



# Policy Document

ALKERDEN CHURCH OF ENGLAND ACADEMY

# Admissions Policy

## September 2025

Unique Reference Number (URN):	150538
Approved By:	Trustees
Policy Type:	Statutory
Adopted On:	September 2023
Date of Next Review:	September 2024
Review Period:	Two Year



# Application for Admission to Alkerden Church of England Academy (Secondary) For September 2025

**The Published Admission Number for 2025 is 120**

## Applications for 2025: Important notice.

The school will process applications for September 2025 outside the normal local authority process for co-ordinating school offers.

This means you will need to complete your local authority Common Application Form (CAF) for your other school preferences in addition to a separate application for Alkerden Church of England Academy. Applications for Alkerden Church of England Academy can be made using the electronic form available on the school website at <https://www.alkerdenacademy.co.uk/>.

**The closing date for application is 12/12/2024 and offers will be made on 03/03/2025.**

All parents/guardians applying for places for their children at Alkerden Church of England Academy are expected to support the Christian ethos and practice of the school. As a comprehensive school Alkerden admits students from the whole range of academic ability.

In line with the School Admissions Code, children with Education, Health and Care Plans (EHCP) that name Alkerden Church of England Academy will be admitted. As a result of this, the published admissions number will be reduced accordingly before places are allocated to other pupils. An Education, Health and Care plan is a plan made by the Local Authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child.





## Further Information

You must also complete the Kent Common Application Form which must be completed online or returned to your child's primary school.

If there are more applications to Alkerden Church of England Academy than there are places the following oversubscription criteria will be applied by the Governors.

1. Children in Local Authority Care or Previously in Local Authority Care – a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. 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). 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.
2. Children who are currently attending Alkerden C of E Academy in year 6.
3. Children who have a sibling or step or half siblings, including fostered and adopted siblings living at the same home address, attending Alkerden C of E Academy at the time of admission. The school reserves the right to ask for proof of relationship.
4. Children of staff of Alkerden C of E Academy in either or both of the following circumstances:
  - a. where the member of staff has been employed at the school two or more years at the time at which the application for admission to the school is made,
  - b. and/or the member of staff is recruited to fill a vacant post in the school for which there is a demonstrable skill shortage for the requirements of the post.
5. Children who attend an Aletheia Academies Trust (AAT) primary school throughout years 5 and 6.
6. All other applicants.





## Tie Breaks

In the event of there being more applicants than places remaining within a particular criterion, priority will be given to children who live closest to the school. We use the 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 coordinates are not available, measurements will be determined by a Senior Admissions Officer and confirmed by Head of Service.

## Notes:

Requests for admission to Year 7 outside of the normal age group should be made to the Headteacher of each preferred school 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 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 7 the following year. Deferred applications must be made via paper SCAF 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. Further advice is available at [www.kent.gov.uk/schooladmissions](http://www.kent.gov.uk/schooladmissions)





A waiting list will be held for at least the first term of the academic year in oversubscription criteria order and will be re-ranked each time a child is added or before an offer is made.

