



Policy Document

Alkerden Church of England Academy

Admissions Policy

September 2025-2026

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

The Published Admission Number for 2025 is 150

Applications for 2025: Important notice.

The school will process applications for September 2025 outside the normal local authority process for coordinating 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 the application is 12/12/2024.

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) named 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 with a sibling or step or half-siblings, including fostered and adopted siblings living at the same home address, attend Alkerden C of E Academy at the time of admission. The school reserves the right to ask for proof of relationship.
4. Children resident in Alkerden, Castle Hill, Ashmere and Ebbsfleet Green, who have a Post Code starting with DA10 1, followed by any two letters, e.g. DA10 1ZZ.
5. Children with a medical, health, social and special access reasons to attend Alkerden CE Academy, 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 Alkerden CE Academy.
6. 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 for 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.
7. Children who attend an Aletheia Academies Trust (AAT) primary school throughout years 5 and 6.
8. All other applicants.



Tie Breaks

If there are more applicants than places remaining within a particular criterion, priority will be given to children who live closest to the 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. 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.

Where two or more children have an otherwise equal priority under the oversubscription criteria, random selection will be used to establish which one is ranked ahead of the other. This process will be independently supervised.

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 decide before the closing date. Parents are not expected to provide evidence supporting their request to defer their application; however, it must be specific to the child in question where provided. 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

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