



## **Fordcombe CE Primary School**

### **Admissions Arrangements 2025-2026**

#### **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>.

Parents apply for schools through their home Local Authority's website. If the parent pays their council tax to Kent County Council, then parents can apply through Kent.

All applications for KCC residents for a place at Fordcombe School, must be made online at [www.kent.gov.uk/ola](http://www.kent.gov.uk/ola). Parents must name three schools in order of preference on the online application form which is then submitted 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 submit your application 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 your application, please 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 online application, applicants for places at Fordcombe School should complete a Supplementary Form (see Appendix 1). 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.** 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) **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. Parents can check whether they live in the Fordcombe Parish at <https://www.achurchnearyou.com/>
- d) **Nearest school.** Children for whom Fordcombe is the nearest school to their permanent home address (excluding independent schools).  
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 unlikely event that a child spends an equal time at both addresses, we will use the address that is closer to the school that is named as the child's first preference. The distance between the child's permanent home address and a school is measured in a straight line using the National Land and Property Gazetteer (NLPG) address point. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG.
- e) **Faith.** Children from outside the areas described in c and d with at least one parent/guardian who is a practising member at any Christian Church that is a member of the Churches Together in Britain and Ireland or the Evangelical Alliance. 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 paper Supplementary Form must be completed and returned to Fordcombe School. It cannot be completed online (Appendix 1).

- 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.** Children will be ranked according to the distance from their permanent home to Fordcombe School.

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 unlikely event that a child spends an equal time at both addresses, we will use the address that is closer to the school. The distance between the child's permanent home address and a school is measured in a straight line using the National Land and Property Gazetteer (NLPG) address point. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG.

#### **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

<https://www.fordcombe.kent.sch.uk/> (see Appendix 1). 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 between the child's permanent home address (defined in KCC's annual admissions prospectus) and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody. When we apply the distance criterion for the school, these straight-line measurements are used to determine how close each applicant's address is to the school. Where applications are made from properties or abodes that are not registered to the NLPG, including new build properties, KCC may be required to use planning sites or other relevant co-ordinates. In exceptional circumstances where alternative co-ordinates are not available, measurements will be determined by a Senior Admissions Officer and confirmed by Head of Service

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

## **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 make 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.

Parents should contact [primaryadmissions@kent.gov.uk](mailto:primaryadmissions@kent.gov.uk) for advice on how to apply for out of year admission.



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

### 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

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

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

Name of Church attended	
Name of Minister	
Address of Minister	
Telephone number of Minister	
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.	
<input type="checkbox"/>	Twice a month church attendance for more than 2 years
<input type="checkbox"/>	Twice a month church attendance for a period of at least 1 year but less than 2 years
<input type="checkbox"/>	At least monthly church attendance for more than 2 years
<input type="checkbox"/>	At least monthly church attendance for a period of at least 1 year
My church is a member of 'The Churches Together in Britain and Ireland'.	
Date:	Signature:

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.