

**Fordcombe CE Primary School**  
**Admissions Arrangements 2023-2024**

**Introduction**

Fordcombe School is a school for children aged 4 -11 in the Diocese of Rochester, and an academy within the Tenax Schools Trust, which is the Admissions Authority for the school.

At Fordcombe School we know how important it is for you to choose the right school for your child. We welcome visits and we look forward to welcoming you at any time to enable you to see lessons and learning - and experience the atmosphere of our school on a normal day. To book a visit to the school, please contact the school office on 01892 740224 / [office@fordcombe.kent.sch.uk](mailto:office@fordcombe.kent.sch.uk) and an appointment for a tour with our Headteacher will be booked for you.

**Places other than in Reception (Years 1 to 6)**

If you are looking for a place other than in the Reception class please contact the school office on 01892 740224 / [office@fordcombe.kent.sch.uk](mailto:office@fordcombe.kent.sch.uk), as there are occasionally spaces available in other classes. Where places are not available we will maintain a waiting list which will be rank ordered using the oversubscription criteria below and places offered as they become available.

**Admissions number (Years R to 6)**

The school has a published admissions number (PAN) of 15. This means that up to 15 children may be admitted into Reception (Year R) each September. Class size for year R will be no more than 30, other than in the specific circumstances set out in the School Admissions Code.

**The Local Authority Application Form**

In September in the year before a child starts school, information is available from the Local Authority about admissions procedures and timescales. Our Local Authority is Kent County Council. Information for parents is available at <https://www.kent.gov.uk/education-and-children/schools/school-places>.

To apply for a place at Fordcombe School, all applicants must complete an application form. This can be done online here [www.kent.gov.uk/ola](http://www.kent.gov.uk/ola) or paper form. Parents must name three schools in order of preference on the online application form which is then returned to the Local Authority (LA). This should be done by mid-January for starting in Year R the following September.

For more information, including deadlines for applications, please visit Kent County Council's Admissions Website at <https://www.kent.gov.uk/education-and-children/schools/school-places/primary-school-places>.

Please ensure that you return your application and appropriate forms by the mid-January deadline as all applications received after this date are considered late and ranked below other applications.

Families find out which school their child has been successful in securing a place in during April.

If you have any questions or would like support completing the application form, please do not hesitate to contact our school office on 01892 740224 / [office@fordcombe.kent.sch.uk](mailto:office@fordcombe.kent.sch.uk).

## The Supplementary Form

In addition to the LA's Application Form, applicants for places at Fordcombe School should complete a Supplementary Form (see Appendix 2). This is available from the school and should be returned to the school office. In the event that there are more than 15 first preference applications for places in Reception at Fordcombe School, the applications will be ranked according to the oversubscription criteria set out below using the information given in the Supplementary Form.

### Oversubscription Criteria

These will be used to rank order applications if more than 15 are received, after the admission of pupils with an Education, Health and Care Plan naming the school. As a result of this the published admissions number will be reduced accordingly.

- a) **Looked after children and all previously looked after children**, including 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. . Previously looked after children are children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order. Priority will also be given to children adopted from state care outside of England, referred to as "internationally adopted previously looked after children" or "IAPLAC".
- b) **Siblings**. Children who, when they start school, have siblings attending the school. A sibling is a full, half or step brother or sister living permanently in the same household, including an adoptive or foster brother or sister.
- c) **Parish**. Children whose parents/ guardians live in the Parish of Fordcombe (see Appendix 1).
- d) **Nearest school**. Children for whom Fordcombe is the nearest school.
- e) **Faith**. Children from outside the areas described in c and d whose families are practising Christians. Parents or guardians will be required to provide a clerical reference to support their claim of involvement with the Christian church. Any reference will not be confidential and in the event of any appeal by parents or guardians, will be known to all parties. A Supplementary Form must be completed and returned, and cannot be completed online.
- f) **Health and special access**. Children who have or whose parents/guardians have health and special access requirements. 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 Fordcombe School.
- g) **Other children**.

