

## ST GEORGE'S CHURCH OF ENGLAND FOUNDATION SCHOOL

### ADMISSIONS CRITERIA (September 2020)

St. George's Church of England Foundation School caters for boys and girls of all abilities from ages 4-19 and structured as follows:

- A primary phase
- A secondary phase
- A sixth form

St. George's Church of England Foundation School is normally oversubscribed. To access general information about the school, please contact the school or visit the school's website: <http://www.stgeorges-school.org.uk>.

#### APPLICATION PROCESS FOR PRIMARY AND SECONDARY PHASES

Applications for admission to St. George's Church of England Foundation School should be made on the "Common Application Form" provided and administered by Kent County Council. You will also need to complete the school's supplementary forms which will allow for all places to be allocated using the following criteria which are applied, in the order of priority shown, to assist in the decision making process. More information and detail can be found in the Primary/ Secondary Admissions Booklet available from Kent County Council. Use the contact link on the [www.kent.gov.uk](http://www.kent.gov.uk) website.

St. George's Church of England Foundation School will follow the Local Education Authority's timetable for applications.

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#### PRIMARY PHASE ADMISSION ARRANGEMENTS (YEARS R-6)

The Published Admission Number is 60 for pupils in Year R, Year 1, Year 2 and Year 3 and 30 in Year 4 and Year 5, thereafter the school will have a rolling programme until the Pupil Admission Number is at capacity of 60 in each year group. Although a child's entry to the school may be deferred (at the parent's request) parents can choose to defer the date their child is admitted to the school until later in the school year, but not beyond the start of the term after their child reaches compulsory school age (fifth birthday) and not beyond the beginning of the final term of the school year. Where parents wish, children may attend part-time until later in the school year, but not beyond the start of the term after their child reaches compulsory school age (fifth birthday). The only restriction is that children must secure the offered place by starting school on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day), but not beyond the beginning of the final term. The prescribed days are 31 December, 31 March and 31 August. This means that children born between the 1 April and 31 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.

Requests for admission outside of the normal age group should be made to the Headteacher of the school as early as possible in the admissions round associated with that child's date of birth. This will allow the school and admissions authority 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 CAF to the LA (Local Authority), 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.

### Primary Phase Oversubscription Criteria

Where the number of applications for admission in the Primary Phase is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of pupils with statements of Special Educational Needs, Education Health and Care Plan where the school is named on the statement.

All places will be allocated using the following criteria which are applied, in the order of priority shown, to assist in the decision making process.

1. **Children in Local Authority Care or Previously in Local Authority Care** - A child under the age of 18 years for whom the Local Authority provides accommodation by agreement with their parents (Section 22 of the Children Act 1989) or who is 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 of staff in either or both of the following circumstances:
  - i) where the member of staff 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, and/or
  - ii) the member of staff is recruited to fill a vacant post in the school for which there is a demonstrable skill shortage for the requirements of the post
3. Children with a sibling attending the school at the time of application. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, step brothers or sisters and foster brothers and sisters.
4. A child who attends a church and local church groups within the community. The local Vicar, Parish Priest or Pastor will be required to provide written evidence to the Governing Body on the Clergy's Form concerning the child's and parents' affiliation to the local Church. Priority will be given to those who attend Church more frequently.
5. A child whose parents attend a church and local church groups within the community. The local Vicar, Parish Priest or Pastor will be required to provide written evidence to the Governing Body on the Clergy's Form concerning the child's and parents' affiliation to the local Church. Priority will be given to those who attend Church more frequently.
6. A child who is affiliated to a Church and local church groups within the community through membership of youth groups associated with these Churches. The local Vicar, Parish Priest or Pastor will be required to provide written evidence to the Governing Body on the Clergy's Form concerning the child's (and parents' affiliation) to the local Church.
7. A child who requires a place on Medical / Health and Special Access grounds. This criterion will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to children under this criterion whose mental or physical impairment means they have a demonstrable and significant need to attend St George's Church of England Foundation 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 St George's Church of England Foundation School. Medical/Health and Special Access Reasons must be supported with written evidence from an appropriately qualified medical practitioner who can demonstrate a special connection between the child's needs and St George's Church of England Foundation School.
8. Distance from home to school is measured as follows - distance between the child's permanent home address and the school is 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 is used for everybody. When we apply the distance criterion for the school, these straight-line measurements are used to determine how close each applicant's address is to the school. The home of the child is established by the fact that they reside there permanently or where parents have shared responsibility for a child following the breakdown of their relationship and the child lives for part of the week with each parent.

