



EVERY CHILD CAN ACHIEVE

Headteacher: Mrs C Vincett BSC (QTS) Hons NPQH

An Academy School registered in England 7974434



## Luddenham School Admissions Policy 2026

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 2026 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.





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

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.

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, 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 weekdays.

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:

Luddenham School  
Faversham, Kent  
ME13 0TE  
Telephone: 01795 532061  
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- 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 2026, 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.

### 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 mon.th 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.

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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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