

Lydden and River Primary Schools Federation

Admissions Policy



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Date of last update: May 2025

Date agreed and ratified by Governing Body: May 2025

Date of next full review: May 2026

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

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1. Aims

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

2. 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](#).

Admissions Policy

This policy sets out the arrangements for admission to River and Lydden Primary Schools as from September 2025. The Governing Body of the schools ensure that the implementation of this policy reflects the school's Inclusion policy and promotes equality of opportunity for all pupils and families regardless of their sexual orientation, race, religion or disability.

The School Standard and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This policy conforms to the regulations that are set out in that Act and further explained in the statutory School Admissions Code of Practice and the statutory Appeals code of Practice.

Aims and Objectives

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

How parents can apply for their child to be admitted to our schools

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.

The over-subscription criteria is as follows for both schools:

Before the application of oversubscription criteria, children with a statement of special educational

need or Education, Health and Care Plan which names the school will be admitted. As a result of this, the published admissions number will be reduced accordingly. If the number of preferences for the school is more than the number of spaces available, places will be allocated in the following priority order:

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 - a brother or sister in the same 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' criterion' (below). Where a child is transferring from Year 2 and would not be attending the infant school from the start of the next academic year, but applied for the linked junior school, the sibling link would not be broken for a child applying for the infant school. In this context brother or sister means children who live as brother and sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters, foster brothers or sisters.

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.

Nearness of children's homes to school – the Local Authority use the distance between the child's permanent home address and the school, measured in a straight line using Ordnance Survey 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 Ordnance Survey. The same address point on the school site is used for everybody. When the Local Authority apply the distance criterion for an oversubscribed Community or Voluntary Controlled school, these straight line measurements are used to determine how close each applicant's address is to the school.

Where new build housing development requires a new school or the significant enlargement of an existing school the 'Nearness' criterion will allow for a catchment area (defined by a map) to be created for the relevant school. This will be included in the Statutory Public Notice and admissions determination and will be valid for a period not exceeding three rounds of admissions. In the event of any of the above criteria being oversubscribed, priority will be given based on distance as described above with those closest being given higher priority.

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.

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 unit.

Children below compulsory school age

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year the offer was made for.

Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

In-Year Admissions

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.

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 members of the UK Armed Forces or Crown Servants

If you are a member of the UK Armed Forces or a Crown Servant, with a confirmed posting to Kent, you can apply for an in year admission to a Kent school by completing an In Year Casual Admissions Form (IYCAF) and sending it direct to your preferred schools. 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. The school may choose to add your child's name to their waiting list if they have one.

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 kentinyearadmissions@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 kentinyearadmissions@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 clear, fair and objective 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.

Monitoring and review

This policy will be reviewed and approved by the governing body every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the published admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years. Consultation will be for a minimum of 6 weeks and will take place between 1 October and 31 January of the school year before the arrangement are to apply.