### ***If a criteria is oversubscribed distance will be the tie breaker***

The School will hold a waiting list in oversubscription criteria order until the beginning of Term 2 in accordance with the Primary Intake Arrangements. (Year R).

## SECONDARY PHASE ADMISSION ARRANGEMENTS (Years 7 - 11)

The Published Admission is 217 for pupils in Year 7 being admitted from outside the School until 2023 and thereafter the total Year 7 group size will be 217, including children who transfer automatically from the School's Year 6. If fewer than 60 pupils transfer from the School's Year 6, the School will admit over the admission number of 157 so that the overall Year 7 group size shall be 217. The School is included within the co-ordinated admissions arrangements operated by Kent County Council. This means that the transfer of pupils from primary schools into the School is managed by the County Council along with admissions into all other secondary schools, with the additional supplementary forms being completed by parents and members of the clergy. As such parents of children in the primary phase will need to complete a Secondary Common Application form naming the school.

### Secondary Phase oversubscription criteria

Where the number of applications for admission in the Secondary Phase is greater than the published admission number, applications will be considered against the criteria set out below. After the admission of pupils with statements of Special Educational Needs, Education Health and Care Plan where the school is named on the statement.

All places will be allocated using the following criteria which are applied, in the order of priority shown, to assist in the decision making process.

- 1 Children in Local Authority Care or Previously in Local Authority Care. A child under the age of 18 years for whom the Local Authority provides accommodation by agreement with their parents (Section 22 of the Children Act 1989) or who is 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 Pupils from St George's Church of England Primary School (applicable for September 2021 Intake) – Parents must still complete the online "Common Application Form (CAF)" for the Local Authority and the School's supplementary Form (obtainable from the school).
- 3 Children of staff in either or both of the following circumstances:
  - i) where the member of staff 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, and/or
  - ii) the member of staff is recruited to fill a vacant post in the school for which there is a demonstrable skill shortage for the requirements of the post
4. Children with a sibling attending the School at the time of application. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
5. A child who attends a church and local church groups. The local Vicar, Parish Priest or Pastor will be required to provide written evidence to the Governing Body on the Clergy's Form concerning the child's and parents affiliation to the local Church. Priority will be given to those who attend Church more frequently.
6. A child whose parents attend a church and local church groups. The local Vicar, Parish Priest or Pastor will be required to provide written evidence to the Governing Body on the Clergy's Form concerning the child's and parents affiliation to the local Church. Priority will be given to those who attend Church more frequently.
7. A child who is affiliated to a church and local church groups through membership of youth groups associated with these Churches. The local Vicar, Parish Priest or Pastor will be required to provide written evidence to the Governing Body on the Clergy's Form concerning the child's (and parents' affiliation) to the local Church.
8. A child who requires a place on Medical / Health and Special Access grounds. This criterion will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to children under this criterion whose mental or physical impairment means they have a demonstrable and significant need to attend St George's Church of England Foundation 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 St George's Church of England Foundation School. Medical/Health and Special Access Reasons must be supported with written evidence from an appropriately qualified medical practitioner who can demonstrate a special connection between the child's needs and St George's Church of England Foundation School.
9. Distance from home to school is measured as follows - distance between the child's permanent home address and the school is 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

*"For the body does not consist of one member but of many" 1 Corinthians 12:14*

COMPASSION

FORGIVENESS

FRIENDSHIP

HOPE

WISDOM

same address point on the school is used for everybody. When we apply the distance criterion for the school, these straight-line measurements are used to determine how close each applicant's address is to the school. The home of the child is established by the fact that they reside there permanently or where parents have shared responsibility for a child following the breakdown of their relationship and the child lives for part of the week with each parent.

