



Archbishop Courtenay
Church of England
Primary School

Eccleston Road
Tovil
Maidstone
Kent
ME15 6QN

01622 754666
office@abc.aquilatrust.co.uk
www.archbishopcourtenay.org.uk
Headteacher: Mrs S Heather
Chair of Governors: R O'Connell

Dear Families,

Re: Kent LA Reception Common Application Form (RCAF)

Thank you for your interest in your child attending Archbishop Courtenay Primary School from September 2026 and we really hope you like our school.

Primary Admissions no longer issue schools with Reception Common Application Forms or Admissions Booklets. They have requested that parents download the information from their website <https://www.kent.gov.uk/education-and-children/schools/school-places/primary-school-places>. If you do not have access to a computer then you can request a hard copy of the booklet and application form from Admissions by telephoning 03000 412121.

The admissions team have requested that parents apply online as the simplest and most secure method of application. This can be done on www.kent.gov.uk/ola where you will receive an acknowledgement for your completed application directly from the admissions team. You can also go online and amend your application at any time and resubmit it up to the deadline date. Online applications open at 9:00am on 7th November 2025. The deadline for applications is midnight on 15th January 2026. Paper application forms must be sent directly to the admissions team by recorded delivery to ensure safe receipt by 15th January 2026.

Please note:

- If you apply online, you MUST NOT also complete a paper admission form
- Put your schools in the order you would like to attend. If the school you have chosen cannot offer you a place KCC will find the nearest school to your home which still has places and offer this space to you.
- Archbishop Primary School LA number is 886 and DfE number is 2027
- Other DfE numbers are in the KCC booklet, in the column after the school's name
- Admissions have advised that you should put more than one school down, as if they cannot offer you your first choice, they will allocate your child a school place once all other applications that have more than one preference have been considered, and you may end up with a school several miles from your home
- For the question 'Will you have any other children attending this school?' please list the names of the children who already attend Archbishop Courtenay Primary School **except for pupils in year 6** as they will have left by September 2026.



The Diocese of Canterbury Academies Trust

Suites 19 & 20 - Motis Business Centre - Cheriton High Street - Folkestone - Kent - CT19 4QJ - Tel: 01303 905100

Registered Company No. 9035788

Registered Office Address: Diocesan House Lady Wootton's Green Canterbury CT1 1NQ



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All places at Archbishop Courtenay Primary School are allocated by the Primary Admissions Team who will email you after 4pm on offer day, 16th April 2026, allocating you one school place per child. You will also be able to go online and see what school you have been allocated after 5pm that day. Letters will be posted first class on 16th April to those parents that did not apply online. For online applications, letters will not be issued if you were offered your first choice. However, if you were given your second or third choice or allocated a place you did not list on your application, you will receive a letter in the post along with full details about your right to appeal and how to join the waiting list of a school you applied for but were not allocated.

If you would like any further support please do not hesitate to speak to a member of our staff or contact the school office (office@abc.aquilatrust.co.uk) or the Admissions and Transport Team on 03000 41 2121 asking for the primary admissions team. They can also be emailed on kentonlieadmissions@kent.go.uk/.

I hope you see many of you in September 2026 where you will become part of our ABC family but for those that go elsewhere I wish you lots of luck and success for the future.

Best wishes

Mrs Sue Heather

Headteacher



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