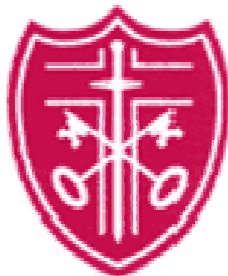


# Charlton Church of England Primary School



## **ADMISSIONS POLICY 2017/2018**

Document Information	Date/Source of Policy	Responsibility
Date of Review	May 2016	SLT
Date of Next Review	May 2017	SLT
Source of Policy	Admission to Primary School in Kent 2014 (update Dec 2014)  School's own induction arrangements.	SLT
Date of Adoption	May 2016	FGB

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
GOVERNING BODY

## ADMISSIONS POLICY

This policy was reviewed in May 2016.

### Application

The Local Authority requires a Common Application Form (CAF) to be completed. **In addition** to the CAF, Charlton CE Primary School's **Supplementary Application Form (Appendix 1)**, available from the school, must be completed and sent to the Headteacher of this school by the Admissions closing date published by the Local Authority.

If Charlton CE Primary School's Supplementary Application is not completed, the Governing Body of this school will only consider the application **after** all the other applicants who **have** completed the Supplementary Application Form (Appendix 1).

### Criteria for Admission 2017/2018

30 pupils will be admitted in the school year of their 5<sup>th</sup> birthday, without reference to aptitude or ability. (Published Admission Numbers for 2017/2018 will be 30)

Before the application of oversubscription, children with a statement of special educational need or Education (SEN), 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.

Please contact the Headteacher before naming Charlton on a SEN or EHCP.

Where the number of applications for admission exceeds the places available, applications will be considered in accordance with the over-subscription criteria below **(priority is given in the following order):**

**(1) Children in Local Authority Care or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order.**

A child in care or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order is a child which is either in the care of the Local Authority or is being provided with accommodation by a Local Authority in the exercise of their social services functions.

An adoption order is an order under Section 46 of the Adoption and Children's Act 2002 and a residence order is an order settling the arrangements to be made to the person with whom the child is to live under Section 8 of the Children's Act 1989. Section 14A of the Children's Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian/guardians. (Admission to Primary School in Kent 2014).

**(2) Church Attendance**

Attendance by the child at least once a month at a Christian church affiliated to the Church of England, with a reference from the resident incumbent. **The Rector/Vicar/Minister form below (Appendix 2) must be completed and returned with the application (Appendix 1).**

**(3) Current Family Association**

A Current Family Association means that the child who wants a place will have a brother or sister (sibling) attending the same school when they start there and they live at the same address. Brothers and sisters means children who live as brother and sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters.

The sibling claim will stand if the family have continued to live at the same house as when the older sibling was admitted into the school, OR

- If the family have moved, and they have moved to within 2 miles of the school,
- OR
- If the family have moved nearer to the school from where they were living previously.

However, if the family have moved more than 2 miles from the school since the older sibling was admitted, the sibling link is broken.

If siblings from multiple births (e.g. twins, triplets etc) apply for a school and the school reaches its published admission number after admitting one or more, (but not all) of the children, Kent County Council will offer a place at that school to all of the multiple birth siblings. This is in line with the School Admission Code and if doing so will take the school above its published admission number and possibly result in breaching class size legislation, the children are to be treated as 'excepted' pupils. Unfortunately, if your older sibling is currently attending school in Year 6, you cannot claim a sibling link for your younger child, as the older sibling will be transferring to secondary school in September 2014.

#### **(4) Health, Social and Special Access Reasons**

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 under Health and Special Access reasons 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 for their child to attend a particular school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner which can demonstrate a special connection between these needs and the particular school that parents feel is the only school that can accommodate these needs. This evidence must be sent directly to the school with the application, before the closing date for admission applications in the academic year prior to the child starting school in order for the school to consider the evidence. Without this evidence the school will rank children in accordance with their oversubscription criteria and cannot take your evidence into account. Placing the same evidence for more than one of your preferred schools will only establish that more than one school can accommodate your child's needs

#### **( 5) Nearness of children's homes to the school.**

For most children applying for schools, this last criterion is the most important one, as those children who are living nearer to the school usually get a higher priority for places than children who live further away. It is therefore very important that when you complete your RCAF/JCAF, you give your exact address. Many available maps and internet based measuring tools will give you an indication of the distance from your address to a school, but this is only an indication. So that distances are worked out consistently Kent County Council's measuring software uses address point data provided by Ordnance Survey and updated annually. The address point reference we have for your property is taken as one end of a straight line, with the address point reference for the school as the other. The same address point on the school site is used for everybody.

#### **Tiebreaker**

If any category is oversubscribed, applicants will be ranked by straight line distance (as defined above) and those closest given priority. Where distance is found to be equal, then a random selection will be applied.

