

# *Sissinghurst (VA) Church of England Primary School*



*'Enjoy, Achieve and Celebrate Together'*

## **Policy Title: ADMISSIONS POLICY FOR ENTRY IN 2017**

**Date: March 2016**

**Review Date: March 2017**

Published Admissions No: 20

Sissinghurst Church of England Primary School is a voluntary aided school. The Governors, who are the admissions authority, having consulted with the LA and other admission authorities, intend to admit into the Reception year class, in September 2017 up to 20 pupils without reference to ability or aptitude.

The following framework will be used to offer places.

Children will be able to enter school on a full-time basis (phased in part-time for first three weeks) at the beginning of the September following their fourth birthday. However, parents have the right to request that their child defers entry or to take the place on a part-time basis until the term following their fifth birthday, but not beyond the beginning of the final term (2014 Admission Code).

Children born between 1 April and 31 August are not legally required to start school until the beginning of Year 1. Flexibility exists for children whose parents do not feel they are ready to begin school before they reach compulsory school age and also do not wish for their child to miss Reception year. However, parents will need agreement from the admissions authority of the school (at Sissinghurst this would be the Governing Body of the school). All offers are made in accordance with a school's oversubscription criteria, which will not prioritise or penalise a child because of their age.

Applications for entry to the school for Year R should be made to the Governors via the Local Authority.

Prior to the application of oversubscription criteria, children with a statement of special educational need or Education (SEN), Health and Care Plan (EHCP) which names Sissinghurst will be admitted. As a result of this, the published admissions number will be reduced accordingly.

In the event of there being more than 20 applications the governors will offer places using the following criteria below in priority order:

- a Looked After Children/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 subject to 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 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)
- b Children living in the Parish of Sissinghurst who have a parent or guardian who has worshipped at least once a month on average at an Anglican Church for the last twelve months. (Signed confirmation from the Vicar must be provided)
- c 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 or 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 two miles from the school using the distance measured by the method outlined criterion
- d Other children living within the Parish of Sissinghurst. (Parish map available for viewing at the school).
- e Children who may live outside the Parish who have a parent or guardian who has worshipped at least once a month for the last twelve months at Trinity Church, Sissinghurst. (Signed confirmation from the Vicar must be provided)
- f Children and children of parents with medical, health, social and special access needs. 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 Sissinghurst 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 Sissinghurst 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 Sissinghurst School.
- g Any other children giving priority to those living closest to the school. 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 within the child's home to a point defined within the school as specified by Ordnance Survey. The same address point on the school site is used for everybody. The school measurements provided by the LA and further information on how distances are calculated is available in the Admissions Booklets provided by the LA.

Sissinghurst VA Church of England Primary School's waiting list will be re-ranked, in line with the published oversubscription criteria, every time a child is added.

## Further notes with regard to School Admissions

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 parent, parents or guardian, OR
- leased to or rented by the child's parent, parents or guardian 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 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.

In a tie breaker situation the nearness of an applicant's home to school will be the decider. If in the event more than one applicant has the same distance from home to school (as measured by the local authority) the names will be issued a number and drawn randomly to decide which child should be given the place.

Sissinghurst Church of England Primary School follows procedures outlined in the Kent's Admission to Primary School booklet. The booklet states that parents must complete and return a supplementary information form, available from us, in addition to naming Sissinghurst Church of England Primary School on the Reception Common Application Form (RCAF).

Applications will be considered on receipt of the school's supplementary information form along with the relevant supporting paperwork, which must be attached for consideration by the Governors in order to rank applications.

<b>Criterion</b>	<b>Supporting Paperwork Required</b>
a	The governors will require objective documented evidence for the 'looked after' status of the child
b & e	A signed letter from the relevant clergy confirming the stated attendance
f	Evidence supported in writing of child's needs from Doctor/outside agency

Parents will need to accept or refuse the offered place. A letter will be sent inviting the child to attend an introductory session with their new teacher and class mates during the latter part of the term preceding their entry to our school.

At the request of a parent, the school will keep a child's application on file and inform the parent if a place unexpectedly becomes available. Where there is more than one application on this list, the Oversubscription Criteria will be applied and the place offered to the child with the greatest eligibility.

### **Casual Admission**

Applications for Year 1, 2, 3, 4, 5 and 6 should be made to the Governors via the School. Each case will be considered using the school's admissions criteria. In the event of a place being refused a parent may wish to appeal to an independent appeal panel. The appeal panel's decision is final.

If you live in Kent and wish to apply for a place at Sissinghurst in your child's current year group, you will need to complete an In Year Casual Application Form (IYCAF), this can be obtained via <http://www.kent.gov.uk/education-and-children/schools/school-places> in addition to our Supplementary Information Form (SIF). A separate form is required for each child. Additional information may be required in order to rank your child according to our oversubscription criteria if more children apply than there are places available.

Policy agreed by Governing Body March 2016



**APPLICATION FOR ADMISSION TO SISSINGHURST (VA)**  
**CHURCH OF ENGLAND PRIMARY SCHOOL**

**Please give your child's details:**

Surname:		Forename(s):	
Address:			
Postcode:		Date of Birth:	
Name of person(s) with Parental Responsibility:			
Telephone Number:	Home:	Mobile:	
		Email:	

**Will there be a brother or sister in this school when you want your child to start?**

**NO**    ☐    **YES**    ☐    **If YES, please state:**

Names:	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Date(s) of Birth:	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 33%; height: 20px;"></td><td style="width: 33%; height: 20px;"></td><td style="width: 33%; height: 20px;"></td></tr><tr><td style="height: 20px;"></td><td style="height: 20px;"></td><td style="height: 20px;"></td></tr></table>						

**For consideration under criterion b**

**Do you as parents/guardians live within the parish of Sissinghurst and attend an Anglican Church at least once a month for the past twelve months?**

**NO**    ☐    **YES**    ☐    **please attach a letter from your Vicar confirming this.**

**For consideration under criterion e**

**Do you as parents/guardians live outside the parish of Sissinghurst and attend Trinity Church Sissinghurst at least once a month for the past twelve months?**

**NO**    ☐    **YES**    ☐    **please attach a letter from the Rector confirming this.**

When an offer of a place has been made the School will require sight of a short birth certificate for your child and proof of address.

Children will be able to enter school on a full-time basis (phased in part-time for first three weeks) at the beginning of the September following their fourth birthday. Parents will however have the choice for their child to start school in the January on a full-time basis only if they feel that an earlier start would be unsuitable. The school will try to encourage a September start if possible. Parents may wish to defer their child's school place until the start of the term following their fifth birthday we do have the facilities to admit these children at the beginning of the September or January terms.

Please indicate in which term you would like your child to start: \_\_\_\_\_

Signature of parent/guardian:

Date:

