



Parents wishing to send their children to the school are advised to make an appointment to meet the Headteacher and look around the school. To apply for a place at Hever CEP School, parents must complete and return two separate forms. **The school's Supplementary Information Form should be completed and returned to the school (along with a letter from the Minister for faith priority places), and a Kent Reception Common Application Form (RCAF) also needs to be submitted online or returned to Kent County Council by the January deadline.**

Usually all children will enter school at the beginning of September. Once the children start at Hever they will attend full time within the first three weeks, following three short visits in the term preceding entry. However, parents do have the right to defer their child's school place or to take up the place part-time until the start of the term in which their child reaches compulsory school age, if they wish. Children born between the 1<sup>st</sup> April and 31<sup>st</sup> August (also known as 'summer born') must start school at the beginning of the April term if they wish to keep their offer. Where parents wish for their summer born child to defer entry until the start of Year 1, they must refuse their offered place, which may be offered to a different child, and then reapply through the In Year process, recognising that a place may not be available. These applications should be made during the last month of Reception Year. Parents have the right to request admission outside their child's normal age group. Such requests should be made to the Headteacher as early as possible in the admissions round associated with that 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. This might include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional; however, failure to provide this may impede a school's ability to agree to deferral. Parents are required to complete an application for the normal point of entry at the same time, in case their request 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 RCAF to KCC, 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.

### **The Governing Body of Hever Church of England Aided Primary School admits children within the following framework:**

Since September 2006, the Published Admission Number for pupils in each new year group at Hever Church of England Aided Primary School is fifteen. As a Church of England Aided School, the Governing Body is the admissions authority, not the Local Authority (LA), and therefore has its own over-subscription criteria. Before the application of oversubscription criteria, children with a Statement of Special Educational Need (SEN) or with an Education, Health and Care Plan (EHCP) which names the school will be admitted. As a result of this the published admissions number will be reduced accordingly. In the event of there being more applications than places available, the Governing Body will apply the Over-Subscription Criteria in the following order, with the highest priority being group 'A':

- A) Looked After Children or previously Looked After Children (defined overleaf).
- B) Siblings (defined overleaf) of children on roll at 31<sup>st</sup> August 2014.
- C) Children of parent(s) or guardian(s) who live in the Ecclesiastical Parishes of Hever, Four Elms, Markbeece and Cowden, whose families are practising Christians (defined overleaf).
- D) Children of parent(s) or guardian(s) who live in the Ecclesiastical Parishes of Hever, Four Elms, Markbeece and Cowden.
- E) Siblings (defined overleaf) of children on roll on or after 1<sup>st</sup> September 2014.
- F) Children of parent(s) or guardian(s) from outside the areas described in (C) whose families are practising Christians (defined overleaf).
- G) Medical, Health, Social and Special Access needs (subject to recommendation by a medical practitioner).
- H) All others.

Please note that in the event of one particular category being oversubscribed, priority will be given to children who live closest to the school in the case of categories A, B, D, E, G and H. In the cases of categories C and/or F being oversubscribed, priority will be given according to church attendance first, followed by distance of home addresses if necessary. The distance is measured between the child's permanent 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. In the event of a tie-breaker situation, when more than one applicant has the same distance from home to school (as measured by the LA), then a random selection will be applied. A map is attached for parents wishing to view the area of the Ecclesiastical Parishes of Hever, Four Elms, Markbeece and Cowden.

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 the child might sometimes stay or sleep due to individual domestic or special arrangements. The address must be the pupil's home address on the day the application form is completed 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.

For parents who live separately but share responsibility for the child, and the child lives at two different addresses during the week, the home address will be regarded 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.

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

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

### **Waiting List, Appeals and Late Applications**

The school follows the Local Authority procedures relating to waiting lists, appeals and late applications: further details are printed in the Admission to Primary Schools in Kent booklet. In the event of places being available after the first round of offers, the school will apply its 2016/17 Admission Arrangements to all those on the waiting list at the time of allocating the places. Parents who are not offered a place at the school may ask for their child's name to be placed on the school's waiting list which is re-ranked in line with the published oversubscription criteria each time a child is added. An annual review of the waiting list is undertaken to confirm whether or not parents wish to remain on it.

