

# **ADMISSIONS POLICY**

## **2023/24**

THE NAMED CONTACT FOR THIS POLICY IS	Headteacher
DATE OF REVIEW	January 2024



**Archbishop Courtenay Church of England Primary School**  
Eccleston Road, Tovil, Maidstone, Kent ME15 6QN  
Tel: 01622 754666  
Email: [headteacher@abc.aquilatrust.co.uk](mailto:headteacher@abc.aquilatrust.co.uk)



# Archbishop Courtenay Primary School

In collaboration with The Diocese of Canterbury Academies Trust

**From September 2023/24**

## **ADMISSIONS POLICY**

### **Admission Numbers**

Archbishop Courtenay Primary School is a Church of England Academy and part of Aquila the Diocese of Canterbury Multi Academies Trust. The Local Governing Body, responsible for the education provided and the Admissions Policy welcomes applications for places from all families and households living in the area. The admission number for the Reception class is 45.

### **Allocation of Places**

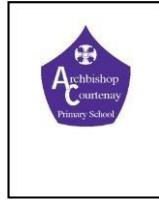
A child reaches statutory school age in the year of their fifth Birthday. It is our policy to admit 'rising fives' at the beginning of the academic year in which their birthday falls.

The Governors wish to reflect the Christian character of the school and its links with the local Christian community in its admissions practice. The majority of the pupils are expected to be those living in the neighbourhood of the school.

Parents are advised that the school is part of the County Admissions Scheme and parents should complete a Reception Common Application Form which is available from the school or alternatively complete it online at [www.kent.gov.uk/ola](http://www.kent.gov.uk/ola) . In addition they should collect and complete a supplementary information form which is available from the school.

Before the application of oversubscription criteria, children with a Statement of Special Educational Need or Education, Health and Care Plan, which names the Academy, 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, all applications will be considered in accordance with the over-subscription criteria below:*

- **Looked After Children / Children in Local Authority Care**  
Looked after children and all previously looked after children, including 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".
- **Current Family Association** - a brother or sister in the same school at the time of entry and the family continue to live in the same house as when the sibling was admitted – or – if they have moved – live within 2 miles of the school – or - moved to a new property that is nearer to the school than the previous property as defined by the 'Nearness Criterion' (below). In this context brother or sister means children who live as brother and sister in the same house, including



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natural brothers or sisters, adopted siblings, stepbrothers or sisters, foster brothers or sisters.

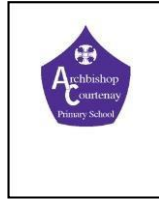
- **Church Affiliation** - if a parent has applied for their child to be admitted to Archbishop Courtenay Primary School on grounds of Christian religion, applications should be supported by the completion of the school's supplementary form. **Priority will be given to those children whose parent[s]/guardian[s] currently attend a Church which is a member of Churches Together in England or the Evangelical Alliance. In order for the Church Affiliation to be considered, attendance must be at least monthly for a period of more than 6 months.**

**In the event that during the period specified for attendance at worship the churches have been closed for public worship and have not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the churches or alternative premises have been available for public worship.**

- **Health and Special Access Reasons (Equality Act 2012)** - children whose mental or physical impairment means they have to attend a particular school. This priority will be extended to children whose parents/guardians physical or mental health or social needs means that they have a demonstrable and significant need to attend this school. Such claims must be strong and must be supported with evidence in writing by a suitably qualified medical or other practitioner. The evidence must demonstrate a special connection between the child's needs and this 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. 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. 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.

Any child attending the maintained nursery cannot automatically have their place within the main school guaranteed once their child reaches statutory school age and priority for admission will be reflected in the application of the oversubscription criteria outlined above. Parents are reminded they must complete the Reception Common Application Form.

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



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the academy, the names will be issued a number and drawn randomly to decide which child should be given the place.

### **Deferral of entry to reception year for summer born children**

Parents can request that the date their child is admitted to school is deferred until the term in which their child reaches compulsory school age. Parents can request that their child attends part-time until their child reaches compulsory school age. Parents can also request that their child begins full time from the beginning of the academic year, however all children are full time after the third week and we operate a part-time schedule in the first three weeks to allow children to adapt to their new school environment.

### **Requests for admission outside of the normal age group**

In special circumstances, and in accordance with the Department for Education's School Admissions Code, parents may seek a place for their child outside of their normal age group - for example, if the child is gifted and talented, or has experienced problems such as ill health.

Such requests should be discussed with the Headteacher as early as possible in the admissions round associated with that child's date of birth. This will allow the academy sufficient time to make a decision regarding the request before the closing date for applications and national offer day. Decisions to admit a pupil outside of their normal age group will be based on the circumstances of each case and based on what is in the best interests of the child concerned. We may request supporting professional evidence to assist in the decision-making. 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 our ability to make an informed decision.

If the request is agreed, the application will be considered for the year group sought and ranked alongside any and all other applications. There is no guarantee that a place will be offered at this stage. Parents should complete an application for the usual point of entry at the same time, in case their request is declined, or they do not receive a place in the year group requested. This application can be cancelled if the academy agrees to accept an application for entry into a different year group. Applications must be made via paper Common Application Form to the Local Authority, with written confirmation from the Academy 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 the oversubscription criteria specified for that round.

Where a child has been educated out of their normal age group, it is important for the parent to consider that this is not binding when they transfer to secondary or any other school/academy. It will be for the admission authority of that school/academy to decide whether to admit the child out of their normal age group.



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### **Waiting Lists**

The Academy will follow the Local Authority procedures relating to waiting lists, appeals and late applications, further details are available on the local authority website [www.kent.gov.uk](http://www.kent.gov.uk) where parents can access the 'Admission to Primary Schools in Kent' booklet.

Waiting lists will be held in oversubscription criteria order.

### **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, a copy of the appeals procedure will also be available from the school office on request.

Further information may be obtained from  
Archbishop Courtenay Primary School, Eccleston Road, Tovil, Maidstone ME15 6QN.  
Tel: 01622 754666  
Email; [headteacher@abc.aquilatrust.co.uk](mailto:headteacher@abc.aquilatrust.co.uk)  
Website: <https://www.archbishopcourtenay.org.uk/>



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**Archbishop Courtenay Church of England Primary School**  
**Admission Application: Vicar / Rector / Minister Form**

To be completed **by the Vicar / Rector / Minister** and returned to:

The Headteacher, Archbishop Courtenay Primary School, Eccleston Road, Tovil, Maidstone,  
Kent, ME15 6QN

Phone: 01622 754666 email: [headteacher@abc.aquilatrust.co.uk](mailto:headteacher@abc.aquilatrust.co.uk)

Name of Child \_\_\_\_\_ D.O.B. \_\_\_\_\_

Male/Female (Please delete as appropriate)

Name of Parent(s) or Guardian(s)

\_\_\_\_\_

Address

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Telephone Number

\_\_\_\_\_

Name of Church Attended

\_\_\_\_\_

Name of Vicar / Rector / Minister

\_\_\_\_\_

Address of Vicar / Rector / Minister

\_\_\_\_\_

\_\_\_\_\_

Telephone Number of Vicar/ Rector / Minister \_\_\_\_\_



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The Parent/s Guardian/s of this child have attended this church at least monthly over a six months period. (Please tick box if appropriate) [ ] .

**In the event that during the period specified for attendance at worship the churches have been closed for public worship and have not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the churches or alternative premises have been available for public worship.**

Please note under the terms of the Appeals Procedure Parents wishing to Appeal have the right to see all correspondence relating to their application for admission

Signature of Vicar / Rector / Minister:

\_\_\_\_\_ *Date* \_\_\_\_\_