

# Sholden Church of England Primary School

## Admissions Policy 2018



### 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.**

## 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 (Kindness, Courage, Peace, Love and Forgiveness) based on the fundamental beliefs in one God, Jesus Christ, the Holy Spirit and the Anglican tradition.

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## 1. Purpose

The purpose of this policy is to detail how Sholden School handles admissions and prioritises these when the school is over-subscribed.

## 2. 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/carers/guardians who wish their children to attend will be in sympathy with, and participate in, the Christian teaching provided.

Parents/carers/guardians should follow the Kent County Council (KCC) School Admission Procedure (located at <http://www.kent.gov.uk/education-and-children/schools/school-places/primary-school-places>) and either apply on-line or return the appropriate admission forms (the Reception or Junior Common Application Form (RCAF)/(JCAF)) to the Local Education Authority (LEA) before the closing date. These forms can be obtained from the school or the LEA.

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/carers/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 Upper Deal and Great Mongeham.

## 3. Intake and Key Scheme Dates

Sholden CEP School has a Pupil Admission Number (PAN) of 15.

**The Key Scheme dates for 2018 are:**

Mid Jan 2018	Closing date for Applications (Online and RCAFs/JCAFs) - paper
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	copies will need to be at Admissions by this date.
April 2018	Offer e-mails and letters sent to parents/carers/guardians.
May 2018	Welcome letters sent to parents/carers/guardians from school (no later than).
May 2018	Places must be accepted or refused and requests to go on waiting list must be submitted.
After May 2018	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 end May 2018	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.

#### **4. Oversubscription Criteria**

The admission of children to the School will be decided by the Admissions Committee, which is comprised of School Governors and the Head Teacher. Admissions 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 (SEN) or Education, Health and Care Plan (EHCP) which names the school will be admitted. Consequently, 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 defined below:

1. Children in Local Authority Care or previously in Local Authority Care who with their carers have an active affiliation within the Parish of Upper Deal and Great Mongeham.
2. Children in Local Authority Care or previously in Local Authority Care.
3. Children whose parents/carers/guardians have an active affiliation within the Parish of Upper Deal and Great Mongeham.
4. Children who will have a sibling attending the school at the time of entry.
5. Children whose parents/carers/guardians have an active affiliation to a church which is part of Churches Together in England.
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 reasons.
8. Any other children / distance using the LEA KCC guidance of measuring.

Pupils will be ranked in order, using the criteria above (see also Appendix A – Definitions).

## **5. Distance From School Calculations**

If necessary, distance will be used to give priority where two or more pupils have equal priority when the above criteria are applied.

In such situations, the nearness of a child's home to Sholden School will be the deciding factor. If in the event that more than one applicant has the same distance from home to the school (as measured by the LEA), then a random selection will be applied, overseen by the Admissions Committee.

### **5.1 Calculating Distance**

**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.

### **5.2 Defining a Child's Home Address**

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 parents/carers/guardians or leased or rented to them under a lease or written rental agreement. Where parents live apart but share responsibility for the child, and the child lives at two different addresses during the week, the school will regard the home address as the one at which the child sleeps for the majority of week days. Measurement for residences that are flats are applied as per paragraph 2.37 of the School Admission Code.

## **6. What happens if the School is Over-Subscribed?**

Applications are considered by the Admissions Committee, a sub-committee of the school's Full Governing Body. School places will be allocated in line with the above order of priorities and in line with the LEA co-ordinated scheme. Any parents/carers/guardians who are refused the offer of a school place for their child have the right of appeal and should in the first instance write to the Chair of the Full Governing Body (via the school office) requesting that an independent appeal be heard.

## **7. Requests for Admission Out of Year Group**

When a child who is of Reception age and born between 1<sup>st</sup> April and 31<sup>st</sup> August (summer born) is not deemed ready by their parents/carers/guardians to start school at some point in their expected year group, then the parents/carers/guardians can apply for admission outside of the normal age group.

Requests for admission outside of the normal age group should be made in writing to the Head Teacher as early as possible in the admission cycle associated with the child's date of birth. This will enable the school and Admissions Authority sufficient time to make a decision before the closing date for admissions for the year.

Parents/carers/guardians are not expected to provide evidence to support their request to defer the child's admission. However, where provided, it must be specific to the child and might include medical or educational psychological reports. There is no legal requirement for this evidence to be secured from an appropriate professional; however, failure to provide this may impede the school's ability to agree to an admission deferral.

Parents/carers/guardians are required to complete an application to standard entry to the school, in case any request for admission out of year group is declined. This application can be cancelled subsequently if the school agrees to accept a deferred application for entry in Reception Year the following year.

Deferred applications must be made using a paper CAF to the LEA, with written confirmation from each named school included. Applications for deferred entry 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 oversubscription criteria detailed above.

