



Admissions Arrangement Policy

Adapted/Written for The John Wesley CEM Primary School	October 2024
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Flourishing in F.A.I.T.H. (Family, All Included, Thriving & Healthy)

At 'The John Wesley Church of England & Methodist Primary School', our children & families are at the centre of everything we do. In our inclusive & unique learning community with two distinctive Christian Foundations, every experience enables all to flourish as individuals so we thrive together as God intended. We are blessed with beautiful outdoor & indoor spaces which we use fully to play and learn, nurturing one another mentally, physically, emotionally, academically and spiritually. We strive for our school community to keep being compassionate, loving, kind, responsible citizens who act wisely and keep giving.

Love your neighbour as you love yourself.

The John Wesley is a Church of England and Methodist Voluntary Aided Primary School and our Christian values are at the heart of everything we do.

- ❖ **Koinonia**
- ❖ **Love**
- ❖ **Compassion**
- ❖ **Wisdom**
- ❖ **Forgiveness**
- ❖ **Service**

These are underpinned by our learning values:

- ❖ **Promoting curiosity** – asking questions, delving deeper and analysing
- ❖ **Developing communication** – listening, empathy and relationship-building
- ❖ **'Prove it' opportunities** – problem solving, decision making and exploration
- ❖ **Sharing views and opinions** – visual, spoken and written
- ❖ **Encouraging creativity** – innovation, imagination and spirituality

Our whole school vision is built upon and guided by these. Every school policy is written with this in mind and implemented in way that reflects our vision of our children, '**Flourishing in F.A.I.T.H**' (Family, All Included, Thriving & Healthy)'.

ADMISSIONS POLICY

1. INTRODUCTION

The John Wesley Church of England & Methodist Primary School is a Voluntary Aided Church School. The Governing Body is responsible for the Admissions Policy and education provided. They welcome applications from families and households of all faiths and none, who are living in the local area.

The school was jointly founded by the Church of England and Methodist Church and has a distinctive Christian ethos at its heart. John Wesley CEM Primary School aims to serve its whole community by providing a quality education within the context of Christian belief and practice. We encourage an understanding of the meaning and significance of faith, promoting Christian values through the experience we offer to all our pupils. We ask all parents respect the Christian ethos of our school and its importance to our community.

2. ADMISSION NUMBERS

The school's published admission number is 60 per year group. Each year being having 2 classes (2-form entry).

3. ALLOCATION OF PLACES

Children are admitted to our Early Years Foundation Stage (EYFS) class in the September of the academic year in which they reach their fifth birthday.

The Governors wish to reflect the Christian character of the school and its links to 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 Common Application Form which is available online. (Please speak to the school office if you cannot access the online form). In addition, if parents are members of a church, they should complete a supplementary form which is available for collection from the school. Please note that admissions to the EYFS are handled by KCC but as a Voluntary Aided school, we have our own admissions criteria alongside the KCC guidelines. The admission criteria for 2026 and 2027 have been set by the governors.

If the number of preferences for the school is more than the number of spaces available, places will be allocated in the following priority order:

- a. **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

- b. **Current Family Association** - A brother or sister in the same school at the time of entry where the family continue to live at the same address as when the sibling was admitted or if they have moved, live within 3 miles of the school, or have moved to a 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 or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

If sibling priority is lost, it will not be reinstated for any reason.

- c. **Church Affiliation** - If a parent has applied for their child to be admitted to The John Wesley Church of England Methodist Aided Primary School on denominational grounds, applications should be supported by the completion of the school's supplementary form. In order for the Church Affiliation to be considered, the child must live within a 2 mile radius of the school and the parent[s]/guardian[s] must attend a Church which is a member of Churches Together in England or the Evangelical Alliance. Attendance at worship must also be at least fortnightly for a period not less than one year. Families who have recently moved into the area should ask their previous Rector/Minister to also complete a supplementary information form (SIF). Priority within this criterion will be given to those children living closest to the school.
- d. **Children of staff at the school** - 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 the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- e. **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.
- f. **Nearness of children's homes to school** – We use the distance between the child's permanent home address (defined in KCC's annual admissions prospectus) and the school, 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 site is used for everybody. When we apply the distance criterion for an oversubscribed Community or Voluntary Controlled school, these straight-line measurements are used to determine how close each applicant's address is to the school. Where applications are made from properties or abodes that are not

registered to the NLPG, including new build properties, KCC may be required to use planning sites or other relevant co-ordinates. In exceptional circumstances where alternative co-ordinates are not available, measurements will be determined by a Senior Admissions Officer and confirmed by Head of Service.

