



Hartlip Endowed Church of England Primary School  
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Head Teacher: Mrs. Tracey Jerome BEd (Hons)

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## **Admission to Primary School 2016 Hartlip Endowed Church of England Primary School (Aided)**

The School's Admission Policy is attached, together with copies of supplementary Application for Admission form and the Minister's form which parents are asked to complete for their application to be considered by the Governors. The policy complies with the Admissions Code.

Our standard number for admission into the Reception Year is 15. In the event of oversubscription, places are allocated in accordance with the criterion contained in our Admissions Policy and confirmation of Church affiliation is required on the Minister's form.

The school will again join the KCC Co-ordinated Admissions Scheme and will follow the timetable as provided.

Mrs. T. Jerome  
Headteacher



**Admission Policy for the Governors of Hartlip Endowed Church of England (Aided)  
Primary School (the “School”)**

The School’s Endowment requires children from the Parish of Hartlip to be admitted, but the School’s governors reserve the right to consider applications from neighbouring parishes if there is space.

Before the application of the following oversubscription criteria, children with a statement of special educational need which names the School will be admitted. As a result of this the published admissions number will be reduced accordingly.

**Order of Priority**

In considering applications for the admission of children to the School, the School’s governors will apply the following criteria in the order of priority set out below.

- 1 First, any Looked After Child (and previously Looked After Child). Within this criterion, a Looked After Child with Faith will be given priority over any Looked After Child who does not have Faith.
- 2 Second, any child living at a permanent address in the Parish. Within this criterion, the following order of priority will apply:
  - 2.1.1 any child with Faith;
  - 2.1.2 any child with a Sibling at the School when the child starts;
  - 2.1.3 any child with Health and Special Access Reasons.

If there is any competition between applications at any stage within this criterion then priority will be given to the child whose permanent address is by Distance closest to the School. If more than one child has the same Distance then a random selection will be applied.

- 3 Third, any child who is living at a permanent address outside of the Parish. Within this criterion, the following order of priority will apply:
  - 3.1.1 any child with Faith;
  - 3.1.2 any child with a Sibling at the School when the child starts;
  - 3.1.3 any child with Health and Special Access Reasons.

If there is any competition between applications at any stage within this criterion then priority will be given to the child whose permanent address is by Distance closest to the School. If more than child has the same Distance then a random selection will be applied.

In accordance with the provisions of the Education Act 2002, Parents may appeal against the refusal of the School’s governors to offer a place in the School to their child. Details of the procedure are available from the School’s head teacher.

As vacancies for places in specific year groups occur then previous applications will be reviewed and placed following the order of priority listed above.

After a place has been offered the School reserves the right to withdraw the place and the application will be deemed to be withdrawn in the following circumstances:-

- (a) when a parent has failed either to respond to an offer within a reasonable time or to notify the School of important changes to the application information; or
- (b) if the place was offered on the basis of fraudulent or intentionally misleading information from a Parent.

**/...Definitions and Interpretation**

## **Definitions and Interpretation**

For the purposes of this admissions policy the following terms apply:

**“Distance”**: We 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. These straight line measurements are used to determine how close each applicant’s address is to the school. A child who is about to have a new permanent address will be treated as living at that address if at the time of applying this admissions policy a Parent of that child who lives with that child has entered into a legally binding contract to purchase the property at that address.

**“Faith”**: means the following in order of priority:

- (a) first priority will be given to a child if at least one Parent of that child who lives with that child regularly attends the St Michaels and All Angels Church, Hartlip, that is at least once a month;
- (b) second priority will be given to any child if either (i) at least one Parent of that child who lives with that child regularly attends any other church within the Church of England, or (ii) that child regularly attends a Sunday school (and for these purposes “regularly” shall mean at least once a month); and
- (c) third priority will be given to any child if either (i) at least one Parent of that child who lives with that child regularly attends any other religious place of worship, or (ii) that child regularly attends that place of worship (or an associated place) for religious instruction (and for these purposes “regularly” shall mean at least once a month);

but any child who satisfies any of the above criterion with a Sibling at the School will have priority over any child with Faith who does not have a Sibling at the School.

**“Looked After Child”**: 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 were adopted or who is the subject of a care order under Part IV of the Act.

