



EVERY CHILD CAN ACHIEVE

Headteacher: Mrs C Vincett BSC (QTS) Hons NPQH

An Academy School registered in England 7974434



11<sup>th</sup> October 2023

Dear interested party,

RE: Consultation on admission arrangements for September 2025

I am writing to notify you of the upcoming consultation on the academy's admissions policy. The consultation period will run from 11<sup>st</sup> October until 22<sup>nd</sup> November 2023; during this time, interested parties are invited to express their views and any concerns about the admission arrangements at Luddenham School.

In accordance with the DfE's statutory 'School Admissions Code' guidance, as a school we must consult on our admission arrangements when changes are proposed, and at least once every seven years. To this end, no changes have been made to our admission arrangements, which are:

PAN of 30

Confirmation of the admission arrangements is available to view on the academy website here: [Admissions | Luddenham School](#) or in hard copy and can be requested directly from the academy. In accordance with statutory DfE guidance, the consultation will run for at least six weeks and, as an interested party at Luddenham, we are keen to hear your views on the current arrangements; therefore, we invite you to participate in the consultation if you have any concerns regarding the matter. All responses to the consultation should be made in writing and submitted before 9:00 on 22<sup>nd</sup> November to the Headteacher via email to [headteacher@luddenham.kent.sch.uk](mailto:headteacher@luddenham.kent.sch.uk) or by post to: Luddenham School, Luddenham, Faversham, Kent ME13 0TE.

Please note that written responses should outline your personal details, including your name, address and relationship to the academy. At the conclusion of the consultation, the Academy's full governing body will consider the responses and submit a final policy to the Academy Members for ratification. For further information regarding the consultation process, please refer to our proposal document, copies of which can be located on the academy website or in hard copy on request from the academy. If you wish to further discuss this matter, or anything mentioned in this letter, please contact Claire Vincett, the Headteacher on the email provided above or on 01795 532061.

Yours sincerely,

Claire Vincett  
Headteacher

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## Statutory consultation on the Published Admission Number for Luddenham School for the 2025/26 academic year

### Background

The current Published Admission Number (PAN) at Luddenham School is 30. This means that the number of children admitted to the school in year R is a maximum of 30.

The school has maintained the PAN for over 25 years.

The School Admissions Code (2021) requires that all admission authorities consult every 7 years, even if there are no proposed changes. As the Admission Authority, Luddenham School Governing Body, is seeking to confirm no change to the PAN for Luddenham School.

In accordance with the School Admissions Code, Luddenham School is consulting with key stakeholders, including:

1. Parents of children between the ages of two and 18
2. All other Admissions Authorities within the local area
3. The Local Authority
4. Other interested parties

This will be sent to the Office of the Schools Adjudicator and the proposal will be published on the schools website.

This consultation will run for six weeks from Wednesday 11<sup>th</sup> October 2023 until Wednesday 22<sup>nd</sup> November 2023. Stakeholders will have until 9am Friday 22<sup>nd</sup> November, after which time any representations received will be considered and a report taken to the trust Members for a decision to be made on the PAN for Luddenham School.

### Specific Proposal

Luddenham School proposes to make no changes to its PAN of 30 from 1st September 2025.

This means that the maximum number of pupils intended to be admitted in Year R in 2025, and all subsequent cohorts, will be 30.

Any representations should be made via email to the Headteacher at [headteacher@luddenham.kent.sch.uk](mailto:headteacher@luddenham.kent.sch.uk)

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Or by post to

Luddenham School

Luddenham

Faversham

Kent

ME13 0TE

Please note that written responses should outline your personal details, including your name, address and relationship to the academy. At the end of the consultation period, the governing board will meet to consider responses and submit a final policy to the Members for approval. For further information regarding the consultation or if you wish to further discuss this matter, or anything mentioned in this letter, please contact Claire Vincett, the Headteacher on the email provided above or on 01795 532061.

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## Luddenham School Admissions Policy 2025

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 2023 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 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.

**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 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 the school, these straight line measurements are used to determine how close each applicant's address is to the school.





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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.

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.

### 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 2023, 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.