***If a criteria is oversubscribed distance will be the tie breaker***

The School will hold a waiting list in oversubscription criteria order until the beginning of Term 2 in accordance with the Secondary Transfer Arrangements. (Year 7).

## ADMISSION TO ST GEORGE'S CHURCH OF ENGLAND SCHOOL (SIXTH FORM)

Priority will be given to existing pupils transferring from Year 11 who meet the entrance criteria. Admission to the Sixth Form will be as a result of applicants obtaining a minimum of 3 GCSE passes grade 4 and above and Grade 7 in their preferred AS subjects or nearest equivalents. (Further details can be found on the online Sixth Form prospectus). The admission number for external candidates will be flexible depending on the number of internal pupils transferring into Year 12 is less than the overall figure for the year group, which is **100**

### **Oversubscription**

Following the admission of internal pupils transferring from Year 11, all remaining places will be allocated to learners who have met the entry requirements for the particular course of study. Where there are more learners seeking places than the number of places available, the following oversubscription criteria will be applied in the order set out below to rank pupils until the overall figure for the year group is reached:

1. a) 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 (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).  
b) **Children previously in Care outside of England** – Children who appear to St George's School 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 in a place outside of England if they were accommodated by a public authority, a religious organization or any other provider of care whose sole purpose is to benefit society.
2. Current Family Association – 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 and sister.
3. Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations, in particular those under the Equalities 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' or guardians' physical or mental health or social needs means 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 school.
4. Distance – 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. When we apply the distance criterion, these straight line measurements are used to determine how close each applicant's address is to the school.

After a place has been offered the school reserves the right to withdraw the place in the following circumstances:

- a. When the parent or learner has failed to respond to an offer within a reasonable time; or
- b. When a parent or learner has failed to notify the school of important changes to the application information; or
- c. The admission authority offered the place on the basis of a fraudulent or intentionally misleading application from the parent or learner.

### **Offers and Appeals**

- Offers will be made on the basis of predicted performance at GCSE, with the requirement that the above grades are achieved in the final examinations prior to entry to the Sixth Form and the pupil's 4 chosen subjects being accommodated on the timetable, in feasible group sizes.
- All offers made during Year 11 are conditional on pupils meeting the grade criteria specified and will only become firm offers upon confirmation of actual GCSE results.  
Offer letters will be made before the end of May. Offers will be confirmed once the school has been notified of GCSE results in August.
- Where learners have achieved better result than the predicted grades they will be considered based on the grades achieved and ranked accordingly for any places that become available as a result of other learners failing to meet the required entry levels.
- Parents have a statutory right of appeal, should an application for a place be refused, by writing to The Clerk to the Governors, care of the school.
- Late applications will be considered if places in appropriate subjects are still available after all other applicants have been considered.
- A waiting list will be held, ranked according to the oversubscription criteria.



## SUPPLEMENTARY INFORMATION FORM FOR ADMISSIONS SEPTEMBER 2020

**Office Use  
Only**

WOULD PARENTS KINDLY COMPLETE RELEVANT SECTIONS AND RETURN  
To, Admissions, St George's Church of England Foundation School, Westwood Road, Broadstairs Kent CT10 2IH

|                         |                                                |      |   |      |                          |        |                          |   |    |    |  |
|-------------------------|------------------------------------------------|------|---|------|--------------------------|--------|--------------------------|---|----|----|--|
| Child's Full Name       |                                                |      |   |      |                          |        |                          |   |    |    |  |
| Date of Birth:          |                                                | Age: |   | Male | <input type="checkbox"/> | Female | <input type="checkbox"/> |   |    |    |  |
| Previous School/Nursery |                                                |      |   |      |                          |        |                          |   |    |    |  |
| YEAR GROUP APPLYING FOR | R                                              | 1    | 2 | 3    | 4                        | 7      | 8                        | 9 | 10 | 11 |  |
| Home Address:           | <div></div> <div></div> <div>Post Code: </div> |      |   |      |                          |        |                          |   |    |    |  |

