



ST MARY'S
Church of England Primary School, Dover

Policy for Admissions – School Year 2017-2018

Earliest Starting Date: The law does not require a child to start school until the start of the term following the child's fifth birthday. However, children are admitted to St Mary's from the autumn term immediately following their fourth birthdays.

Admission Numbers: 30 places will be made available for children who wish to enter primary school for the first time aged 4 or 5 at the start of the Autumn Term 2017, subject to the limits imposed under regulations governing infant class sizes and the maximum capacity of the school building. An application for a place for an older child of infant or junior school age, for instance to accommodate a family moving into the area, will be considered under the same conditions but subject additionally to the number of children already registered at St Mary's in the relevant school year.

Deferred Entry: Where a place has been offered and accepted, the school will in some circumstances agree with parents that a deferred entry until the term in which they reach statutory school age may be in the interests of the child.

Application Timetable: The Local Authority requires a Common Application Form to be completed online. Details of this admissions procedure are available from Kent county Council and from the school. IN ADDITION St Mary's School requires completion of a supplementary form, which is available from the school office during normal opening hours, and from the school website.

Late Applications: For further information see the procedures for admissions to primary schools.

Over-Subscription Criteria:

Before the application of over-subscription criteria, children with a statement of special educational need which names our school will be admitted. As a result of this the published admissions number will be reduced accordingly.

The School will offer places in accordance with the following criteria in this order:

1. Looked After 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 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)
2. Children from families who are regular worshippers at St Mary the Virgin Church in Dover. "Regular worship" is defined as attendance at services at St Mary's Church on at least a monthly basis over the last 12 months. Written confirmation from the Vicar of St Mary's Church will be required by the Governors.
3. Children with a sibling attending the school when the child starts. In this context sibling means children 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 lives 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 2 miles from the school using the distance measured by the method outlined in the distance/nearness of children's home to school criterion (see 3 below).

4. Children from families who are regular worshippers at any other church belonging to the Church of England, or another denomination belonging to the Churches Together in Great Britain and Northern Ireland. Written confirmation from the clergy of the relevant church will be required by the Governors.
5. 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. 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'/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 the particular school.
6. 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 Ordnance Survey 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 Ordnance Survey. The same address point on the school site is used for everybody

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
- When a parent has failed to notify the school of important changes to the application information
- The admission authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent.

7. Waiting List: If there is no place available for a child for whom an application has been received, the child's name will, at the request of the parents, be added to the school's waiting list for a maximum period of six months from the date of initial refusal. If a place subsequently becomes available at St Mary's School, the child to be offered the place will be selected in accordance with the Over-subscription Criteria detailed above.

8. Appeal Arrangements: In the event of an unsuccessful application parents have the right to appeal. This will be considered by a Governors Sub-Committee and if still unsuccessful it can be taken to an Independent Appeals Committee of the Diocesan Board.

Signed by the Chair of Governors: _____

Date: _____



**St Mary's Church of England (Aided) Primary School
Laureston Place
Dover
CT16 1QX**

APPLICATION FOR ADMISSION

Parent Details:

Name of Mother: Miss/Mrs/Ms _____

Name of Father: _____

Full name and address of person(s) with whom the child is now living:

Name: _____

Address: _____

Post Code: _____

Contact Telephone numbers:

Home _____

Mobile _____

Childs Surname: _____

Child's Forenames: _____

Date of Birth: _____

Is there a brother or sister who is currently attending
St Mary's CEP School

YES/NO

Do you attend St Mary's Church

YES/NO

Do you attend any other church

YES/NO

Name of church _____

Please print details and return to the above address.



ADMISSION TO
ST MARY'S CHURCH OF ENGLAND (AIDED)
PRIMARY SCHOOL, DOVER.

ADDITIONAL FORM—FAITH

Over-Subscription Criteria

PLEASE PRINT

Surname of child _____

First Name _____

As part of our Admissions policy the school offers places following clear criteria. The full policy is published on the school website www.st-marys-dover.kent.sch.uk however point 2 and 4 relate to regular worshippers at either St Mary's the Virgin Church in Dover or at any other church belonging to the Church of England. As stated in our policy we require written confirmation in order that we can apply this.

2 Children from families who are regular worshippers at St Mary the Virgin Church in Dover. "Regular worship" is defined as attendance at services at St Mary's Church on at least a monthly basis over the last 12 months. Written confirmation from the Vicar of St Mary's Church will be required by the Governors.

Name/s _____ regularly attend St Mary the Virgin Church in Dover.

Signed _____ Date _____

Printed name _____ Role in Church _____

4 Children from families who are regular worshippers at any other church belonging to the Church of England, or another denomination belonging to the Churches Together in Great Britain and Northern Ireland. Written confirmation from the clergy of the relevant church will be required by the Governors.

Name/s _____ regularly attend _____ church.

Signed _____ Date _____

Printed name _____ Role in Church _____