



**IDE HILL CHURCH OF ENGLAND PRIMARY SCHOOL
GOVERNING BODY ADMISSION POLICY FOR ACADEMIC YEAR
SEPTEMBER 2023**

Reviewed: January 2022

Next Approval: September 2022

This policy is subject to review and evaluation by the Headteacher and Governing Body.

Chair of Governor's Signature Date: January 2022

Headteacher Signature Date: January 2022

A. Ethos Statement

Ide Hill Primary Church of England Voluntary Aided School has a distinctive Christian ethos which lies at the heart of the school and provides an inclusive, caring and supportive environment where children learn and flourish in a setting shaped by Christian values. We welcome applications from all members of the community and we ask all parents/guardians to respect the Christian ethos of our school and its importance to our local community.

B. SEN / EHCP Pupils

In line with the School Admissions Code, children with Statements of Special Educational Needs (SEN) or Education, Health and Care Plans (EHCP) who name Ide Hill Primary Church of England Voluntary Aided School will be admitted. As a result of this, the published admissions number will be reduced accordingly before places are allocated to other pupils. A Statement of Special Educational Need is a statement made by the Local Authority under Section 324 of the Education Act 1996 specifying the special educational provision required for that child. An Education, Health and Care plan is a plan made by the Local Authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child.

C. Application Process

To apply for a place at Ide Hill Primary Church of England Voluntary Aided School, parents/guardians will need to complete a Common Application Form (CAF), which is available from the School Admissions Team at the Local Authority (LA) and submit it online or return it to the LA by the 16th January 2023.

The school's **Supplementary Information Form (SIF)** gives applicants the opportunity to apply under the following three criteria:

- **Faith priority**
- **A child or a parent/guardian of the child with a particular medical, health or special access consideration**
- **A child with a parent who is a relevant member of staff at Ide Hill CE School**

The Supplementary Information Form which is available from the school, **must also be completed** and returned to the school by 16th January 2023. **A failure to return the Supplementary Form by the deadline will result in your application not being considered under the above criteria.**

Offers of places will be sent to parents on the common offer date and notified by the LA.

The published admission number for the school is 22 and therefore the Governing Body will offer up to 22 pupils a place in the Reception class each academic year. The school provides for children between 4 and 11 years old, in educational year groups, Reception to Year Six, inclusive.

Children are admitted to the Reception class in the school year in which they have their fifth birthday. All Reception year children are admitted in September, at the start of the Reception year. Parents/guardians of Reception age children have the right to deferment of entry or to take the place up part time, until the term in which the child reaches compulsory school age.

Parents of gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group to Reception rather than Year One. Parents should write, in the first instance, to the Head Teacher, explaining their reasons. All such requests should also be sent to office@ide-hill.kent.sch.uk.

It is not an automatic right to choose this option and decisions will be made by the admission authority on the basis of the circumstances of each case and in the best interests of the child concerned. To determine this the following will be taken into account: the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The views of the Head Teacher of the school will also be taken into account. When informing a parent of their decision on the year group the child should be admitted to, the admission authority will set out clearly the reasons for the decision.

Where the admission authority agrees to a parent's request for their child to be admitted out of their normal age group, the local authority and admission authority will process the application as part of the main admissions round, unless the parental request is made too late for this to be possible. In this scenario the application will be considered on the basis of the school's determined admission arrangements only, including the application of oversubscription criteria where applicable. They will not give the application lower priority on the basis that the child is being admitted out of their normal age group. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school which is not in their preferred age group.

Applications for admission are welcomed from all parents/guardians however evidence is required for some admission criteria should the school receive more than 22 applications.

D. Over Subscription Criteria

Where the number of applications for admission exceeds the number of places available, all applications will be considered in accordance with the over subscription criteria in the following order of priority:

1. Looked After Children and previously Looked After Children

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) at the time of making an application to a school.

A previously looked after child means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

2. Children who have siblings in the school at the time of admission in September 2023.

In this context siblings include natural brothers and sisters, half brothers and sisters, step brothers or sisters.

3. Children who live within a one mile radius of the school.

Distance will be measured using Ordnance Survey address point data as supplied by the LA (see Appendix 1 for reference).

4. Children with at least one parent/guardian who is a practicing member at the Parish of Sundridge with Ide Hill and Toys Hill evidenced by attendance at religious services at least monthly for two years preceding the application for a school place. **Confirmation of having met this requirement must be provided by completion of a Supplementary Information Form (SIF)** and reference from your Minister which is obtainable from the School Office and must be returned to the school by 16th January 2023.

5. Children with at least one parent/guardian who is a practicing member at any other Christian Church, (that is a member of Churches Together in Britain and Ireland or the Evangelical Alliance), at least monthly for two years preceding the application for a school place. **Confirmation of having met this requirement must be provided by completion of a Supplementary Information Form (SIF)** and reference from your Minister which is obtainable from the School Office and must be returned to the school by 16th January 2023.