### **Further notes relating to the application of the faith criteria e):**

Parents seeking priority through the faith criteria will be split into four categories based on levels of commitment to the church. Parents will need to meet the minimum requirements to be placed in the specific category described below. Once this is confirmed by the relevant church representative, parents will be ranked in accordance to the distance criteria above within each category.

1. Parents who attend church twice a month and have done so for a period of not less than two years. This must be confirmed by the relevant church representative.
2. Parents who attend church twice a month and have done so for a period of not less than one year. This must be confirmed by the relevant church representative.
3. Parents who attend church on at least a monthly basis and have done so for a period of not less than two years. This must be confirmed by the relevant church representative.
4. Parents who attend church on at least a monthly basis and have done so for a period of not less than one year. This must be confirmed by the relevant church representative.

Evidencing commitment to faith: This evidence will need to be supported by the Parish Priest(s) or minister(s) of the church(es) concerned with the submission of the Supplementary Information Form which is available from the school directly or from the school's website [www.fordcombe.kent.sch.uk](http://www.fordcombe.kent.sch.uk) (see Appendix 2). More than one form may be submitted to support attendance at previous churches. If parents/guardians have recently moved churches the school's Admissions Authority may make their decision based on the information supplied by the previous church.

### **Tiebreaker**

When deciding between applicants who have equal entitlement under any of the above criteria, priority will be given to those in order of distance from their home to the school measured by a straight line, the nearest being accepted first. We use the distance (in metres) as calculated by the Local Authority. Where only one parent/carer satisfies a criterion, the application will be treated equally with one where the requirement is met by two parents.

Late applications are considered after all those applications received by the specified date. 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 a place.

### **Deferred entry**

Parents of Reception age children have a right to defer entry, or to take the place up part-time, until the term in which the child reaches compulsory school age. Compulsory school age is set out in section 8 of the Education Act 1996 and the Education (Start of Compulsory School Age) Order 1998.

A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

### **Admission of children outside their normal age group**

Parents may request that their child is admitted outside their normal age group. Requests for admission outside of the normal age group should be made in writing 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 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 the 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 CAF (Common Application Form) to the Local Authority, with written confirmation from the 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 the school's oversubscription criteria.

Parents must not assume that the decision of one school will transfer with the child to a different school as the decision rests with the individual admission authority.

### **Waiting lists**

Fordcombe School operates a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate. Applications will be removed from the waiting list at the end of the academic year. The waiting list will be maintained by the Tenax Schools Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

### **Appeals**

If you have not been offered a place at Fordcombe School, the law entitles you to appeal against the decision to an Independent Appeal Panel. This panel is completely independent of the school and Local Authority. Appeals are now being held remotely via video link. The school will make suitable arrangements for any appellants without access to the necessary technology.