### **Deal Learning Alliance Criteria for Admission Out of Year Group**

In the Deal Learning Alliance (DLA), of which Sholden School is a member, we believe that a child should be educated in their age appropriate year group. In our professional opinion, children who do not experience the full Early Years Foundation Stage (EYFS) are disadvantaged both socially and academically when transferring to Key Stage 1. Through our highly skilled approach to differentiation, we feel that 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 considerations will be applied by all primary schools in the DLA:

- It is the responsibility of the parents/carers/guardians of the child to provide independent evidence to demonstrate that their child will thrive in the year group they are requesting and also provide evidence that the child's age appropriate year group is currently not meeting their needs.
- We recommend that children are admitted to school in EYFS at one admission point and that staggered admission into school is not the preferred route for schools in the DLA.
- If successful, any application can be cancelled if the school agrees to accept a deferred application for entry into Reception (Year R) the following year.
- Deferred applications must be made via paper CAF to the LEA, 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.

## **8. Applying for a Place on Church Affiliation Grounds**

Any parents/carers/guardians applying for a place on Church affiliation grounds must use the Supplementary Information Form included as Appendix B to this policy.

It is essential for the school to be able to rank all applications appropriately and without this completed form being provided with any application, the school cannot take Church attendance into account.

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

A map showing the Parish of Upper Deal and Great Mongeham can be viewed at the School Office.

## **9. Reasons for Withdrawing Offered Place**

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

- When parents/carers/guardians have failed to respond to an offer within a reasonable time
- When parents/carers/guardians have failed to notify the school of important changes to the information contained in the application
- The admission authority offered the place on the basis of a fraudulent or intentionally misleading application from parents/carers/guardians.

## **10. Late Applications**

Where the closing date has passed, a Late Application Form can be provided to parents/carers/guardians from the LEA. The LEA will deal with this and will then send the information to the school. The school will keep children on a waiting list until September/October of each new academic year.

In the event that arrangements are not clear, Sholden School will use the guidelines published by Kent County Council in the Admission Booklet.

## **11. Policy Approval**

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

Signed ..... Date .....  
(Chair of Governors)

Signed ..... Date .....  
(Head Teacher)



## Appendix A – Definitions

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/guardians (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).
Active Affiliation	The School Governors consider "active affiliation" to mean that parents/carers/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.
Nearness of child's home to school	<b>Nearness of children's homes to school</b> - 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.
New Housing	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.
Child's only or main residence	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 the child might sometimes stay or sleep due to 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: <ul style="list-style-type: none"> <li>Owned by the child's parents/carers/guardians OR</li> <li>Leased to or rented by the child's parents/carers/guardians under a lease or written rental agreement.</li> </ul>
Multiple residences	If parents/carers/guardians live separately from each other but share responsibility for a child, and the child lives at two different addresses during the week, then the school 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.
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 of child's home to school" 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 or foster brothers or sisters.

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	<p>If siblings from multiple births (twins, triplets, etc.) apply Sholden School and the school would reach its PAN after admitting one or more, but before admitting all of those siblings, the LEA will offer a place to each of the siblings, even if doing so takes the school above its PAN. If the admissions are to Reception Year, and so result in a breach of class size legislation, the additional child(ren) will be treated as "excepted" for a period of one year, as with excepted pupils as defined in the School Admissions Code.</p>
Churches Together in England (CTE)	<p>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.</p>
Parish of Upper Deal and Great Mongeham	<p>The following group of Churches: St. Leonards, Upper Deal, St. Richard, Mill Hill, St. Nicholas, Sholden and St. Martin, Great Mongeham.</p>
Health and Special Access Reasons	<p>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'/carers'/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 Sholden School.</p>

**Appendix B – Supplementary Information Form**  
**For those seeking admission through Church affiliation**

Name of Child: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

Male / Female (Please delete as appropriate)

Name of Parents/carers/guardians: \_\_\_\_\_

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

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

Contact Phone Number: \_\_\_\_\_

Name of Church Attended: \_\_\_\_\_

Name of Rector/Vicar/Minister: \_\_\_\_\_

Address of Rector/Vicar/Minister: \_\_\_\_\_

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

Telephone Number of Rector/Vicar/Minister: \_\_\_\_\_

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

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

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/Vicar/Minister** and returned to:

**Mr Steve Owen,**  
Head Teacher,  
Sholden C of E Primary School,  
London Road,  
Sholden,  
Kent, CT14 0AB

Telephone: **01304 374852**

E-mail:

[headteacher@sholdenprimary.org.uk](mailto:headteacher@sholdenprimary.org.uk) or

[office@sholden.kent.sch.uk](mailto:office@sholden.kent.sch.uk)