6. Children with particular medical / health 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. Places will be allocated under this criterion to children whose mental or physical impairment means they have a demonstrable and significant need to attend Ide Hill Primary School or to children whose parents' or guardians' physical or mental health or social needs means they have a demonstrable and significant need to attend Ide Hill Primary School. Medical, health, social or special access reasons must be supported with written evidence from an appropriately qualified medical, health professional, social worker or other care professional. The evidence must demonstrate the reasons why the school is the most suitable school and the difficulties that would be caused if the child had to attend another school. **Confirmation of having met this requirement must be provided by completion of a Supplementary Information Form (SIF)** which is obtainable from the School Office and must be returned with the supporting documentation to the school by 16th January 2023.

7. Children who have a parent who is a relevant member of the staff of Ide Hill Primary School.

A parent will be considered a relevant member of the staff of Ide Hill Primary School if he or she has been employed at the school for two or more years at the time at which the application for admission to the school is made or has been recruited to fill a vacant post for which there is a demonstrable skills shortage. **Confirmation of having met this requirement must be provided by completion of a Supplementary Information Form (SIF)** which is obtainable from the School Office and must be returned to the school by 16th January 2023.

8. All other children by distance from the school.

Distance will be measured using Ordnance Survey address point data as supplied by the LA.

E. Permanent Residence and Tie Break

In the event of the criteria being oversubscribed, applications will be ranked in accordance with proximity of the child's permanent residence to the school with the closest being given higher priority. Distance will be measured using Ordnance Survey address point data as supplied by the LA. In the event of any of the above criteria being oversubscribed, priority will be given based on distance as described above with those closest being given higher priority. 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, (this process will be independently verified).

A child's home is considered to be a residential property that is the child's only or main residence and not an address at which the child may sometimes stay or sleep due to domestic or special arrangements. The address must be the child's home address on the day the application form is completed and which is either

- Owned by the child's parent(s) or guardian(s), OR
- Leased to or rented by the child's parent(s) or guardian(s) under a lease or written rental agreement.

Where there are shared responsibilities for the child, and as a consequence the child lives at two different addresses during the week, the home address will be regarded as the one at which the child sleeps for the majority of weekdays.

F. Waiting List

A waiting list will be kept of the applicants who are refused admission due to over subscription and whose parents make a written request to have their child's name placed on the waiting list. The list will be kept in the sequence of the criteria described above and re-ranked, in line with the oversubscription criteria, every time a child is added. As and when places become available they will be offered. Names will be kept alongside any additional names throughout the year on the waiting list until the end of the academic year for which the application for admission was made.

G. In-Year Admissions

Applications for In-Year admissions are made directly to the school. If a place is available and there is no waiting list, the child will be admitted. If more applications are received than there are places available then applications will be ranked by the governing body in accordance with the oversubscription criteria above. If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list as outlined above.

H. Appeals

Any request for an appeal should be made in writing to the Chair of Governors, care of the school, within 20 school days of being notified that a place has not been allocated. An independent appeals panel will then be convened to hear the appeal.

I. Fair Access

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round, the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Diocese and the governing body for the current school year. The governing body has this power even when admitting the child would mean exceeding the published admission number.

The Governing Body reserves the right to withdraw the offer of a school place where false evidence is received in support of an application, where parent(s)/guardian(s) have failed to respond to an offer within a reasonable period of time or where parent(s)/guardian(s) have failed to notify the school of important changes to the application.

Queries about the Admissions Policy should be addressed to the Headteacher or Chair of Governors c/o the school office.

Ide Hill CE School is a Rights Respecting School. We recognise the following Rights on the Convention of the child:

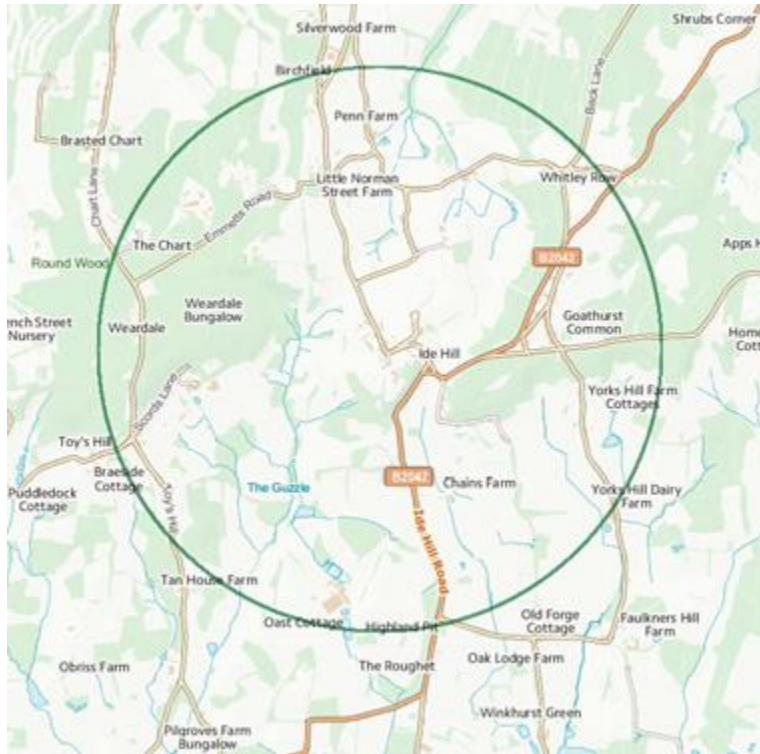
Article 19: Every child has the right to be safe and cared for.

