



# THE LENHAM SCHOOL

## Admissions Policy 2025/26

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### Key document details

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## Admissions Policy

### ADMISSION ARRANGEMENTS FOR SEPTEMBER 2025

1. The school will act in accordance with, and will ensure that the Independent Appeal Panel acts in accordance with, all relevant provisions of the statutory codes of practice as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools. Reference in the codes to admission authorities shall be deemed to be references to the governing body of the school. In particular, the school will take part in the Admissions Forum set up by Kent CC and have regard to its advice and will participate in the co-ordinated admission arrangements operated by the Kent Local Authority.
2. The Lenham School has a published admission number (PAN) of 150 students, to be admitted into Year 7 each year.
3. Applications for places will be made in accordance with Kent local authority's co-ordinated admission arrangements and will be made on the Secondary Common Application Form (SCAF), provided and administered by the Kent Local Authority.
4. Prior to the application of oversubscription criteria, students with a statement of special educational need which names the school will be admitted and the published admission number reduced accordingly.

### OVERSUBSCRIPTION CRITERIA

1. If the school is oversubscribed, places will be offered in priority order of the oversubscription criteria as set out below. Late applications and applications received outside of the normal admissions round will be prioritised in the same order.
  - 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. Children who at the time of application have a sibling on the roll of the school and who will still be on roll at the time of the sibling's admission. Sibling is defined in these arrangements as 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.
  - 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 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 school.

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**d. Children of Staff** - Children of staff who work for the school full-time with at least two years' continuous employment or where the school reasonably considers a member of staff has been recruited for a position for which there is a demonstrable skill shortage.

**e. 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. 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.

In the event of a tie breaker situation, the nearness of an applicant's home to school will be the decider. If 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. This process will be independently supervised.

(Note: The nearest alternative secondary school is defined as the school closest to the applicant's home address, where the school is maintained/ state-funded, non-denominational, co-educational and not wholly selective. This excludes independent schools (other than Academies), church and other faith schools, single-sex schools and grammar schools.)

**2.** If the last pupil to be offered a place within the school's published admission number (PAN) is a multiple birth or same cohort sibling, any further sibling will be admitted, if the parents so wish, even though this may raise the intake number above the school's PAN. The PAN will remain unchanged so that no other pupil will be admitted until a place becomes available within the PAN.

**3.** These criteria apply for Year 7 entry and for any admission at any other time up to Year 11. Admissions to the Sixth Form are covered by different criteria.

### ADMISSIONS OUTSIDE AGE GROUPS

Parents may seek a place for their child outside their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Applications of this nature should be addressed to The Admissions Officer at The Lenham School. A decision will be made on the basis of the circumstances of each case and in the best interests of the child concerned.

### WAITING LISTS

A waiting list will be held in oversubscription criteria order and will be re-ranked each time a child is added.

### SIXTH FORM ADMISSIONS

Priority will be given to existing pupils transferring from Year 11 who meet the entrance criteria. All students joining The Lenham School Sixth Form should meet the academic requirement of 5 GCSE passes



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(or equivalent vocational grades) at grade 4 and above, including English, and the subject specific entry requirements set out in the Sixth Form prospectus.

The admission number for external candidates will be 50, but this figure may be exceeded in the event that this and the number of internal pupils transferring into Year 12 is less than the overall figure for the year group.

### OVER-SUBSCRIPTION

Following the admission of internal students transferring from Year 11 students, all remaining places 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 following oversubscription criteria will be applied in the order set out below to rank pupils until the overall figure for the year group is reached:

- 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 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 and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sister.
- 3. Medical, health, social and special access reasons** will be applied in accordance with the school's legal obligations, in particular those under the Equalities 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' or guardians' physical or mental health or social needs means 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 school.
- 4. Children of staff** who work in the Trust full time with at least two years' continuous employment by the school or where the Trust reasonably considers a member of staff has been recruited for a position for which there is a demonstrable skill shortage.
- 5. 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 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.

In the event of a tie breaker situation, the nearness of an applicant's home to school will be the decider. If 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. This process will be independently supervised.

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

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

### OFFERS AND APPEALS

Offers will be made on the basis of predicted performance at GCSE, with the requirement that the above grades are achieved in the final examinations prior to entry to the Sixth Form and the pupil's chosen subjects being accommodated on the timetable, in feasible group sizes.

All offers made during Year 11 are conditional on pupils meeting the grade criteria specified and will only become firm offers upon confirmation of actual GCSE results. Offer letters will be made before the end of May 2024. Offers will be confirmed once the school has been notified of GCSE results in August 2024.

Where learners have achieved better result than the predicted grades they will be considered based on the grades achieved and ranked accordingly for any places that become available as a result of other learners failing to meet the required entry levels.

Parents have a statutory right of appeal, should an application for a place be refused, by writing to The Clerk to the Governors, care of the school. Late applications will be considered if places in appropriate subjects are still available after all other applicants have been considered. A clear, fair and objective waiting list will be held. This waiting list will be re-ranked, in line with the published oversubscription criteria, every time a child is added.

### ADMISSION TO YEAR 13

The majority of students in Year 12 continue with their studies into Year 13, dependent upon the entry criteria outlined below:

- Following receipt of summer examination results students who have met the entry requirement of their courses are automatically offered a place in Year 13 to continue their studies.
- For those studying a BTEC then students must have completed their assessed pieces of work for Year 12 to their targeted grade.

### ADMISSIONS PROCESS YEAR 13

Following receipt of summer examination results students who have met the entry requirement above are automatically offered a place in Year 13 to continue their studies. BTEC students will be offered continuation into Year 13. Students who do not meet the entry requirement into Year 13 will be given guidance about a change of pathway and relevant courses available.