

January 30, 2017

Sholden Primary School

Admissions Policy



Vision Statement

Our vision is to provide an inspirational educational experience to encourage lifelong learning and fulfil all of our pupils' unique God given potential.

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Sholden Church Of England Primary School

Sholden Church of England Primary School is a Church of England Voluntary Aided Primary School catering for children between the ages of 4 and 11 years. The school prides itself on being a church school with 5 specific values (peace, love, kindness, forgiveness, courage) based on the fundamental beliefs in one God, Jesus Christ, the Holy Spirit and the Anglican tradition.

Introduction

This policy complies with statutory regulations and the code of practice (see paragraph 4.23 Chapter 4) and in cases of conflict these regulations will apply.

As a Church of England Aided School, it is hoped that parents who wish their children to attend will be in sympathy with, and participate in, the Christian teaching provided.

Parents should follow the County Admission Procedure and either apply on line or return the admission forms (RCAF/JCAF) to the LEA before the county closing date. These forms can be obtained from a school or the Local Education Authority. Applications received after the county closing date will be considered as late applications and will be managed by the school following the agreed admission criteria as specified below. If the school is unable to offer a place immediately, parents/ guardians may put their child's name on the school's waiting list. The waiting list is kept in order of priority according to the school's admission policy and not in date order of receipt of applications. Children on the waiting list for places will remain on the waiting list until the end of Term Two, 2017.

At Sholden School we also have our own additional supplementary criteria, for those families who attend Church. Sholden CEP School welcomes new entrants from a broad range of circumstances which are not solely based on an active affiliation within the parish of St Leonard.

Sholden CEP School has a **Pupil Admission Number of 15.**

The Key Scheme dates for 2017 are: (Specific details are unavailable at the time of writing)

- Closing date for Applications (Online and RCAFs/JCAFs) Mid – January 2017 (online paper copies will need to be at Admissions by this date.)
- Offer e-mails and letters sent to parents – April 2017
- Welcome letters sent to parents from school no later than – May 2017
- Places must be accepted or refused by May 2017 and requests to go on waiting list must be submitted.
- The LA/schools re-allocate any places that have become available to those who have asked to go on the waiting lists for each school – after May 2017

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- After the end of May schools are free to admit pupils if they have spaces. If there are more applications falling within any, or all, of the criteria below than there are places remaining available, priority will be given to those living closest to the School.

Oversubscription Criteria

The admission of children to the School will be decided by the Admissions Committee, which is comprised of School Governors and the Headteacher, and will be based on the number of places available and the admission criteria specified below.

Before the application of oversubscription criteria, children with a Statement of Special Educational Need or Education, Health and Care Plan which names the school will be admitted. As a result of this, the published admissions number will be reduced accordingly.

Should the number of applications exceed the number of places available; places will be allocated in order of priority as laid out below:

1. Children in Local Authority Care or previously in Local Authority Careⁱ who with their carers have an active affiliationⁱⁱ within the Benefice⁶ of St Leonard.
2. Children in Local Authority Care or previously in Local Authority Care ¹,
3. Children whose parents/carers have an active affiliation² within the Benefice⁶ of St Leonard.
4. Children who will have a sibling⁴ attending the school at the time of entry
5. Children whose parents/carers have an active affiliation² to a church which is part of Churches Together in England⁵.
6. Children of staff at the school where a member of staff has been employed at the school for two years or more at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage.
7. Health and Special Access Reasons⁷
8. Any other children / distanceⁱⁱⁱ using the LA KCC guidance of measuring.

Pupils will be ranked in order using the criteria above, if necessary distance will be used to give priority where two or more pupils have equal standing when the above criteria are applied. In a tie breaker situation, the nearness of an applicant's home to school will be the decider. If in the event more than one applicant has the same distance from home to school (as measured by the local authority), then a random selection will be applied.

In making these calculations the school follows KCC guidelines which state that 'the distance between the child's permanent home address and the school, is measured in a straight line using Ordnance Survey address point data. Distances are measured from a point

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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. When we apply the distance criterion for an oversubscribed Community or Voluntary Controlled school, these straight line measurements are used to determine how close each applicant's address is to the school.'

A child's home address is considered to be a residential property that is the child's only or main residence (not an address at which the child may sometimes sleep or stay) and which is either owned by the child's parent, parents or guardian or leased or rented to them under a lease or written rental agreement. Where partners live apart but share responsibility for the child, and the child lives at two different addresses during the week, we will regard the home address as the one at which the child sleeps for the majority of week days. With regard to the measurement for flats, please refer to paragraph 2.37 of the School Admission Code.

What happens if the school is over-subscribed?

Applications are considered by a sub-committee of School Governors. Places will be allocated in line with the above order of priorities and in line with the LA co-ordinated scheme. Any parent/guardian who is refused the offer of a school place has the right of appeal and should in the first instance write to the Chairman of Governors requesting an independent appeal be heard.

Requests for admission out of Year Group/ Deferred Entry

Deal Learning Alliance criteria for admission out of year group

In the Deal Learning Alliance we believe a child should be educated in their age appropriate year group. In our professional opinion, children who do not experience the full EYFS are disadvantaged socially and academically when transferring to Key Stage 1. Through our highly skilled approach to differentiation we feel every child's needs can be catered for in their age appropriate year group to ensure strong academic and emotional development.

In principle a decision to admit a child outside of their age appropriate year group needs careful consideration and will only take place in exceptional circumstances. In order to assess the suitability for admission out of year group the following criteria will be applied by all primary schools in the Deal Learning Alliance.

It is the responsibility of the parent of the child to provide independent evidence to demonstrate their child will thrive in the year group they are requesting and provide evidence that the child's age appropriate year group is currently not meeting their needs.

