



Borden Church of England Primary School

Part of the UNITAS Collaboration

School Lane Borden Sittingbourne Kent ME9 8JS

ADMISSIONS POLICY for admissions in 2019

Reviewed	Ratified	Next review
13/3/2018	13/3/2018	December 2018

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

Borden Church of England Primary School is now part of the Potential in Everyone Academy Trust.

Borden CEP is a Church Aided School and as such the Governing Body is the admissions authority for the school. One of the Governors' duties in this capacity is to set the criteria by which we consider admitting pupils to the school.

The Governors recognise and agree that the school was created to provide education for the Church of England community and the wider village community within the Ecclesiastical Parish of Borden. We also recognise and agree that continuity of the provision of education within the family is also of importance. Our Admissions Policy and the criteria associated with it are designed to reflect those priorities, together with requirements that are statutory obligations prescribed by current government regulation.

There is no guarantee of a place for any child; each application is assessed on its own merits in accordance with the criteria contained within this Admissions Policy.

Please note:

All applications should be completed on a 'Common Application Form'. The preference is for this to be completed on-line at www.kent.gov.uk/ola, however paper copies are available from the school office.

Applications citing religious affiliation should be accompanied by a 'Supplementary Information Form' obtainable from the school office.

The published admission number for Borden CEP School is 18.

ADMISSIONS CRITERIA

The school will admit up to 18 pupils each year into Reception Class if sufficient applications are received. All applications will be admitted if 18 or fewer apply.

Over-subscription criteria.

In line with Department for Education (DFE) School Admissions Code, before the application of oversubscription criteria, children with a Statement of Special Education Need or an Education Health and Care Plan, which names the School, will be admitted. As a result of this, the published admissions number will be reduced accordingly.

Where the number of applications for admission exceeds the places available, applications will be considered in accordance with the over-subscription criteria below:

For admissions on or after 1st September, 2019

1. Children in Local Authority Care or Previously in Local Authority Care

A 'looked after child' or a child who was previously looked after, but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order. A 'looked after child' is a child who is a) in the care of a local authority, or b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

2. Vulnerable Children

- a. Children of families with confirmed refugee status
- b. Children with physical or medical needs where written evidence is available from a senior clinical medical officer / GP or specialist showing it would be detrimental to the child's health not to admit him/her to the school. Details of this must accompany the original application
- c. Children where one or both parents have a disability that would make travel to a different school challenging. Evidence from a registered health professional such as a doctor or social worker will need to be provided. Details of this must accompany the initial application.
- d. Children from families associated with Military Services and eligible for the Service premium. Evidence of eligibility may be requested.

3. Sibling / Current Family Association.

A brother or sister is attending the school when the child starts and will continue to do so when the sibling is admitted.

In this context brother or sister means children who live as brother or sister in the same house as their main residence, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

The sibling link is maintained as long as

- a) the family live at the same address as when the first child applied or
- b) has moved closer to the school than when the first child was offered a place,
- c) or has moved to an address that is less than 2 miles from the school using the distance measured by the method outlines in the distance criterion.

4. Location.

Children who live within the designated area of the parish of Borden and live nearest to the school measured in a straight line from the school to the home address. The home address is the place where the child resides permanently with their parent or parents or legal guardians.

Where a child lives with parents with shared responsibility each part of the week, the “home address” will be considered to be the address of the person who receives Child Benefit for the child (proof of this will be required). A map of the designated Borden parish is attached to this policy in Appendix A This is in accordance with the Schools admission Code 2012.

5. Practising Christians.

Children, who along with their parents or guardians, regularly attend public worship scheduled and advertised within the pattern of services of the Parish Church of Borden called SS Peter & Paul, Borden, Sittingbourne ME9 8JR.

Regular attendance is taken to mean at least once a month, for a period of at least twelve (12) months. Parents wishing to apply under this criterion will need to complete the Supplementary Information Form.

For casual (in year) admissions i.e. families moving into the area, evidence of regular attendance at public worship within the pattern of services at an Anglican church in the family’s previous home will be required.

6. Other children

Children who are not eligible under any other criteria (1-5) are ranked according to distance from the school only.

Tie Breaker

In the event of a tie meaning that two or more applications are unable to be separated, we will allocate to those applicants who live the closest distance to the school.

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.

INFORMATION REGARDING ADMISSION

If a place has been obtained on a fraudulent basis, the offer will be withdrawn. The governors will ask for documentary evidence confirming the child’s primary residence.

Admission Process

Children will be admitted in National Curriculum Year R in the September following their fourth birthday. However, 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 and/or parents can request that their child takes up the place part-time until the child reaches compulsory school age. Requests for admission outside the normal age group will be discussed with the Head of School as early as possible in the admissions round. Decisions to admit a pupil outside the normal age group will be based

on circumstances of each case and based on what is in the best interests of the child concerned. The school will require supporting professional evidence to assist in the decision-making.

When applications for school places using the paper version of the Kent County Council Admission Form are returned to the school, parents will be provided with a receipt as proof of delivery.

Appeals

In accordance with the School Standards and Framework Act 1998, parents may appeal against a decision by the Governors to refuse an application for a place. Details of the appeal procedure are included in the Kent Admission to Primary School booklet and/or information concerning the appeals procedure will also be available from the school office on request. Further advice may be obtained from the School Secretary or KCC Education Department.

Late Applications

Late applications will be processed in accordance with the scheme published in the Local Authority admission booklets.

**Supplementary Information Form for Admission to
Borden Church of England (Aided) Primary School**

Please complete this form and return to school as soon as possible but **not later than Monday 14th January 2019.**

Child's name in full _____

Date of Birth ___/___/___

Parents' / Guardians name(s) in full together with address and telephone number.

Name: _____

Address: _____ Postcode _____

Contact Number/s: _____

In the event that the school has too many applicants for the available places, we need the following information to process your application.

Under which category are you applying for a place at the school? NB

See Oversubscription Criteria Listed

Category 1 Name of Local Authority with parental responsibility

Category 3: Name & age of sibling who will be in school at time of entry.

_____ Category

5

Which Church do your family attend? _____

Commitment to Church/ Sunday school attendance by child(ren) and/or parents:

Who attends? _____

How often? Fortnightly Less than fortnightly

Please tick as appropriate

Affiliation with the church has been since _____ (approximate date)

Please ask your Minister of Religion to complete the final section overleaf.

To be completed by Church Minister or equivalent

Please confirm the answers given above.

Signed _____ **Date** _____ **Tel No:** _____
(*Minister of Religion*)

Of _____ **Church**