Article 28: Every child has the right to an education.

Article 29: Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.

Article 31: Every child has the right to relax, play and take part in a wide range of cultural and artistic activities

APPENDIX 1: ONE MILE FROM IDE HILL CHURCH OF ENGLAND PRIMARY SCHOOL (AS THE CROW FLIES)



"Do everything in Love" 1 Corinthians 16:14



**IDE HILL CHURCH OF ENGLAND PRIMARY SCHOOL
APPLICATION SUPPLEMENTARY FORM**

This form **must be completed** if you wish your application to be considered under the following criteria:

- **Faith priority**
- **A child or a parent/guardian of the child with a particular medical, health or special access consideration**
- **A child with a parent who is a relevant member of staff at Ide Hill CE School**

The form should be completed, in conjunction with the school's current admissions policy and the Local Authority Application Form. Please return this form to the School Secretary, Ide Hill CE Primary School, Ide Hill, Kent, TN14 6JT

by **January 16th 2023**.

Pupil Details:

Surname:		Forename(s):	
Date of Birth:		Gender:	
Parent / Carer's surname (if different):			

Family Details

Please note that this address will be used for all future correspondence unless otherwise notified.

Pupil's main address:	Name of person(s) with Parental Responsibility:
Postcode:	Daytime Contact Number:

Please answer the following questions:

	Yes	No
1. Are you applying under Faith priority (see section D4 and D5 of our admissions policy), evidenced with supporting documentation attached to this form?		
2. Does your child or a parent/guardian of the child have a particular medical, health or special access consideration (see section D6 of our admissions policy), evidenced with supporting documentation attached to this form?		
3. Does your child have a parent/guardian who is a relevant member of staff at Ide Hill CE School, (see section D7 of our admissions policy), evidenced with supporting documentation, attached to this form?		

Steps required to complete this application

Parents / Guardians are required to provide documentation in support of their application under the following admissions criteria:

- **Faith priority**
- **A child or a parent/guardian of the child with a particular medical, health or special access consideration**
- **A child with a parent who is a relevant member of staff at Ide Hill CE School**

Please tick each statement that applies to your application as confirmation that you have read and understood the steps that you must take.

I understand that in order to be considered for a priority place under any of the above three admissions criteria, I must ensure that this form and any relevant supporting documentation is provided and confirmed as received by the school before the application deadline.

I understand that it is the responsibility of the Parent / Guardian to obtain a reference from their Minister (page 2 of this form) in support of any Faith application before the deadline shown and that if I cannot provide this information or fail to return this form by the deadline, Faith criteria cannot be applied to this application.



IDE HILL CHURCH OF ENGLAND PRIMARY SCHOOL
Ide Hill, Sevenoaks, Kent TN14 6JT
Tel: 01732 750389 Email: office@ide-hill.kent.sch.uk
Website: www.idehill.eschools.co.uk
Headteacher: Louisa Hillman BA(hons) NPQH

Dear Minister,

Name of Child:	
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The above named child has applied for a place at Ide Hill Church of England Primary School. As a Voluntary Aided School, we are able to apply our own criteria for oversubscription which includes regular attendance at Church. The applicants have indicated that at least one parent/guardian has attended Church at least monthly for the two years preceding this application. I would be grateful if you could please supply written confirmation on behalf of the applicant by completing this form and returning it to the parent.

Please confirm which applies to the applicant:

A parent/guardian of the applicant is a practicing member in the Parish of Sundridge with Ide Hill and Toys Hill.

I confirm that at least one parent/guardian of the applicant has attended Church in the Parish of Sundridge with Ide Hill and Toys Hill at least monthly for the two years preceding the application for a school place.

OR

A parent/guardian of the applicant is a practicing member at any other Christian Church (that is a member of Churches Together in Britain and Ireland or the Evangelical Alliance).

I confirm that at least one parent/guardian has attended religious services at a member of Churches Together in Britain and Ireland or the Evangelical Alliance or Place, at least monthly for the two years preceding the application for a school place.

Signed:	
Name of Minister:	
Contact email & telephone number of Minister:	

Name and address of Church:	
Date:	