



## **Bapchild and Tonge CE (Aided) Primary School**

### **Admission Criteria 2016/2017**

Children are admitted into the reception class in the September of the academic year in which they reach their fifth birthday. The children will join initially on a part-time basis.

The Governors wish to reflect the Christian character of the school and its links with the local Christian community in its admissions practice. The majority of the pupils are expected to be those living in the neighbourhood of the school.

The school's published admission number is 30.

The school has its own 'Admission Criteria'. This is applied if the number of applicants for places in the reception class exceeds the published admission number.

Before the application of oversubscription criteria children with a statement of special educational needs or Education, Health and Care Plan (ECHP) which names the school will be admitted. As a result of this the published admissions number will be reduced.

Parents are advised that the school is part of the County Admissions Scheme and parents should complete a Common Application Form which is available from the school. In addition they should collect and complete a supplementary form which is also available from and returnable to the school.

Places will be offered according to the following criteria in priority order:

1. Looked after children (see Note 1);
2. Children from families who are practising members of the Church of England, attending the Parish Churches of St Laurence In Bapchild or St Giles in Tonge, on a regular basis (see Note 2).
3. Children who have a brother or sister attending the school when the child starts (See Note 3)
4. Children who are resident in the ecclesiastical parishes of Bapchild and Tonge.
5. Children who are from families who regularly worship at another church in Sittingbourne whose baptism is recognised by the Church of England. (The priest or minister will be contacted. See also note 2 concerning "Regular Parental Worship".)
6. Whether the applicant has any medical needs (see Note 4).
7. Children of staff (see Note 5) who have, (i) been employed at Bapchild and Tonge Church of England (Aided) Primary School for two or more years at the time at which the application for admission to the school is made, or (ii) have been recruited to fill a vacant post for which there is a demonstrable skill shortage.
8. Any other children where the nearness of child's home (See Note 6) from the school is measured in a straight line using Ordnance Survey address point data. (See Note 7)

Attendance at 'The Owl & Pussycat' Pre-school does not form part of this criteria and therefore does not guarantee admission to the school.

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 fraudulent or intentionally misleading application from a parent.

In the event of any of the above criteria being oversubscribed, priority will be given to nearness of children's home to school. In the unlikely event that two or more children in all other ways have equal eligibility for the last place available, the names will be issued a number and drawn randomly to decide which child should be given the place.

### **Deferment of Entry – Reception Year**

At Bapchild and Tonge CEP school, reception children are usually admitted to the school for full-time education in September although this can be reviewed on an individual basis, taking into account each child's needs. 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. Parents can request that their child attends part time until their child reaches compulsory school age. Discussions with the school are strongly recommended prior to making a decision.

### **Admission Outside of Expected Year Group**

Requests for admissions outside of the normal age group should be made to the Headteacher as early as possible in the admission round associated with the child's date of birth. This will allow the school sufficient time to make a decision before the closing date. Parents are not expected to provide evidence to support their request to defer their application, however where provided it must be specific to the child in question. Parents are required to complete an application for the normal point of entry at the same time, in case their application is declined. This 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 the 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 the school's oversubscription criteria.

### **Appeals**

In accordance with the provisions of the School Standards and Framework Act 1998, parents may appeal against any refusal to admit their child(ren) to the school. If this is the case they are at liberty to write to the Clerk to the Governors detailing the full reasons for the appeal.

#### Note 1

A child under the age of 18 for whom the Local Authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who is 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

“Regular parental worship” or “on a regular basis means that at least one parent/guardian has attended public worship once a month, for a minimum of twelve months prior to the closing date for applications. A form confirming this must be signed by the Priest in Charge of St Laurence, Bapchild, and St Giles, Tonge, in the case of criteria 2, or the appropriate Minister, Priest, etc. in the case of criteria 5. If you have recently moved house a letter from the Minister of your previous church authenticating a continuity of worship must be supplied. If you have moved church within the last year then we would require a letter from both Ministers. A “Ministers Form” is available from the school, to support a request for a place under this category.

#### Note 3

In this context brother or sister means children who live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters. The sibling link is maintained as long as the family live at the same address as when the first child applied, or has moved closer to the school than when the first child was offered a place, or has moved to an address that is less than 2 miles from the school using the distance measured by the method outlined in the distance/nearness of children’s home to school criterion

#### Note 4

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 means 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 suitable qualified medical or other practitioner who can demonstrate a special connection between these needs and the particular school.

#### Note 5

‘Staff’ includes all those on the payroll of the school. ‘Children of staff’ refers to situations where the staff member is the natural parent, the legal guardian, or a resident step parent.

#### Note 6

A pupil’s home address is considered to be a residential property that is the child’s only or main residence and 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 completed your application form and which is either

-owned by the child’s parents, parents or guardians, or

-leased or rented by the child’s parent, parents or guardians 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.

#### Note 7:

The distance is measured 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. The school uses measurements provided by the LA and further information on how distances are calculated is available in the Admissions Booklets provided by the LA.

A block of flats has a single address 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.



**Bapchild and Tonge C. of E (Aided) Primary School**

**SUPPLEMENTARY APPLICATION FORM**

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

Please complete this form if you want your application to be considered on the grounds of your church affiliation. Fill in and sign either Part A or Part B then ask the Vicar of St Laurence's in Bapchild and St Giles in Tonge or the Minister of your Church to complete the relevant section. Please return the completed form with the main Application Form to the school.