### PARENTS

|                         |  |
|-------------------------|--|
| MOTHER First Name(s):   |  |
| Surname: Mr / Dr/ Other |  |
| Address:                |  |
| Telephone Number        |  |
| E Mail Address          |  |
| FATHER First Name(s):   |  |
| Surname: Mr / Dr/ Other |  |
| Address:                |  |
| Telephone Number        |  |
| E Mail Address          |  |

### CHURCH

|                                                                       |  |
|-----------------------------------------------------------------------|--|
| Name of Church normally attended by child                             |  |
| Name of Clergy                                                        |  |
| Address                                                               |  |
| Name of Church normally attended by parents (if different from child) |  |
| Name of Clergy                                                        |  |
| Address                                                               |  |

If you or your child have not been a member of the above church for more than 12 months, please include details of your previous church in the space provided over the page.

# **CHURCH CONTINUED.**

|                                                                                                                                                 |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Only complete if attendance at present school less than 12 Months</b>                                                                        |  |
| <b>Name of Church</b>                                                                                                                           |  |
| <b>Name of Clergy</b>                                                                                                                           |  |
| <b>Address</b>                                                                                                                                  |  |
| If you complete this section you will need to obtain an additional clergy from the school, to be completed by the Clergy named in this section. |  |

## **SIBLINGS CURRENTLY ATTENDING ST GEORGE'S CHURCH OF ENGLAND FOUNDATION SCHOOL**

| <b>Name(s) of brother(s) and/or sister(s):</b> | <b>Current Year Group/House</b> |
|------------------------------------------------|---------------------------------|
|                                                |                                 |
|                                                |                                 |

## **CHURCH AFFILIATED GROUPS**

|                                                                                                                                              |                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| <b>Does the Applicant attend any Church Affiliated Groups such as Brownies, Guides, Scouts, Cubs, Sea Cadets, boys Brigade, Youth Clubs?</b> | <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> |
| <b>If yes give details</b> _____<br>(Please provide written evidence from any of the above named clubs)                                      |                                                                        |

Is your child in Public Care?

*Please tick appropriate box*

**YES** ☐ **NO** ☐

Does your child have a Statement of Special Education Needs?

*Please tick appropriate box*

**YES** ☐ **NO** ☐

Has your child been adopted?

*Please tick appropriate box*

**YES** ☐ **NO** ☐

Does your child have armed forces parents?

*Please tick appropriate box*

**YES** ☐ **NO** ☐

Are you a member of staff at St George's C of E Foundation School?

*Please tick appropriate box*

**YES** ☐ **NO** ☐

Does your child attend St George's Primary School (Year 6)?

*Please tick appropriate box*

**YES** ☐ **NO** ☐

**OTHER**

|                                                                                                                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>PLEASE LIST ANY OTHER INFORMATION WHICH YOU WOULD LIKE US TO BE AWARE OF IN RELATION TO MEDICAL, HEALTH, SOCIAL AND SPECIAL ACCESS REASONS.</b> <i>(Please attach copies of supporting written evidence from a suitable qualified medical or other practitioner)</i></p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

I/We would like to apply for a place at St. George's School for my/our child as above.

**Signed:** \_\_\_\_\_ (Parent) **Date:** \_\_\_\_\_

If you wish to apply for a place at the School, it is in your child's interest for you to make an appointment with your local clergy to have the clergy form completed and signed and should there be any problems these can be discussed at that meeting. It is important that you are aware that the clergy does not necessarily have to be a Church of England vicar but the Church must be a member of the Council of "The Churches Together in England and Wales". Please provide a stamped addressed envelope addressed to the school. All forms **MUST** be returned to the school by **FRIDAY, 8<sup>TH</sup> NOVEMBER 2019 for YEAR 7 Secondary places and FRIDAY, 17<sup>TH</sup> JANUARY 2020 for YEAR R Primary places.** We strongly **recommend that you obtain a certificate of posting** if you send your form by post. Please enclose a small stamped addressed envelope for confirmation of receipt or I can confirm receipt by e mail if requested.

