

Lady Boswell's CE (Aided) Primary School
Admission Arrangements for Academic Year 2017/2018

Lady Boswell's CE (Aided) Primary School ("Lady Boswell's") has been consistently oversubscribed and it is expected that there will be more applicants than places for admission to reception in 2017/18. If you would like your child to attend Lady Boswell's you will need to consider carefully the oversubscription criteria set out below and decide which of these are relevant to your child's application and what supplementary information or evidence needs to be provided to support your application. It is very important to ensure that all information and all necessary evidence relevant to your child's application is clearly set out and provided as the governors must allocate places at Lady Boswell's solely on the basis of the information and supplementary evidence submitted on or with the forms.

Further information about the number of applicants in previous years and the basis on which places have been allocated is available in "Admissions to Primary Schools in Kent", copies of which can be obtained from the school on request or on the Kent primary admissions website¹.

Published Admission Number (PAN) for 2017/18

Reception – maximum number 60
Year 1 – maximum number 60
Year 2 – maximum number 60
Year 3 – maximum number 64
Year 4 - maximum number 64
Year 5 and Year 6 – maximum number 32 in each.

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

Procedures

Parents who wish their child to be admitted to reception in the academic year 2017/18 will need to submit:

A Kent Reception Common Application Form (RCAF) (two forms for twins), on which you can state up to three school preferences.

If parents wish their application to be considered under Criteria 3, 4, 7 or 8, they will also need to submit a supplementary information form: this is the Supplementary Church Form set out in Appendix 1. Please consider carefully which parts of the form you need to complete and whether the form needs to be signed by your vicar or minister. **Important Note:** Whether or not you choose to complete your RCAF form online, you must return **the original signed Supplementary Church Form** to Lady Boswell's School, Plymouth Drive, Sevenoaks, Kent TN13 3RW. Photocopies or faxed copies are not acceptable. The deadline for returning the Supplementary Church Form to the school will be the same as that for returning the Kent Reception Common Application Form.

If you have attended more than one church in the two year period prior to application and want to rely on church attendance at your previous church, a further original, signed Supplementary Church Form relating to previous church attendance must also be submitted.

If you are relying on criterion 5, you will need to provide written evidence from a suitably qualified practitioner (doctor or social worker).

If there are too many applicants under criterion 2 (sibling in the school) places will be allocated by applying criteria 3-8. Parents should therefore complete the Supplementary Church Form and provide appropriate evidence even if they are applying under criterion 2.

Under each of the other criteria applications will be ranked in accordance with proximity of the child's permanent residence to the school. Distance will be measured using Ordnance Survey address point data as supplied by the Local Authority. 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). Further detailed information about how distances are measured, how flats will be treated and what defines a permanent residence is available in the Admission to Primary School in Kent booklet.

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Waiting List, Appeals and Late Applications

The school will follow the Local Authority procedures relating to waiting lists, appeals and late applications: further details are printed in the Admission to Primary Schools in Kent booklet.

In the event of places being available after the first round of offers, the school will apply its 2017/18 Admission Arrangements to all those on the waiting list at the time of allocating the places.

Parents of Reception age children have the right to defer entry or to take the place up part-time, until the child reaches compulsory school age. Children born between the 1st April and 31st August (also known as “summer born”) must start school at the beginning of the April term if they wish to keep their offer. Where parents wish for their summer born child to defer entry until the start of Year 1, they must refuse their offered place, which may be offered to a different child, and then reapply through the In Year process, recognising that a place may not be available. These applications should be made during the last month of Reception Year.

Parents have the right to request admission outside their child’s normal age group. Such requests should be made to the Headteacher as early as possible in the admissions round associated with that child’s date of birth. This will allow the school sufficient time to make a decision before the closing date. 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 Educational Psychologist 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 impede a school’s ability to agree to deferral. Parents are required to complete an application for the normal point of entry at the same time, in case their request is declined. This 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 RCAF 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 oversubscription criteria.

Over-subscription Criteria

The following criteria for Admissions, which are in order of priority, will be used by the Governors in the allocation of places in the event that the school is oversubscribed.

1. **Looked After Children and Previously Looked After Children** 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 ceased to be so because they became subject to an adoption, residence or special guardianship order under Part IV of the Act.
2. **Children who have a brother or sister in the school at the time of admission.** Brother or sister 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.

In the event this criterion is over-subscribed, Governors will allocate places by applying criteria 3 to 9 below which are in order of priority.

3. **Children whose parents are committed to St Nicholas Parish Church.**

The normal minimum requirement to satisfy this criterion is fortnightly attendance by one or both parents for two years or more immediately prior to the date of completion of the RCAF and this must be evidenced by completion of Part B of the Supplementary Church Form (Appendix 1) and endorsed with any relevant additional information by the Vicar/Minister in Part C of the Supplementary Church Form (Appendix 1).

