only or main residence and not an address at which your child might stay sometimes or sleep due to your own domestic or special arrangements. The address must be the pupil's home address on the day you completed your application and which is either

- owned by the child's parent, parents or guardian, or
- leased to or rented by the child's parent, parents or guardian under a lease or written rental agreement.

Where parents live apart but share responsibility for the child, and the child lives at two different addresses during the week, we will regard the home address as the one at which the child sleeps for the majority of week days.

Applications for entrance into Luddenham School should be made through Kent Primary Admissions Scheme. You will be required to complete the Reception Common Application Form (RCAF) either online through the KCC website [www.kent.gov.uk/ola](http://www.kent.gov.uk/ola) or by completing a paper form. The application process will open in early November.

### Appeals

Parents have the right to appeal any refusal to admit their child. Appeals should be directed to an Appeals Committee established within the terms of the Education Act 1996. Details of the appeals procedure can be obtained from the Clerk to the Governors at Luddenham School.

The Appeals Committee will notify the Appellant of the outcome:

- Appeals must be lodged in line with the LA date, except where the initial application was a late application, in which case the appeal must be lodged within 21 days of the allocation decision being sent to the parents
- The school will acknowledge an appeal within seven working days of it being lodged.
- Appeals relating to other admissions can be made at any time.

### Right to Withdraw a Place

After a place has been offered the school reserves the right to withdraw the place in the following circumstances:

- When a parent has failed to respond to an offer within a reasonable time; or
- When a parent has failed to notify the school of important changes to the application information; or
- The admission authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent.

### Waiting Lists

Parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list. The waiting list, which will be maintained until 31 December 2018, will be operated using the same admissions criteria listed above. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place. Looked after children, previously looked after children, and those allocated a place under the Fair Access Protocol will take precedence over those children already on the list. The list will be ranked again in line with the published oversubscription criteria each time a child is added.

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### **Parental right to defer entry to school for Reception age children**

Every child is entitled to a full-time place in the September following their fourth birthday.

Parents of Reception age children also have the right to defer entry or to take the place up part time, until the term in which the child reaches compulsory school age.

Children must secure the place by starting on the prescribed day following his or her fifth birthday (or on his/her fifth birthday if falls on a prescribed day), but not beyond the beginning of the final term. The prescribed days are 31<sup>st</sup> December, 31<sup>st</sup> March and 31<sup>st</sup> August.

This means that children born between the 1<sup>st</sup> April and 31<sup>st</sup> August (also known as “summer born”) must start school at the beginning of the April term if they wish to keep their place. Where parents wish for their summer born child to defer entry until the start of Year 1, they must refuse their offered place, which may be offered to a different child, and then reapply through the In Year process. These applications should be made during the last month of the Reception Year

### **Admission outside of the normal age group**

Requests for admission outside of the normal age group should be made to the Headteacher 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 should make an application for their child’s normal age group at the usual time, in case their request is not agreed
- Luddenham School will ensure that parents receive a response to their request in writing before national offer day.
- If the request is agreed, the application for the normal age group should be withdrawn.
- Parents should then make a new application as part of the main admissions round the following year. Parents must apply using a paper application sent directly to the LA and include a copy of the agreement letter from the school.

Parents do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, they may make a complaint about the admission authority’s decision not to admit their child outside of the normal age group through the school or local authority’s complaints procedure.

For more detailed information please click on the [link](#).

### **In-Year (Casual) Admissions**

Applicants for a place at Luddenham School, in any other year group except Reception Class, will need to complete the standard In-Year Casual Admission Form (IYCAF). Parents may obtain information regarding the process and the IYCAF form from KCC’s website or the school office. IYCAFs for Kent schools must be returned to the school.

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