

Lydden and River Primary Schools Federation

Admissions Policy



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Date of next full review: **September 2026**

This policy will be reviewed annually and/or following any updates to national and local guidance and procedures.

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Admissions Policy

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

Legislation and Statutory Requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked-after children, as defined in section 22 of the Children Act 1989, are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked-after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order (defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014), or
- Became subject to a special guardianship order (defined in section 14A of the Children Act 1989)

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to 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.

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.

A **parent** is any individual who holds parental responsibility, as defined under the Children Act 1989, or any person who has care of a child, where the child lives with them either full or part time and they look after that child.

How to Apply

Our schools are both community schools, and they determine the admission arrangements in agreement with the local authority (LA). The Admissions Authority for our school is therefore the LA, which publishes its entry regulations every year. Parents can receive a copy of these regulations directly from the LA.

The LA's annual admissions prospectus informs parents how to apply for a place at the school of their choice. Parents have a right to express their preference, but this does not, in itself, guarantee a place at that particular school. Application should be made online <http://www.kent.gov.uk/education-and-children/schools/school-places> or a form can be obtained from the local Education Department, and should be returned by the date stipulated on that form. The LA will notify parents of the decision as soon as all the applications have been considered.

Children enter school at the start of the academic year in which they become five. Therefore, parents who would like their child to be admitted to this school during the year their child is five should ensure that they return the necessary application form by the date given on the form/online.

Allocation of Places

We are an inclusive federation with two schools that welcomes children from all backgrounds and abilities.

Our published admissions number (PAN) is:

River Primary School = 60 spaces

Lydden Primary School = 12 spaces

Oversubscription Criteria

All children whose education, health and care (EHC) plan names the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order, until all places are filled.

Children in Local Authority Care or Previously in Local Authority Care – a child under the age of 18 years for whom the local authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who ceased to be so because they became subject to an adoption, residence or special guardianship order under Part IV of the Act.

Family Association - Priority will next be given to children with siblings on the roll of the school at the point of application for the new pupil. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the school.

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 particular school.

Tie Break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the

school.

Distance will be measured in a straight line from the child's home address to the school's front gates on Lewisham Road. For the purposes of this policy, a child's home address is defined as the place where they live and sleep for the majority of nights in a normal school week, with their parent(s).

If a child lives in different properties (shared care), parents must provide the address where the child lives for the majority of the week. In cases of equal shared care, both parents must agree which address should be used on the application. For applications made in the normal round, if there is no agreement, the local authority will decide which address will be used.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified. This process would mean numbers assigned to pupils then drawn from an electronic randomiser.

If siblings from multiple births (twins, triplets, etc) apply for a school and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the LA will offer a place to each of the siblings, even if doing so takes the school above its PAN. If the admissions are to Year R, and so result in a breach of infant class size legislation, the additional pupil(s) will be treated as "excepted" for the time they are in an infant class or until the numbers fall back to the current infant class size limit, as defined in the school admission code. A waiting list will be held in oversubscription criteria order and will be re-ranked, in line with the published oversubscription criteria, every time a child is added

Transition Arrangements

During the summer term new entrants and their parents are invited to a range of transition arrangements that include a parent meeting, nursery visits and stay and play sessions. This enables children to meet their new friends as well as their teachers and teaching assistants in the Early Years Foundation Stage.

Deferring first-time admission or delaying entry

Parents of children whose birthday falls between 1 April and 31 August are not legally required to start school until the beginning of Year 1. However, most summer born children will start at some point in their expected Reception year group.

Parents who do not feel their children are ready to begin school before they reach compulsory school age have the right to defer entry but must request admission to Reception outside the normal age group. The current School Admissions Code requires parents to make a request to the admissions authorities where they will need to demonstrate why it is in the child's best interest to be taught outside of their normal age group.

The current Code also requires admissions authorities to seek a view from head teachers on the appropriateness of a particular child to be considered for admission outside of their normal age group.

Evidence 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 a 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 Reception the following year. Deferred applications must be made via the paper Kent Primary Common Application Form (CAF) to the LA, with written confirmation from each named 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 each school's oversubscription criteria.

In-Year Admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted. Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

The school operates within Local Authority procedures for In Year Admissions. Parents who are interested in moving their child to River or Lydden Primary School at a time other than the usual admission time in September, or for another year group, are welcome to contact the school to discuss places available.

If there are no spaces available at the time of your application, your child's name will be added to the waiting list for the relevant year group. When a space becomes available, it will be filled by 1 of the pupils on the waiting list in accordance with the oversubscription criteria listed in this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Parents will be notified of the outcome of their in-year application in writing within 15 school days.

How parents can apply for their child to be admitted to our school in-year:

[In Year Admissions application form](#)

You live in Kent and want to apply for a place in one of our schools: Complete the in-year application form and send it to the school. You need to fill in a separate form for each child.