4. **Children whose parents are committed to a Christian Church (not meeting Criterion 3)**

The normal minimum requirement to satisfy this criterion is fortnightly attendance by one or both parents for two years or more immediately prior to the date of completion of the RCAF and this must be evidenced by completion of Part B of the Supplementary Church Form (Appendix 1) and endorsed with any relevant additional information by the Vicar/Minister in Part C of the Supplementary Church Form (Appendix 1).

Applicants will be considered under this criterion if one or both parents have been committed to more than one Christian Church (including St Nicholas Parish Church) for the two year period immediately prior to the date of completion of the RCAF and this commitment is evidenced by completed and endorsed Supplementary Church Forms (Parts B and C) covering the whole of the two year period.

5. **Children with Medical, Health, Social or 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 Lady Boswell’s or to children whose

parents' or guardians' physical or mental health or social needs means they have a demonstrable and significant need to attend Lady Boswell's. Medical, health, social or special access reasons must be supported with written evidence from an appropriately qualified medical or other practitioner. The evidence must demonstrate a special connection between the relevant needs and Lady Boswell's.

6. Children who have a parent who is a relevant member of the staff of Lady Boswell's School

A parent will be considered a relevant member of the staff of Lady Boswell's 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.

7. Children whose parents are attached to St Nicholas Parish Church.

A parent is attached to the Church if they have attended for less than two years or are an occasional worshipper, being monthly or less attendance. The normal minimum requirement to satisfy this criterion is attendance by at least one parent on at least six occasions in any twelve month period in the two year period immediately prior to the date of completion of the RCAF and this must be evidenced by completion of Part B of the Supplementary Church Form (Appendix 1) and endorsed with any relevant additional information by the Vicar/Minister in Part C of the Supplementary Church Form (Appendix 1).

8. Children whose parents are attached to a Christian Church other than St Nicholas Parish Church.

A parent is attached to a Church if they have attended for less than two years or are an occasional worshipper, being monthly or less attendance. The normal minimum requirement to satisfy this criterion is attendance by at least one parent on at least six occasions in any twelve month period in the two year period immediately prior to the date of completion of the RCAF and this must be evidenced by completion of Part B of the Supplementary Church Form (Appendix 1) and endorsed with any relevant additional information by the Vicar/Minister in Part C of the Supplementary Church Form (Appendix 1).

9. All other children.

Definitions

Christian Churches - A church that is a member of Churches Together in Great Britain and Northern Ireland, or of the World Evangelical Alliance.

St Nicholas Parish Church means St Nicholas Parish Church, Sevenoaks and includes the regular off-site congregations of the Church (currently meeting at Lady Boswell's School and Walthamstow Hall School), and references to attendance at St Nicholas Church include attendance at one of these congregations.

**Lady Boswell's CE (Voluntary Aided) Primary School
Admission Arrangements for Academic Year 2017/2018**

Appendix 1

Supplementary Church Form (page 1 of 2)

The Parent(s) should complete this Form and pass to their Vicar/Minister for completion of Part C. A further copy of the form should also be completed and passed to the relevant Vicar/Minister if Parent (s) wish to rely on attendance at a previous Christian Church.

General

Child's name	
Child's Date of Birth	
Name(s) of person(s) with parental responsibility	
Family address	
Telephone Number	
Email Address	
Church attended by Parent(s)	
How long have you been associated with this church? If less than 2 years were you associated with a previous church?	

Part A (i)

Please indicate which criteria you are applying under

Sibling – Criterion 2 (For over-subscription purposes please also complete Part A (ii) and all other relevant sections)	
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Part A (ii)

Committed to St Nicholas Parish Church, Sevenoaks – Criterion 3	
Committed to a Christian Church (not meeting Criterion 3) – Criterion 4	
Attached to St Nicholas Parish Church, Sevenoaks – Criterion 7	
Attached to a Christian Church, other than St Nicholas Parish Church, Sevenoaks – Criterion 8	

Vicar/Minister Initials	
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Appendix 1 (Cont)

Supplementary Church Form (page 2 of 2)

Part B – If applying under Criteria 2 to 4, 7 and 8 - Frequency of Worship

How often do you as parent(s) attend the church declared above?		
	Father	Mother
Weekly		
Fortnightly		
Monthly		
Occasionally		

How long have you followed this pattern of attendance?		
	Father	Mother
2 or more years		
Less than 2 years		

Part C – Endorsement by Vicar/Minister

I can confirm the information provided by parent(s) in Part A of Appendix 1 is
Correct/ Not Correct *delete as appropriate
Comments

Is the church a member of Churches Together in Great Britain and Northern Ireland, or of the World Evangelical Alliance?	Yes/No
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Signature of Vicar/Minister	
Name of Church	
Address	
Telephone Number	
Date	

Vicar/Minister please initial each page and retain a copy of the signed form.

Vicar/Minister Initials	
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