



Admissions Policy

DATED: Ratified November 2016

REVIEW DATE: November 2018

Bredgar Admissions Policy

The responsibility of establishing and publishing a clear admissions policy rests with the Governors in accordance with the Education act 1980 and follows the advice given by the most recent DfE guidance as well as the guidance given by the Church of England Archbishops' Council Education Division.

The Governors and Staff believe that the size of the school has a specific influence on the quality of the education that can be provided. The published admission number (PAN) for Bredgar CEP School is **15**. Governors cannot ordinarily exceed this number but parents have the right to appeal for a school place in the event that a place is refused.

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 or online. In addition they should collect and complete a supplementary form which is also available from and returnable to the school. The Bredgar school supplementary information form (SIF) should be used to support your application if your choice of school is based on faith. Completing the SIF alone does not mean that you have applied for a school place.

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

Bredgar School traditionally serves the children resident within the Parish of Bredgar. In line with Admissions legislation, Governors will consider applications from outside the Parish and parents should note this will be in strict accordance with the oversubscription criteria below.

Priority for Admission

The school's admission policy is based upon the criteria established by the Canterbury Diocesan Board of Education.

Children with a Statement of Special Educational Needs (SEN) whose statement names Bredgar CEP will be given a place at the school. As a result of this, the published admissions number will be reduced.

Following the admission of children with SSEN, places will be allocated in order of the oversubscription criteria below:

1. Children in Local Authority Care

(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. Children with siblings who will be attending Bredgar CEP at their time of entry.

(A brother or sister attending the school when the child starts. 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.)

3. Children resident in the Parish of Bredgar. (Please see attached Map)

(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.)

4. Due consideration will be given to exceptional medical needs affecting the child or parent.

(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.)

5. Children from families who are communicant members of the Church of England or other denominations affiliated to the British Council of Churches. We would expect church attendance to be no less than twelve visits during a calendar year. Please see supplementary application form below.

6. Any other children

Each of the above criteria will be sorted in distance order. In the unlikely event two families being matched equally within all categories then a decision will be made based on the following:

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 the National Land and Property Gazetteer (NLPG) 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 NLPG. The same address point on the school site is used for everybody.

In the unlikely event that two or more children 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.

Parents of children who have not been offered a place have the right to join a waiting list. The waiting list will be re-ranked according to the above criteria as each additional child is added. If a child is removed from the waiting list for any reason, then the remaining children will be re-ranked again.

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 2 weeks of the offer; 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.

At Bredgar 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 consideration 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.

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.

Reviewed	Ratified	Next review

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

Originally created: February 2014

Mr D Whitehead
Tel no: 01622 884359

Personal details			Please complete unshaded areas only
Child's full name			
Date of birth	Sex M/F	Contact No.	
Home Address			
Postcode:			
Full names of parents/guardians			
<p>*Note if applying under criteria 1 please attach a letter from the relevant Local Authority confirming the LAC status of the child.</p> <p>Church attended by parents/guardians –</p>			
<p>Signed (Incumbent): _____</p> <p>Church : _____</p> <p>Date : _____</p> <p>(Note, if applying under criterion 4 you will be required to provide a letter from your minister confirming that you are a communicant member of a church affiliated to the British Council of Churches and have attended on at least 12 occasions in the last 12 months)</p>			

