



Brenchley & Matfield CE (Aided) Primary School
Market Heath
Brenchley
TN12 7NY
01892 722929

ADMISSION TO THE SCHOOL SEPTEMBER 2016

The planned admission number is 30. Applicants are advised to consult "Admission to Primary School 2016" guidance which is available from the Kent County Council.

This policy has been compiled by the Governing Body, in consultation with the Local Authority and the Diocese of Rochester. If more parents express a preference for our school than the published number of places, the Governors will use the following criteria in order of priority to award places after the closing date of admissions (or during the year of admission if other than Reception age).

Where it is necessary to establish priority within one of the criteria the distance from home to school as calculated by the Local Authority will be used. The distance is measured in a straight line from a point in the child's permanent address to a point in the school using Ordnance Survey address point data. In the event of a tie-breaker the nearness of an applicant's home to the school will be the decider.

Admissions criteria by priority:

- Category 1** Children in the care of the Local Authority (*note 1*)
- Category 2** Children who have a Parent or Guardian who has worshipped at least twice a month on average at either All Saints', Brenchley or St Luke's, Matfield in the past 12 months (*note 2*)
- Category 3** Children who live in the civil or ecclesiastical parishes of Brenchley and Matfield and who will have a brother or sister attending the school when the child starts (*notes 3 & 4*)
- Category 4** Children who live in the civil or ecclesiastical parishes of Brenchley & Matfield (*note 3*)
- Category 5** Other children who will have a brother or sister attending the school when the child starts (*note 4*)
- Category 6** Children who have a Parent or Guardian who has worshipped at least twice a month on average in the last 12 months at a parish church of the Church of England (*note 5*)
- Category 7** Children of practising members of other Christian denominations affiliated to "Churches Together in England" with the same pattern of worship as above (*note 5*)
- Category 8** Children of other applicants

- All sibling links should be current pupils that will also be here when the new pupil starts.

Applications will be considered on receipt of the CAF (paper or online) and this application form along with the relevant supporting paperwork as follows:

Note 1 *Evidence of "looked after" status of the child*

Children 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 is the subject of a care order under Part IV of the Act. This applies equally to children who immediately after being looked after by the local authority became subject to an adoption, residence or special guardianship order. (As defined by Section 46 of the Adoption and Children Act 2002 or Section 8 or 14A of the Children Act 1989)

Note 2 *Letter from incumbent of either All Saints' or St Luke's confirming the stated attendance*

Note 3 *Copy of utility or Council Tax bill addressed to the parent showing the full postal address*

Note 4 *Brother or sister includes natural, adopted, step or foster siblings*

Note 5 *Signed letter from relevant clergy confirming the stated attendance at other churches*

Note 6 *The Governors operate the Diocese of Rochester's approved procedure for any appeal against refusal admission to the school*

Note 7 *If necessary, the Governors will operate a waiting list system in which children will be prioritised in line with the oversubscription criteria above until the end of the relevant academic year*

Note 8 *Where applications are received for children who are from multiple births, places will be offered individually to each child, prioritised by alphabetical order according to the forename on the birth certificate*

I wish this application for a place at Brenchley & Matfield C.E. (Aided) Primary School to be considered under category number:

Application Category	✓	Supporting paperwork required - In addition to a copy of your child's birth certificate
1		Documented evidence for the "looked after" status of the child
2		A letter from the incumbent of either All Saints' Brenchley or St Luke's Matfield confirming the stated attendance
3		Copy of utility or Council Tax bill addressed to the parent or guardian showing the full postal address
4		Copy of utility or Council Tax bill addressed to the parent or guardian showing the full postal address
5		Nil
6		A signed letter from the relevant clergy confirming the stated attendance
7		A signed letter from the relevant clergy confirming the stated attendance
8		Nil

Applications made under Category 3 and Category 5 only:

Name(s) of sibling(s)

Confidential

Your child's birth certificate, or a copy, should be presented at the time of application

Pupil's legal surname _____

Pupil's surname _____
(if different from legal surname)

Forenames _____
(please underline the name used)

Date of birth _____ Birth certificate checked _____
(office use only)

Parents / guardians / carers:

(delete as appropriate)

Mr and Mrs / Mr / Mrs / Miss / Ms / Other _____
(correspondence will be addressed to the above)

Relationship to pupil _____

Address _____

Postcode _____

Contact number _____
(in case of any query)

Signed _____

Date _____