You don't live in Kent and want to apply for a place in one of our schools: Complete the in-year application form and send it to the school. You need to fill in a separate form for each child. You should also contact your own local authority to keep them informed.

Children in care

For children in care with a Statement of Special Educational Needs or an Education, Health and Care Plan (EHCP) being placed with carers in Kent, it is important the social worker contacts the relevant [Special Educational Needs area team](#) if the child is moving to a different school.

Children of UK Service Personnel or Crown Servants

Families of UK service personnel with a confirmed posting, or crown servants returning from overseas, will be allocated a place in advance of the family arriving in the area, provided a place is available and the application is accompanied by an official letter that declares a relocation date.

We will use the address at which the child will live when applying our oversubscription criteria, provided the parents provide some evidence of their intended address. Alternatively, the unit or quartering address will be used as the child's home address when considering the application against the oversubscription criteria, where this is requested by a parent. You must include an official letter that declares a relocation date and a Unit postal address or quartering area address with your application. Where a school is able to offer a place, they will honour that place for 3 months. This can mean that a place can be kept open for the next academic year providing your child/children will start within the 3 month period. If the place has not been taken up at the end of the 3 months, the school may offer it to another child. If this happens, the school will inform you that the place is no longer available and you will need to make a new application for a school place.

Offers

River and Lydden Primary Schools will offer you a place within 5 days if:

- we have all the information we need

- we have a place available
- no other child has a higher priority for the place.

If your child has been permanently excluded from more than 2 schools, we may refuse to offer a place. Please contact KCC Admissions 03000 41 21 21 (9am to 2pm and 4pm to 5pm Monday to Friday) or email kentyearadmissions@kent.gov.uk for help if this applies to you.

Once a place is formally offered, in the interests of fairness, it cannot be held open for more than 10 school days. If your child is not offered a place if you applied for an in-year admission, but were not offered a place you can:

- call KCC Admissions on 03000 41 21 21 (9am to 2pm and 4pm to 5pm Monday to Friday) or email kentyearadmissions@kent.gov.uk to advise on making an appeal
- join the school's waiting list. A waiting list will be held in oversubscription criteria order and will be re-ranked, in line with the published oversubscription criteria, every time a child is added

Admission appeals

If we do not offer a child a place at this school, this will be because to do so would prejudice the education of other children by allowing the number of children in the school to increase too much. If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent panel considers all such appeals, and its decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to whom we had refused a place, then we will accept this decision and continue to do all we can to provide the best education for all the children at our school. (Further details of appeal arrangements are set out in the revised Code of Practice on School Admissions Appeals, which came into force in September 2004.)

The standard number 5.1 The 'standard number' is the number of children the LA considers the school can accommodate.

The standard number for our school is 30 children in each year group at River and 12 children in each year group at Lydden.

Infant Class Size

We teach infant children (aged five to seven) in classes that have a maximum number of 30 children, unless the school has been instructed by the LA to take pupils above our published admission number for that year.

KS2

In KS2 the preference of the Governors is to have no more than 30 children in line with the school PAN and the physical class space available in some of our classrooms.

Waiting Lists

The school maintains waiting lists for those children who are not offered a place, and parents can ask for their child's name to be added to the waiting list. In order to be placed on the waiting list Parents need to complete an In Year Common Application Form (IYCAF) which can be found by following this link:

https://www.kent.gov.uk/_data/assets/pdf_file/0012/3522/in-year-application-form.pdf

The order of priority on the waiting list is the same as the list of criteria for over-subscription, and does not depend on the date on which an application is received. No account is taken of length of time on the waiting list. The school periodically seeks confirmation that parents wish a child to be kept on the waiting list.

Fair Access Protocol

We participate in Kent County Council's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible and before anyone is considered from the waiting list. Eligibility for the Fair Access Protocol does not limit a parent's right to make an in-year application to the school for their child. Any application will be processed in accordance with the usual in-year admission procedures.

Challenging Behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. The exception to this is where we may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged. We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, in certain cases where the specific criteria listed in the School Admissions Code (paragraphs 3.10 to 3.13) apply

Withdrawing an offer of a place

We will not withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

Where a parent has not responded to the offer, we will give them a further opportunity to respond and explain that the offer may be withdrawn if they do not respond.

If an offer is withdrawn on the basis of misleading information, we will consider the application afresh and a right of appeal will be offered if an offer is refused.

We will not withdraw an offer of a place once a child has started at our school except where that place was fraudulently obtained. In these circumstances, we will consider the length of time that the child has been at the school before deciding whether to withdraw the place.

Monitoring and review

This policy will be monitored by the governing body, who will always take due note of the guidance provided by the local Admissions Forum.

The policy will be reviewed annually, or earlier in the light of any changed circumstances, either in our school or in the local area.