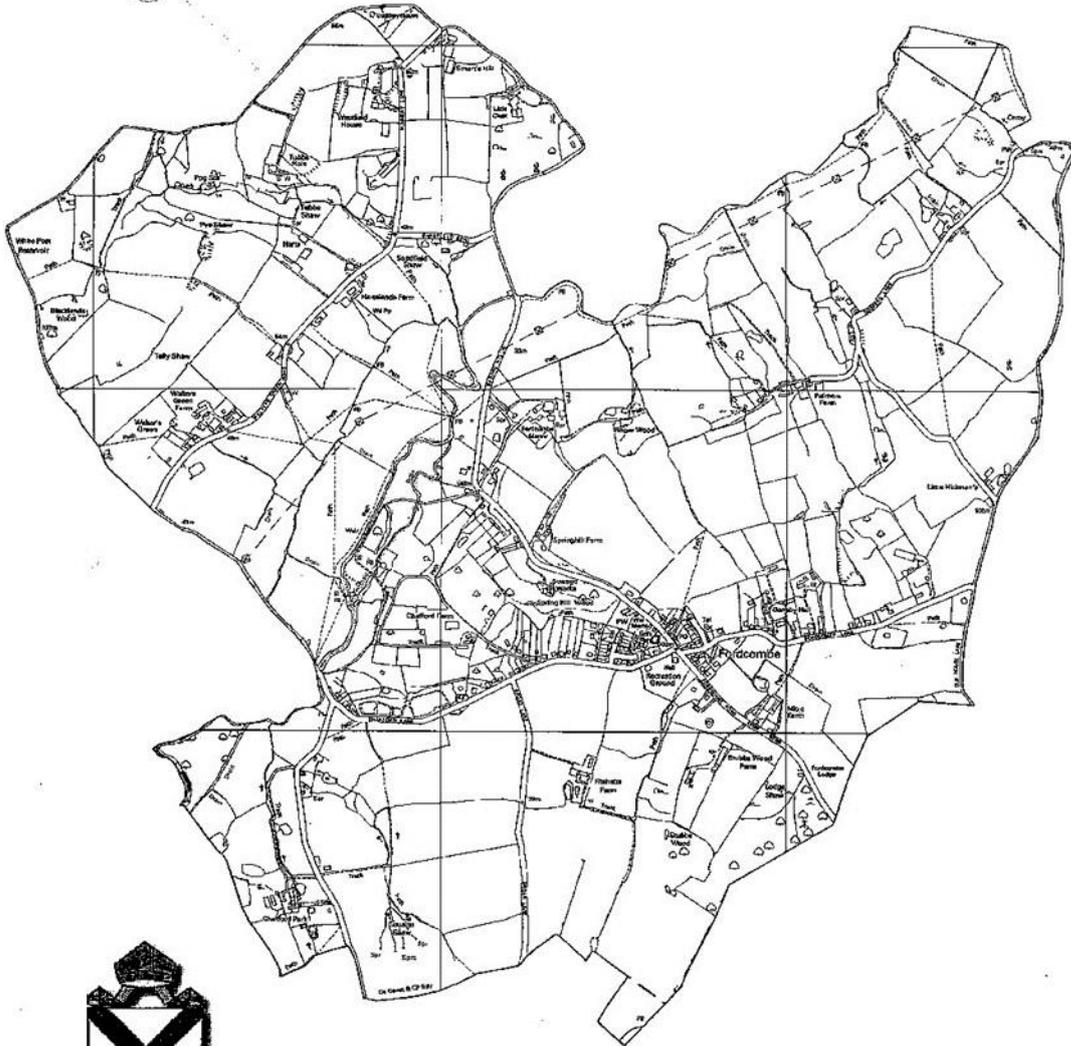
If you wish to appeal, please notify the Tenax Schools Trust (which is the Admissions Authority for the school) via [enquiries@tenaxschoolstrust.co.uk](mailto:enquiries@tenaxschoolstrust.co.uk) and further details will be provided.

**Appendix 1: Map of Fordcombe Parish**

Deanery of Tonbridge



**Fordcombe:**  
**St Pater**



**Diocese of**  
**Rochester**

**Appendix 2:**  
**Supplementary Information Form - Minister**

To be completed and returned to:  
Fordcombe Primary School, The Green, Fordcombe, Tunbridge Wells, Kent, TN3 0RY  
Telephone 01892 740224, e-mail [office@fordcombe.kent.sch.uk](mailto:office@fordcombe.kent.sch.uk)  
Headteacher: Mr C Blackburn BSc (Hons) PGCE NPQH

<b>Child's name</b>	
<b>Date of Birth</b>	
<b>Name of parent(s) / Guardian(s)</b>	
<b>Address</b>	
<b>Telephone number</b>	

The following is to be completed by the Rector/Minister:

<b>Name of Church attended</b>	
<b>Name of Minister</b>	
<b>Address of Minister</b>	
<b>Telephone number of Minister</b>	
<b>Please tick to confirm the category of commitment to the church that best describes the church attendance patterns of the parent(s)/guardian(s) at the date of signing.</b>	
	Twice a month church attendance for more than 2 years
	Twice a month church attendance for a period of at least 1 year but less than 2 years
	At least monthly church attendance for more than 2 years
	At least monthly church attendance for a period of at least 1 year
<b>My church is a member of 'The Churches Together in England and Wales'.</b>	
<b>Date:</b>	<b>Signature:</b>

Please note under the terms of the Appeals Procedure parents wishing to appeal have the right to see all correspondence relating to their application for admission.