**SUPPLEMENTARY INFORMATION FORM/CLERGY'S FORM  
FOR SECONDARY ADMISSIONS SEPTEMBER 2020**

**WOULD PARENTS/CLERGY KINDLY COMPLETE THE RELEVANT SECTIONS AS INDICATED AND RETURN**  
TO: Admissions, St. George's Church of England Foundation School, Westwood Road, Broadstairs, Kent CT10 2LH.

**PARENTS TO COMPLETE**

|                              |                                                                              |     |
|------------------------------|------------------------------------------------------------------------------|-----|
| <b>Child's Full Name(s):</b> |                                                                              | DOB |
| <b>Home Address:</b>         | <div></div> <div></div> <div></div> <div><b>Post Code:</b> <div></div></div> |     |

| YEAR GROUP APPLYING FOR | R | 1 | 2 | 3 | 4 | 7 | 8 | 9 | 10 | 11 |
|-------------------------|---|---|---|---|---|---|---|---|----|----|
|-------------------------|---|---|---|---|---|---|---|---|----|----|

## CLERGY TO COMPLETE

|                                                                                                   |                              |
|---------------------------------------------------------------------------------------------------|------------------------------|
| I would like to confirm the above mentioned child has been attending my Church/Sunday School for: | _____ (Years) _____ (Months) |
|---------------------------------------------------------------------------------------------------|------------------------------|

|              |                                                  |
|--------------|--------------------------------------------------|
| REGULARLY    | (Almost Every Week)                              |
|              | (Fortnightly)                                    |
| FREQUENTLY   | (Once a Month)                                   |
| OCCASIONALLY | (Church Festivals/Church Parade/School Services) |
| INFREQUENTLY | (Hardly Ever)                                    |
|              | (Never)                                          |

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PLEASE TICK  
RELEVANT BOX

|                                                                                                              |                              |
|--------------------------------------------------------------------------------------------------------------|------------------------------|
| I would also like to confirm that the parents of the above mentioned child has been attending my Church for: | _____ (Years) _____ (Months) |
|--------------------------------------------------------------------------------------------------------------|------------------------------|

|              |                                                  |
|--------------|--------------------------------------------------|
| REGULARLY    | (Almost Every Week)                              |
|              | (Fortnightly)                                    |
| FREQUENTLY   | (Once a Month)                                   |
| OCCASIONALLY | (Church Festivals/Church Parade/School Services) |
| INFREQUENTLY | (Hardly Ever)                                    |
|              | (Never)                                          |

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|  |

PLEASE TICK  
RELEVANT BOX

The child is also a member of one of the Church Affiliated Organisations (e.g. Brownies, Guides, Cubs, Scouts, Sea Scouts, Boys Brigade, or Youth Club etc.). Please state which clubs the child attends: \_\_\_\_\_

Please add any further comments which you feel may be of use to the School: Known personally to me – On Sunday register (Yes ☐ No ☐

Name: \_\_\_\_\_ Office Held: \_\_\_\_\_  
(PLEASE PRINT)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

In inviting a member of the Clergy to complete this form the Headteacher would like to express his very sincere thanks for the help and co-operation that the School has received in regard to this matter over the past years, and in anticipation, this year too. Should any problems occur please do not hesitate to contact the School. **WOULD THE CLERGY PLEASE RETURN THIS FORM DIRECTLY TO THE SCHOOL IN THE PRE-PAID ENVELOPE (PROVIDED BY PARENTS) NO LATER THAN FRIDAY, 8<sup>TH</sup> NOVEMBER 2019 FOR SECONDARY YEAR 7 APPLICATIONS AND FRIDAY, 17<sup>TH</sup> JANUARY 2020 FOR PRIMARY YEAR 6 APPLICATIONS**