## **Withdrawal of offer of a 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 (two weeks) :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.

## **Appeals**

In accordance with the Schools Standards and Framework Act 1998, parents have a right of appeal to an independent panel against the decision of the Governing Body to refuse an application for a school place.

To appeal against the refusal of a place for a child in the school, a pack can be downloaded from [www.kent.gov.uk](http://www.kent.gov.uk) or call 03000414222 for support. Details of the appeals procedure will be supplied by the Headteacher on request.

## **In-Year Admissions**

Applications for places at times other than for Reception year intake at the beginning of the year, may be received at any time during the year. The admission criteria is the same as applications for the September Reception intake. We currently hold a waiting list for each class which is regularly updated. We admit 30 children into years R-6.

## **Summer born children**

Parents can request that the date their child is admitted to school is deferred 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. Parents can also request that their child begins full time from the beginning of the academic year, however all children are full time after the third week and we operate a part-time schedule in the first three weeks to allow children to adapt to their new school environment.

## **Applications for children to be taught outside their expected Year Group**

Requests for admission outside of the normal age group should be made to the Headteacher as early as possible in the admissions round associated with that child's date of birth. 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 Education Psychologists 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 impeded the school's ability to agree to a deferral. Parents are required to complete an application for the normal point of entry at the same time, in case their request is declined. The 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 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 over subscription criteria.

## **Induction Arrangements**

Please see Appendix 3.

# Appendix 1

## CHARLTON CHURCH OF ENGLAND PRIMARY SCHOOL DOVER

### SUPPLEMENTARY APPLICATION FORM

Full name of child:
Address:
Post Code:
Date of Birth:
Contact Telephone Numbers:
Name(s) of Person(s) with Parental Responsibility:
If parental responsibility has been determined by way of a court order, please attach a copy of the court order to the supplementary form.
Church attended by parents/guardians/child:
Name and address of rector/vicar/minister who knows your child:
Has your child any health reasons for admission to this school: No ..... Yes ..... Please attach medical evidence if YES

Signed ..... Date

.....

## Appendix 2

### RECTOR/VICAR/MINISTER FORM

To be completed and returned to Mrs K Werth, Headteacher,  
Charlton CE Primary School, Barton Road, Dover CT16 2LX in  
respect of an application for admission to the school.

Name of child \_\_\_\_\_

Names of parents/guardians \_\_\_\_\_

Address \_\_\_\_\_

Church/Sunday School attendance by child(ren) or parents (\* please specify) At least

once a month

Less than once a month

since \_\_\_\_\_ Please add  
any other comments if possible (eg. on how frequently services are actually held at  
the church in question)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*I would consider this family to be definitely members of my congregation

\*Neither the above children nor the parents are, to the best of my knowledge,   
regular members of my congregation.

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.

Signature of Rector/Vicar/Minister .....

Date.....



## Appendix 3

### Induction Arrangements

Summer Term 2017

June 2017 The parents of the new intake of children are invited to an initial meeting. The issues raised are: pattern of entry, home visits, school visits, staffing and uniform. They visit the reception classroom. Transition days for 'Play and Stay' dates are arranged for the end of the Summer Term 2017.

June/July 2017 Home Visits (optional) are arranged.

September 2017 Parent consultations will be arranged at the beginning of the term.

#### NEW ENTRANTS - SEPTEMBER 2017

Autumn Term

The children are split into two groups depending on the cohort. A staggered entry is in place so that the Reception Team can get to know the children on an individual basis and to assess their starting points using the statutory Baseline. Children will be in school full-time by Week 3/4 of Term 1.

During the first few weeks in September 2017, Parent Consultations will take place at school in the afternoons. This is when parents will be giving us a picture of their child. They may want to bring in pre-school records or photographs and tell us their likes/dislikes etc. The conference is supported by written prompts which are discussed with the teacher. A suitable time will be arranged so each child's parent can meet the teacher. Mrs McPherson also offers training sessions for parents in the afternoon. These include sessions on phonics, maths and reading. These arrangements enable staff to focus their attention upon each child. During this time Mrs. McPherson will start Baseline Assessments. This will give a starting point for each child.

It is important to stress that although children start school in groups, each child is treated as an individual.

You can help to prepare your child for school by helping them become independent in various basic skills. Most important are the practical skills such as dressing and

undressing, visiting the toilet, washing hands, eating, tidying away after themselves and communicating their needs. An independent child feels successful and can achieve well. Please do not teach your child to write their name in capital letters – lower case is used in school with the exception of the initial letter.

We look forward to seeing you in June but will be pleased to talk to you if you have any concerns or questions before that date.

All arrangements for the new intake e.g: uniform, dates of training sessions, daily routines, how to help your child etc will be given out at the initial parents' meeting in June.