

# LEYBOURNE SS PETER & PAUL C E PRIMARY SCHOOL

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Headteacher: Tina Holditch

## ADMISSIONS ARRANGEMENTS 2016-17

Published admissions number: 30

School supplementary information form required

### Admissions Arrangements – Reception Class

The number of pupils admitted to the Reception class in each academic year is determined by agreement with the Area Education Authority and with regard to the school's facilities.

The admissions limit in the Reception Class for academic year 2016/17 is 30 pupils.

### Over-subscription criteria

Where there are more applications than places, the Governors first allocate places in the following order of priority without reference to academic ability or the period of time on the school's enrolment register. These criteria and the definitions of each category have been revised to reflect good practice as defined in the School Admissions Code (2012).

1. Looked After Children / 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/carer (Section 22 of the Children Act 1989) or who is subject of a care order under Part IV of the Act. This criteria extends to adopted children who were previously in care.
2. Baptised children whose parents live in the civil parish of Leybourne and are at the heart of the worshipping community, worshipping at least three times per month and who are involved in the wider social and organisational life of the Church for at least a year at the time of application. The wider social and organisational life of the Church includes bible study groups and/or other activities of the church of Ss Peter and Paul Church Leybourne. It must be noted that attendance at Sunday Club by both parents on a Sunday does not constitute "worship". All applications under this criteria must be accompanied by a reference written by the Parish priest, or in his / her absence by a Church Warden.
3. Children who will, at the time of admission, have a brother or sister in the school. This applies where the family continue to live at the same address as when the sibling was admitted. *For children admitted from September 2013 onwards it must be noted that if they move house before an application for a place for a younger sibling is made, the new property must be within two miles of the school, or nearer to the school than the previous property as defined by the distance measurement criterion, in order for this link to be maintained.* In this context brother or sister means children who live as brother or sister in the same house, including natural brother and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
4. Children whose parents live in the civil parish of Leybourne measured by straight line distance from the school, with those living nearer having priority. *(The distance is measured between the child's permanent address and the school measured in a straight line using Ordnance Survey address point data. Distances are measured from a central point within the child's home to a similarly defined point within the school as specified by Ordnance Survey. The school uses measurements provided by the LA and further information on how distances are calculated is available in the Admissions booklets provided by the LA).*

5. Children who will have, at the time of admission, a parent working as a teacher in the school. A teacher must have been employed at the school for two or more years at the time the application for admission is made and/or is recruited to fill a vacant post for which there is a demonstrable skill shortage.
6. Baptised children whose parents live outside the civil parish of Leybourne and are at the heart of the worshipping community in another Church of England parish, worshipping at least three times per month and who are involved in the wider social and organisational life of the Church of England for at least a year at the time of application. The wider social and organisational life of the Church includes bible study groups and/or other activities of the church of England. All applications under this criteria must be accompanied by a reference written by the Parish priest, or in his / her absence by a Church Warden.
7. Children whose parents live outside the civil parish of Leybourne measured by straight line distance from the school, with those living nearer having priority (*The distance is measured between the child's permanent address and the school measured in a straight line using Ordnance Survey address point data. Distances are measured from a central point within the child's home to a similarly defined point within the school as specified by Ordnance Survey. The school uses measurements provided by the LA and further information on how distances are calculated is available in the Admissions booklets provided by the LA.*)

Any child with a statement of Special Educational Needs (SEN) naming the school will be given priority for admission. If there is a parent of a child with such a statement applying there will only be 29 places determined by the over subscription criteria.

The school follows the admissions procedure established by the Local Authority (LA). Applications for Yr. R admission are made on the Kent LA Common Application Form. In addition, if applying for a church place, parents will need to complete the school's own admissions form available from the school office. Applications for admission to Reception class in 2015/16 are to be returned in accordance with the guidance and dates published by the LA. The LA will notify parents on the outcome of their application for admission.

If you believe the Governors have made an error in applying the over-subscription criteria with regard to your application you have a right to appeal. In the first instance you should contact the Admissions Clerk in the School Office who will provide you with advice on the procedure to be followed.

### **1. Admission to School**

There is one intake for children starting school in the Reception Class, with all children whose birthdays fall between 1<sup>st</sup> September and 31<sup>st</sup> August being admitted in September. Entry is staggered for the first two weeks with the children divided into two groups according to age. The older children will attend in the mornings and the younger children in the afternoons. All children will be in school full time by 21<sup>st</sup> September 2015. Parents and children will be invited to attend an introduction afternoon in the term preceding entry to Reception Class. Children remain at the school until they have completed the academic year in which they reach the age 11.

### **2. Older Children and Casual Vacancies**

Admissions of older children, casual vacancies and late applications to Reception will be considered on a case by case basis in accordance with the above criteria. A place will only be offered if the Planned Admission Number for the relevant age group has not been reached.

### **3. Waiting List**

The school operates a waiting list for available places. For a child to remain on the waiting list, and to renew interest, parents need to telephone or e-mail the school in the first week of each new term. If a place becomes available the school will work through the waiting list applying the over-subscription criteria. You should inform the school of any change in your circumstances, eg change of address, which might affect your position on the waiting list.

Tina Holditch  
Headteacher

**LEYBOURNE Ss PETER & PAUL C E (VOLUNTARY AIDED) PRIMARY SCHOOL**  
**Rectory Lane North, Leybourne, West Malling, Kent ME19 5HD**  
**Tel: 01732 842008**

***Application for Admission to Primary School***

Name and Address of child: \_\_\_\_\_  
I am applying for a place under Category \_\_\_\_\_

***If you wish to apply for admission under Category 2, please contact the Leybourne Parish Priest for completion of the next section of this form.***

**For completion by Leybourne Parish Priest:**

The family named above wishes to make an application for their child to be admitted to Leybourne Ss Peter & Paul C E (VA) Primary School.

1. Is the child for whom the application is being made baptised into the Church of England? Yes/No
2. Are the parents at the heart of the worshipping community of Leybourne Ss Peter and Paul Church? \*Yes / No

Signature of Priest: ..... Print name: ..... Date: .....

\* This is defined as worshipping at least three times per month and being involved in the wider social and organisational life, including bible study groups and other activities of the church of Ss Peter and Paul Church Leybourne, for at least a year at the time of application. It must be noted that attendance at Sunday Club by both parents on a Sunday does not constitute "worship". All applications under this criterion must be accompanied by a reference written by the Parish priest, or in his / her absence by a Church Warden.

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***If you wish to apply for admission under category 6, please contact your Parish Priest for completion of the next section of this form.***

The family named above lives outside the Parish of Leybourne and wishes to make an application for their child to be admitted to Leybourne Ss Peter & Paul C E (VA) Primary School.

1. Is the child for whom the application is being made baptised into the Church of England? Yes/No
2. Are the parents at the heart of the worshipping community of your parish in the Church of England? \*Yes / No

\* This is defined as worshipping at least three times per month and being involved in the wider social and organisational life, including bible study groups and other activities of the Church of England, for at least a year at the time of application. All applications under this criterion must be accompanied by a reference written by the Parish priest, or in his / her absence by a Church Warden.

Signature of Priest: ..... Print name: ..... Date: .....

Name of church: ..... Contact telephone number: .....

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I declare that the information I have given in this application is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, the Governors reserve the right to withdraw the offer of a place.

Signed ..... Name of child:..... Date .....

(Parent or person with legal responsibility)

Print name: .....