



# Borden Church of England Primary School

Part of the UNITAS Collaboration

School Lane Borden Sittingbourne Kent ME9 8JS

## ADMISSIONS POLICY for admissions in 2018

Reviewed	Ratified	Next review

<i>Chair of Governors</i>		<i>Headteacher</i>	
<i>signed</i>	<i>date</i>	<i>signed</i>	<i>date</i>

***This policy was reviewed by the Full Governing Body on 6<sup>th</sup> December 2016 and is out for consultation from the 19<sup>th</sup> December 2016 to 30<sup>th</sup> January 2017***

***Please email any comments on the Policy to : [office@borden.kent.sch.uk](mailto:office@borden.kent.sch.uk)***

Borden CEP is a Church Aided School and as such the Governing Body is the admissions authority for the school. One of the Governors' duties in this capacity is to set the criteria by which we consider admitting pupils to the school.

The Governors recognise and agree that the school was created to provide education for the Church of England community and the wider village community within the Ecclesiastical Parish of Borden. We also recognise and agree that continuity of the provision of education within the family is also of importance. Our Admissions Policy and the criteria associated with it are designed to reflect those priorities, together with requirements that are statutory obligations prescribed by current government regulation.

***There is no guarantee of a place for any child; each application is assessed on its own merits in accordance with the criteria contained within this Admissions Policy.***

Please note:

All applications should be completed on a 'Common Application Form'. The preference is for this to be completed on-line at [www.kent.gov.uk/ola](http://www.kent.gov.uk/ola), however paper copies are available from the school office.

Applications citing religious affiliation should be accompanied by a 'Supplementary Information Form' obtainable from the school office.

The published admission number for Borden CEP School is 18.

## **ADMISSIONS CRITERIA**

The school will admit up to 18 pupils each year into Reception Class if sufficient applications are received. All applications will be admitted if 18 or fewer apply.

### **Over-subscription criteria.**

In line with Department for Education (DFE) School Admissions Code, before the application of over-subscription criteria, children with a Statement of Special Education Need or an 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.

Where the number of applications for admission exceeds the places available, applications will be considered in accordance with the over-subscription criteria below:

### **For admissions on or after 1st September, 2018**

#### **1. Looked after children and previously looked after children**

Defined as children under the age of 18 years for whom a local authority provides accommodation by agreement with the 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 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. Vulnerable Children**

- a. Children of families with confirmed refugee status
- b. Children with physical or medical needs where written evidence is available from a senior clinical medical officer / GP or specialist showing it would be detrimental to the child's health not to admit him/her to the school. Details of this must accompany the original application
- c. Children where one or both parents have a disability that would make travel to a different school challenging. Evidence from a registered health professional such as a doctor or social worker will need to be provided. Details of this must accompany the initial application.
- d. Children from families associated with Military Services and eligible for the Service premium. Evidence of eligibility may be requested.

#### **3. Sibling / Current Family Association.**

A brother or sister is attending the school when the child starts and will continue to do so when the sibling is admitted.

In this context brother or sister means children who live as brother or sister in the same house as their main residence, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

The sibling link is maintained as long as

- a) the family live at the same address as when the first child applied or
- b) has moved closer to the school than when the first child was offered a place,

- c) or has moved to an address that is less than 2 miles from the school using the distance measured by the method outlines in the distance criterion.

#### **4. Location.**

Children who live within the designated area of the parish of Borden and live nearest to the school measured in a straight line from the school to the home address. The home address is the place where the child resides permanently with their parent or parents or legal guardians.

Where a child lives with parents with shared responsibility each part of the week, the “home address” will be considered to be the address of the person who receives Child Benefit for the child (proof of this will be required). A map of the designated Borden parish is attached to this policy in Appendix A This is in accordance with the Schools admission Code 2012.

#### **5. Practising Christians.**

Children, who along with their parents or guardians, regularly attend public worship scheduled and advertised within the pattern of services of the Parish Church of Borden called SS Peter & Paul, Borden, Sittingbourne ME9 8JR.

Regular attendance is taken to mean at least once a month, for a period of at least twelve (12) months. Parents wishing to apply under this criterion will need to complete the Supplementary Information Form.

For casual (in year) admissions i.e. families moving into the area, evidence of regular attendance at public worship within the pattern of services at an Anglican church in the family’s previous home will be required.

#### **6. Other children**

Children who are not eligible under any other criteria (1-5) are ranked according to distance from the school only.

### **INFORMATION REGARDING ADMISSION**

**If a place has been obtained on a fraudulent basis, the offer will be withdrawn. The governors will ask for documentary evidence confirming the child’s primary residence.**

#### **Admission Process**

Children will be admitted in National Curriculum Year R in the September following their fourth birthday. However, parents can request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age and/or parents can request that their child takes up the place part-time until the child reaches compulsory school age.

When applications for school places using the paper version of the Kent County Council Admission Form are returned to the school, parents will be provided with a receipt as proof of delivery.

#### **Appeals**

In accordance with the School Standards and Framework Act 1998, parents may appeal against a decision by the Governors to refuse an application for a place. Details of the appeal procedure are included in the Kent Admission to Primary School booklet and/or information concerning the appeals procedure will also

be available from the school office on request. Further advice may be obtained from the School Secretary or KCC Education Department.

**Late Applications**

Late applications will be processed in accordance with the scheme published in the Local Authority admission booklets.

**Supplementary Information Form for Admission to  
Borden Church of England (Aided) Primary School**

Please complete this form and return to school as soon as possible but **not later than Wednesday 11<sup>th</sup> January 2018.**

Child's name in full \_\_\_\_\_

Date of Birth \_\_\_/\_\_\_/\_\_\_

Parents' / Guardians name(s) in full together with address and telephone number.

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

Address: \_\_\_\_\_ Postcode \_\_\_\_\_

Contact Number/s: \_\_\_\_\_

In the event that the school has too many applicants for the available places, we need the following information to process your application.

Under which category are you applying for a place at the school?

NB See Oversubscription Criteria Listed

Category 1 Name of Local Authority with parental responsibility

\_\_\_\_\_

Category 3: Name & age of sibling who will be in school at time of entry.

\_\_\_\_\_

Category 5

Which Church do your family attend? \_\_\_\_\_

Commitment to Church/ Sunday school attendance by child(ren) and/or parents:

Who attends? \_\_\_\_\_

How often?      Fortnightly .....      Less than fortnightly .....

Please tick as appropriate

Affiliation with the church has been since \_\_\_\_\_ (approximate date)

Please ask your Minister of Religion to complete the final section overleaf.

**To be completed by Church Minister or equivalent**

Please confirm the answers given above.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_ **Tel No:** \_\_\_\_\_  
(*Minister of Religion*)

**Of** \_\_\_\_\_ **Church**