Where a child lives at more than one address, we will distance to the home at which they sleep for the majority of school nights (Sunday to Thursday) in the first academic year, using community school term dates excluding school holidays. In the unlikely event that a child spends an equal time at both addresses, KCC will use the address that is closer to the school that is named as the child's first preference.

NB:

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

- owned by the child's parents or guardian OR
- leased to or rented by the child's parent, parents or guardian under a lease or written rental agreement.

If you live separately from your partner but share responsibility for your child, and the child lives at two different addresses during the week, we will regard the home address as the one at which the child sleeps for the majority of the week.

A block of flats has a single address point reference, so applicants living in the same block will be regarded as living the same distance away from the school. In the unlikely event that two or more children live in the same block and 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.

A child does not reach compulsory school age until the prescribed day following their fifth birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

4. SCHOOL AGE AND DEFERRED ENTRY

Where an offer has been made, the school will provide for the admission of all children in the September following their fourth birthday. 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 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.

5. ADMISSION FOR CHILDREN OUTSIDE THEIR NORMAL AGE GROUP

Requests for admission to Reception outside of the normal age group should be made to the Headteacher of each preferred 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 Reception Common Application Form (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.

6. WAITING LIST

We do operate a waiting lists for each year group, for spaces that may become vacant during the school year.

Where a school receives more applications for places than there are places available, a waiting list will operate for at least the first term of the academic year in oversubscription criteria order and will be re-ranked each time a child is added or before an offer is made.

Parents are welcome to contact the school to discuss this. Should there be a vacant space, we will refer to our waiting list and offer places in accordance with the criteria laid out in our Admission guidelines.

7. APPEALS

All applicants refused a place have the right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Appeals can be lodged at www.kent.gov.uk/schoolappeals.

8. IN YEAR ADMISSIONS

Applications for children outside the normal admissions round, or for a place in a different year group, are called In Year Admissions. Applications should be made direct to the school(s), using an In Year Application Form found at www.kent.gov.uk/inyearadmissions.

Applications will be ranked in accordance with the same oversubscription criteria and arrangements above.

9. DETERMINED OVERSUBSCRIPTION CRITERIA

The over-subscription criteria for all The John Wesley CEM Primary School are as follows:

Before the application of oversubscription criteria, children with an Education, Health and Care Plan which names the school will be admitted. As a result of this, the published admissions number will be reduced accordingly. If the number of preferences for the school is more than the number of spaces available, places will be allocated in the following priority order: (See Above for breakdown of information for each area)

- Looked After Children and previously Looked After Children
- Current Family Association
- Church Affiliation

- Children of staff at the school
- Health and Special Access Reasons
- Nearness of children's homes to school

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 will be supervised by someone independent from the school.

If siblings from multiple births (twins, triplets, etc) apply for a school and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the LA will offer a place to each of the siblings, even if doing so takes the school above its PAN. If the admissions are to Year R, and so result in a breach of infant class size legislation, the additional pupil(s) will be treated as "excepted" for the time they are in an infant class or until the numbers fall back to the current infant class size limit, as defined in the School Admissions Code.

Further information may be obtained from the school office. The John Wesley Church of England & Methodist Primary School, Wesley School Road, Cuckoo Lane, Singleton, Ashford, Kent TN23 5LW Telephone: 01233 614660

**The John Wesley Church of England Methodist Voluntary Aided
Primary School
Rector/ Vicar/ Minister Admission Application**

Name of Child _____ D.O.B. _____

Male/Female (Please delete as appropriate)

Name of Parent/s Guardian/s of this child are:

Address: _____

Postcode: _____

Telephone Number Day/Evening: _____

Name of Church Attended: _____

Name of Rector/ Vicar/ Minister: _____

Address of Rector/Vicar/Minister: _____

Telephone Number of Rector/Vicar/Minister: _____

I can confirm that the above child is a member of the Churches Together in England or the Evangelical Alliance and have been attending this Church at least fortnightly for one year. Families who have recently moved into the area should ask their previous Rector/Minister to also complete a supplementary form.

'In event that during the period specified for attendance at worship, the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these arrangements in relation to attendance will only apply to the period when the church 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.

(Please note failure to complete and return this form may affect the priority rating of the application.)

Signature of Rector/Vicar/Minister: _____

To be completed by the Rector/Vicar/Minister.

Please return completed form to: Miss Rachel Harrington, Headteacher
The John Wesley CEM School, Wesley School Road, Cuckoo Lane, Singleton, Ashford,
Kent TN23 5LW