### **Definitions and notes to the Over-Subscription Criteria:**

- A child with a Statement of Special Educational Need (SSEN) or with an Education, Health and Care Plan (EHCP) naming the school has priority over all children, as is legally required.
- Looked After Children or previously Looked After Children – children 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.)
- Faith priority places are offered in the following order:
  - Parents who attend church twice a month and have done so for a period of not less than two years. (C1/F1)
  - Parents who attend church twice a month and have done so for a period of not less than one year. (C2/F2)
  - Parents who attend church on at least a monthly basis and have done so for a period of not less than two years. (C3/F3)
  - Parents who attend church on at least a monthly basis and have done so for a period of not less than one year. (C4/F4)

Families must be able to provide evidence of this from their minister. This must be returned to the Headteacher by the same closing date as for the return of the 'RCAF' forms to the local authority. In the event of categories c and/or f being oversubscribed, places will be allocated according to church attendance first and then distance of home address, if necessary.

- Siblings – a brother or sister in the same school at the time of admission to the school, 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 distance measurement 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 Hever School and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the school 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, in line with the School Admission Code.

- 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.





**APPLICATION FOR ADMISSION**

If your child is entering Reception, this admission form must be completed and returned to Hever CEP School in addition to the Reception Common Application Form being completed online or on paper and returned to the Local Authority.

Please give your child's details:

Legal Surname:	Forenames:
Surname (if different):	

Address (including postcode):
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Date of birth:	Male/Female* (*please delete as appropriate)
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Religion:
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Name of person(s) with parental responsibility:
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Contact Numbers:
.....

Please answer the following questions:

1. Is this child a Looked After Child or Previously Looked After Child? Yes/No  
If yes, please provide details..
2. Do you live within the Ecclesiastical parishes of Hever, Four Elms, Markbeech and Cowden and consider your family to be **practising Christians?** (See admission policy for definition). If so, please pass the attached letter to your Minister, who must provide a written reference.
3. Do you live outside the area as defined in section 2 and consider your family to be **practising Christians?** (See admissions policy for definition.) If so, please pass the attached letter to your Minister, who must provide a written reference.
4. Which church do you attend?
5. Do you live within the Ecclesiastical parishes of Hever, Four Elms, Markbeech and Cowden?
6. Will there be a brother or sister in this school when you want your child to start? Yes/No  
If yes, please give their name and the year they started. Sibling's name: ..... Year started: .....
7. Has your child any health reasons for admission to this school? (please attach medical evidence)

**You will be required to provide an original short birth certificate and proof of address once an offer of a place has been made. Failure to produce this information may result in an offer being withdrawn.**

Signature of parent/guardian ..... Date .....



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Website: [www.hever.kent.sch.uk](http://www.hever.kent.sch.uk)

Headteacher: Miss J Stratton

Dear Minister

We would be grateful if you would supply a written reference on behalf of the applicant giving you this letter.

In order for us to be able to apply our admissions criteria fairly, please would you take note of the following definitions and include in your reference whichever is appropriate, in addition to informing us of the regularity of the applicant's involvement with your church:

*Faith priority places are offered in the following order:*

- *Parents who attend church twice a month and have done so for a period of not less than two years.*
- *Parents who attend church twice a month and have done so for a period of not less than one year.*
- *Parents who attend church on at least a monthly basis and have done so for a period of not less than two years.*
- *Parents who attend church on at least a monthly basis and have done so for a period of not less than one year.*

Thank you for your time and cooperation.

Yours sincerely

Joanna Stratton  
**Headteacher**







Low

Bough Beech Reservoir

EDENBRIDGE CP

HEVER CP

CHIDDINGSTONE CP

COWDEN CP

Hi

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