**Part A St Laurence Church in Bapchild or St Giles Church in Tonge**

**To be completed by parents/guardian**

I/We are active members of the of the worshipping community at St Laurence Church or St Giles Church. (ie. I/We have attended services at one of these churches more than once a month for the last twelve months). If you have moved into the area in the last year, then please ask the parish priest of the church where you previously worshipped to write to the Vicar of the above churches indicating your involvement in that parish.

Name (s) of parent (s)/guardian (s) to whom this applies \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

**To be completed by the Vicar of St Laurence and St Giles Churches**

I certify that the information given above is correct

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Part B Other Christian Churches**

**To be completed by parents/guardian**

I/We are active members of the of the worshipping community at \_\_\_\_\_ Church. (ie. I/We have attended services at one of these churches more than once a month for the last twelve months).

Name (s) of parent (s)/guardian (s) to whom this applies \_\_\_\_\_

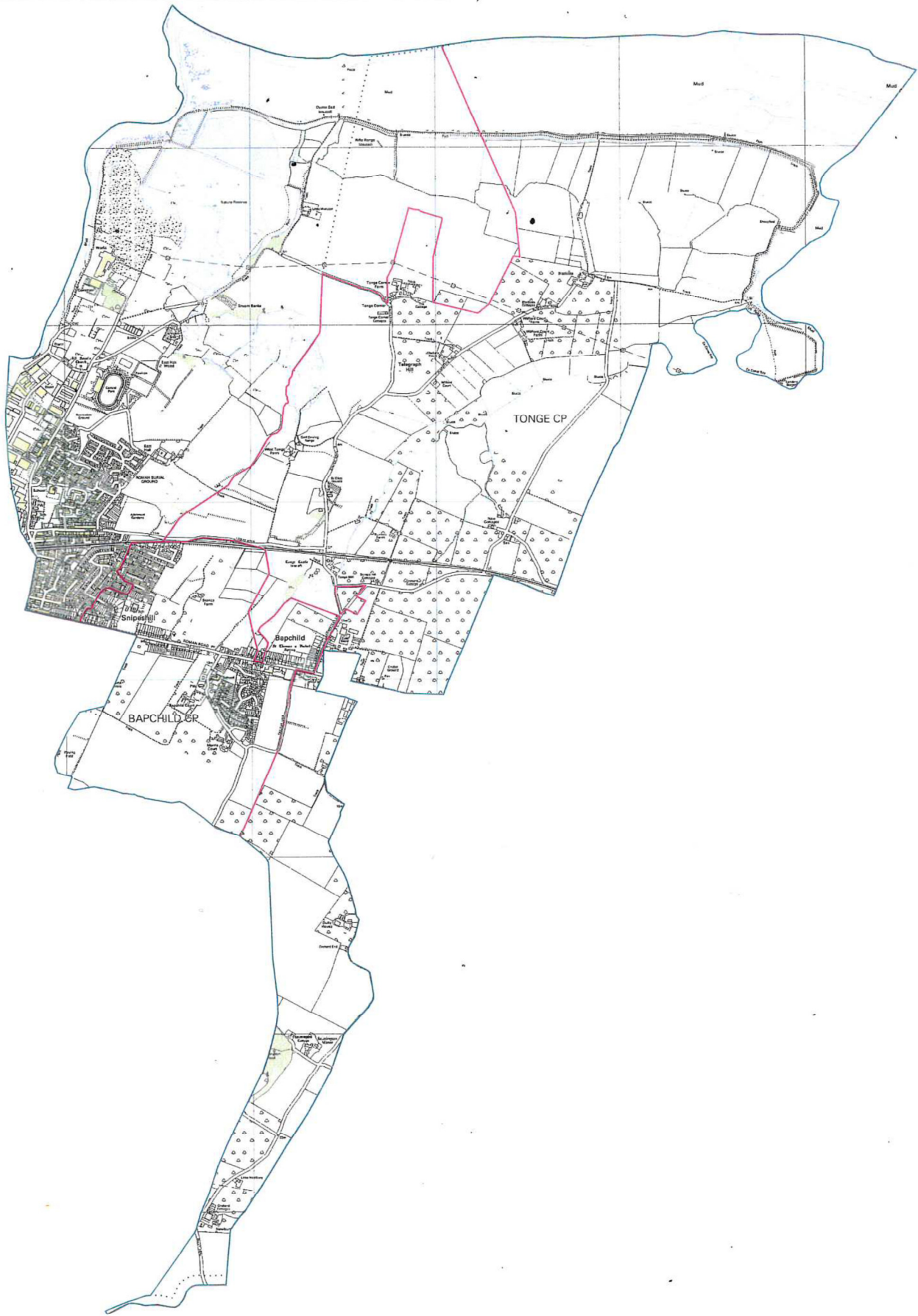
Signed \_\_\_\_\_ Date \_\_\_\_\_

**To be completed by the Church Minister**

I certify that the information given above is correct

Signed \_\_\_\_\_ Date \_\_\_\_\_

# Bapchild and Tonge Parish Map



Digital map from Dotted Eyes Ordnance Survey licence number \*