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We recommend that children are admitted to school in EYFS at **one** admission point and that staggered admission to school is not the preferred route for schools in the Deal Learning Alliance.

If successful any application can be cancelled if the school agrees to accept a deferred application for entry into Year R the following year. *Deferred applications must be made via paper CAF 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.*

Applying for a place on church affiliation grounds

PLEASE NOTE THAT IF YOU ARE APPLYING FOR A PLACE ON CHURCH AFFILIATION GROUNDS THE SUPPLEMENTARY INFORMATION FORM ATTACHED TO THIS POLICY MUST BE FILLED IN. IT IS ESSENTIAL FOR US TO BE ABLE TO RANK OUR APPLICANTS AND WITHOUT THIS FORM WE CANNOT TAKE CHURCH ATTENDANCE INTO ACCOUNT.

Applying for a place on church affiliation grounds

Parents/carers/guardians will be required to complete a Supplementary Information Form, which is a signed statement from their church minister providing a reference for their church affiliation. Please see appendix A.

After a place has been offered the school reserves the right to withdraw the place in the following circumstances:

1. When a parent has failed to respond to an offer within a reasonable time; or
2. When a parent has failed to notify the school of important changes to the application information; or
3. The admission authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent.

A map showing the Parish of Sholden can be viewed at the school office.

Late applications: Where the closing date has passed, a late application form can be provided to parents from the LA. The LA will deal with this and will send the information to schools. The school will keep children on a waiting list until September/October of each new academic year.

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In the event, where arrangements are not clear, we will use the guidelines published by KCC in the Admission Booklet.

This policy was approved by the Governing Body on.....

Signed..... Date..... (C of Gov)

Signed..... Date:..... (HT)

This policy will be reviewed by the Full Governing Body on an annual basis

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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)

² the School Governors consider 'active affiliation' to mean that the parents, carers and guardians are regular worshipping members and have attended services at least (**once a month**) during the 2 years prior to application. Evidence to support this will be sought from minister concerned.

³ **Nearness of children's homes to school** - 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. When we apply the distance criterion for an oversubscribed Community or Voluntary Controlled school, these straight line measurements are used to determine how close each applicant's address is to the school.

A pupil's home address is considered to be a residential property that is the **child's only or main residence**, not an address at which your child might sometimes stay or sleep due to your own domestic or special arrangements. The address must be the pupil's home address on the day you complete your application form and which is either:-

- Owned by the child's parent, parents or guardian, OR
- Leased to or rented by the child's parent, parents or guardian under a lease or written rental agreement

If you live separately from your partner but share responsibility for your child, and the child lives at two different addresses during the week, we will regard the home address as the one at which the child sleeps for the majority of weekdays.

A block of flats has a single address point reference, so applicants living in the same block will be regarded as living the same distance away from the school. In the unlikely event that two or more children live in the same block and in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place.

Where new build housing development requires a new school or the significant enlargement of an existing school the 'Nearness' criterion will allow for a catchment area (defined by a map) to be created for the relevant school. This will be included in the Statutory Public Notice and admissions determination and will be valid for a period not exceeding three rounds of admissions.

⁴ **Sibling** – a brother or sister in the same school at the time of entry where the family continue to live at the same address as when the sibling was admitted – or – if they have moved – live within 2 miles of the school, or have moved to a property that is nearer to the school than the previous property as defined by the 'Nearness' criterion' (above). In this context brother or sister means children who live as brother and sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters, foster brothers or sisters.

If siblings from multiple births (twins, triplets, etc.) apply for a school and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the LA will offer a place to each of the siblings, even if doing so takes the school above its PAN. If the admissions are to Year R, and so result in a breach of class size legislation, the additional pupil(s) will be treated as "excepted" for a period of one year, as with excepted pupils as defined in the School Admissions Code.

⁵ **Churches Together in England** (CTE) is an ecumenical organisation and the national instrument for the Christian church in England. It helps the different Churches to work together instead of separately so that they can be more effective and credible. It works through a network of Intermediate Bodies, each covering an English county or metropolitan area and Co-ordinating Groups which bring together the Churches' officers in various areas of work. Bodies in Association with Churches Together in England are Christian organisations which, by their nature, are ecumenical but which are self-governing. The Presidents of Churches Together in England are the Archbishop of Canterbury, the Archbishop of Westminster, the Free Churches' Moderator and a fourth President chosen from one of the other member Churches

⁶ **Benefice** - the following group of Churches : Deal St Leonards with St Richard, Mill Hill; St Nicholas, Sholden and St Martin, Gt Mongeham

⁷ **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

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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.

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APPENDIX A – SUPPLEMENTARY INFORMATION FORM

For those seeking admission through Church affiliation.

Name of Child _____ D.O.B. _____

Male/Female (Please delete as appropriate)

Name of Parent/s _____

Address _____

_____ Postcode _____

Contact Number _____

Name of Church Attended _____

Name of Rector/ Vicar/ Minister _____

Address of Rector/Vicar/Minister _____

Telephone Number of Rector/Vicar/Minister _____

The Parent/s Guardian/s of this child have attended this church at least once a month during the last 2 years. (Please tick box if appropriate) [].

Church representative's signature: _____

Please note under the terms of the Appeals Procedure Parents wishing to Appeal have the right to see all correspondence relating to their application for admission

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

Mr Steve Owen, Headteacher,
Sholden C of E Primary School,
London Road, Sholden,
Deal, Kent CT14 0AB

Telephone: 01304 374852

email: headteacher@sholdenprimary.org.uk

or office@sholdenprimary.org.uk