**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.

**“Parent”**: means any person who has parental responsibility for or is the legal guardian of the child.

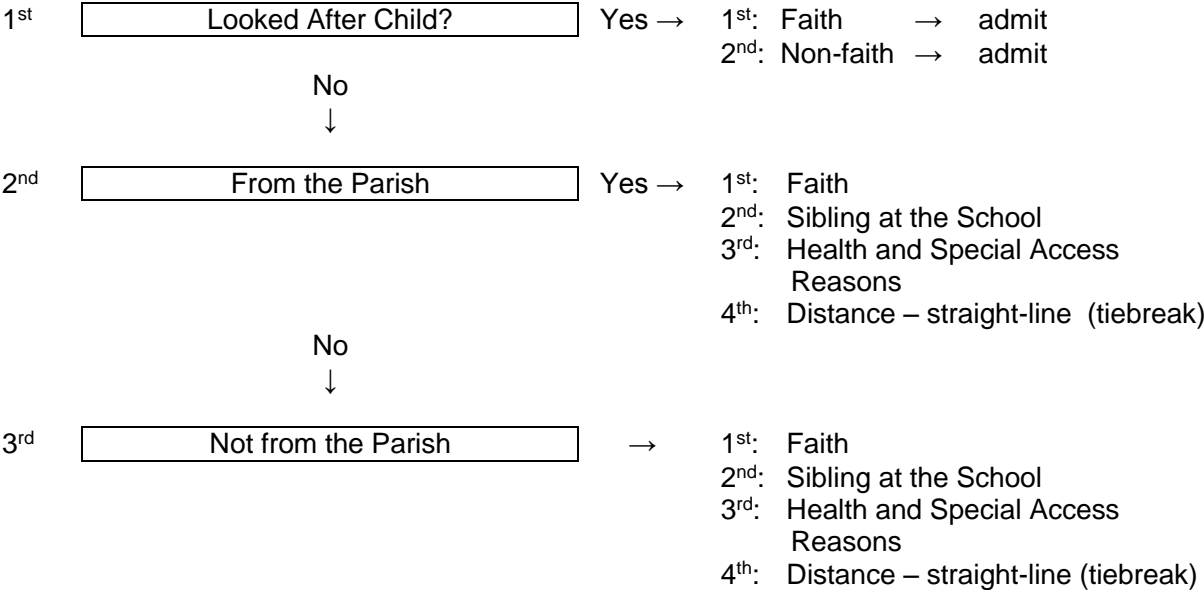
**“Parish”**: means the Ecclesiastical Parish of Hartlip. (A Parish boundary map is available from the School).

**“Sibling”**: means in respect of a child any other child who is living as brother or sister of that child at the same permanent address, including a natural or adopted brother or sister, a step-brother or a step-sister, a foster brother or a foster sister and in every case who is living as brother or sister at the same address when the child is admitted.

**Admissions Flow Chart**

The following flow chart may be used as a reference to help explain the operation of the order of priority of the admissions criteria, but in the event of any uncertainty, the description in the order of priority will take priority.

**Admissions Flow Chart**



**APPLICATION FOR ADMISSION (Supplementary Form)**

**Hartlip Endowed Church of England (Aided) Primary School**  
**The Street, Hartlip, Sittingbourne, Kent ME9 7TL**  
**Tel: 01795 842473 Fax: 01795 843148**  
**e-mail: [headteacher@hartlip.kent.sch.uk](mailto:headteacher@hartlip.kent.sch.uk)**  
**website: [www.hartlip.kent.sch.uk](http://www.hartlip.kent.sch.uk)**



Child's name in full  *Male/Female	
Parents'/Carers' names in full	
Address  Telephone No:	
Child's Date of Birth	
Church Attended by Parents/Carers	
Sunday School attended by child	
Name of Rector/Vicar/ Minister who knows child	
Address of Rector/Vicar/ Minister	
Name and Address of previous Rector/Vicar/ Minister if you have moved recently.	
Names of brothers/sisters or other close members of the family already attending Hartlip School	
I/We apply for the admission of (Child's name) _____ to Hartlip Endowed Church of England (Aided) Primary School	
Date _____	Signature Parent/Carer  _____

Should the Admissions Committee decide not to accept a child, parents may apply to the Headteacher, in writing, for details of the appeals procedure.

**RECTOR/VICAR/MINISTER FORM**

**To be completed by your Rector/Vicar/Minister  
and returned to:**

The Headteacher  
Hartlip Endowed Church of England (Aided) Primary School  
The Street  
Hartlip SITTINGBOURNE  
Kent ME9 7TL

**by (date):**.....

in respect of an application for admission to the School.

Name of Child \_\_\_\_\_

Names of Parent(s)/Carers(s) \_\_\_\_\_

Address \_\_\_\_\_

Church/Sunday School attendance by child(ren) and/or parents  
(please specify and delete\* as appropriate)

\* Once a Month

\* less than once a month

since \_\_\_\_\_

Please add any other comments if possible, (eg. on how frequently services are actually held  
at the church in question)

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- Neither the above nor his/her parents, are to the best of my knowledge, members of my congregation.

**Please note** Under the terms of the Appeals Procedure parents wishing to appeal have the right to see all correspondence relating to their application.

Date \_\_\_\_\_

Signature \_\_\_\_\_  
Rector/Vicar/Minister

Print Name: \_\_\_\_\_

Name \_\_\_\_\_ of \_\_\_\_\_ Church