



*Compassion Joy Perseverance Respect*

*'Live life in all its fullness' John 10:10*

# **Admissions Policy 2023-24**

**Reviewed - December 2021  
Next review – December 2022**

**Achieving Excellence Together**

## **Introduction**

Hunton Primary School is a Church of England Voluntary Aided Primary School. The Governing Body is the Admissions Authority and establishes an admissions committee to consider applications for admission. The Governing Body believes in equity of access for all children whose parents/carers wish them to attend the school. We therefore admit in careful accordance with DFE Codes of Practice on admissions and appeals. The Governing Body applies the mandatory guidance on admissions fairly and equally to all those who attend the school.

The Published Admissions Number (PAN) for the year commencing 1st September 2023 will be 15.

[Further information on our school's admission arrangements can be obtained from Kent County Council Primary School Places – Admissions.](#)

<https://webapps.kent.gov.uk/KCC.SchoolSearch.Web.Sites.Public/Default.aspx>

Hunton CEP School is an inclusive school that welcomes children of any background or ability. All applications are treated individually and sensitively. The only restriction placed on entry is that of number. If the number of children applying for entry exceeds the places available, the procedure set out below is applied in order to determine whether a child can be offered a place or not. It is our wish to allow parents to have a place at the school of their choice. However, this may not always be possible, due to the excess demand on the school places available.

Once admission arrangements have been determined for a particular academic year, they cannot be revised by the admission authority except in very limited circumstances.

## **Application Timetable**

It is a requirement of the Local Education Authority that a Common Application Form be completed by all parents. In addition, Hunton CEP School requires completion of a supplementary form. Both forms are available either from the school office or from the Local Education Authority. Hunton CEP School will expect evidence of baptism with the supplementary form if the question asking; 'Is your child a baptised Christian' has been answered yes.

Places are offered for children to start in the September of the academic year in which they will be five years old. Parents of Reception age children have a right to defer entry or take the place up part-time, until the term in which the child reaches compulsory school age. Applications for places in year groups other than Reception or for entry into Reception Year after the closing date for applications will be dealt with on an individual basis, and will depend on the number in the year group to which the child belongs.

Before the application of oversubscription criteria, children with a statement of special educational need which names the school will be admitted. As a result of this the published admissions number will be reduced accordingly.

## **Over Subscription Criteria in Priority Order**

In the event of over subscription the Governors will allocate places to children according to the following criteria:

1. Children in Local Authority Care who are baptised Christians. (See note 1 below).
2. Current family association i.e. brother or sister attending the school at time of entry who are baptised Christians. (See note 2 below).
3. Residents of the parish of Hunton who are baptised Christians.
4. Children with health issues (for which a medical certificate may be needed) who are baptised Christians. (See note 3 below).
5. Children in Local Authority Care who are not baptised Christians (See note 1 below).
6. Current family association i.e. brother or sister attending the school at time of entry who are not baptised Christians. (See note 2 below).
7. Residents of the parish of Hunton who are not baptised Christians.
8. Children with health issues (for which a medical certificate may be needed) who are not baptised Christians. (See note 3 below).
9. In the event of children not falling into any of the above criteria, those who have been baptised Christians and live nearer to the school will be given priority (see note 4 below).
10. In the event of children not falling into any of the above criteria, those who have not been baptised Christians and live nearer to the school will be given priority (see note 4 below).

The governors will require some objective, documented evidence for the child being baptised, such as a certificate of baptism or a letter from the incumbent at the church where the child was baptised.

**Note 1 - Looked After Children and previously Looked After Children ( LAC,PLAC,IALAC):** 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.

**Note 2 – Sibling** - 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. The sibling link is maintained as long as the family live at the same address as when the first child applied, or has moved closer to the school than when the first child was offered a place, or has moved to an address that is less than 2 miles from the school using the distance measured by the method outlined in the distance/nearness of children's home to school criterion.

**Note 3 – 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 Hunton CE Primary School. Equally this priority will apply to children whose parents'/guardians' physical or mental health or social needs means that they have a demonstrable and significant need to attend Hunton CEP 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 Hunton CE Primary School.

**Note 4 – Distance** - 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.

**Note 5 – Address** - A child's home address is considered to be a residential property that is the child's only or main residence (not an address at which the child may sometimes stay or sleep) and which is either owned by the child's parent, parents or guardian or leased or rented to them under a lease or written rental agreement. Where partners live apart but share responsibility for the 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 week days.

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 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.

### **Waiting List**

A place on a waiting list will be offered while we request confirmation that parents who have been offered places wish to take them

If, after the cut-off date set for return of acceptances, we have additional places to offer those on the waiting list, each application on the waiting list will be considered by adhering strictly to the admissions criteria. As and when places become available they will be offered to applicants. Names will be kept on the waiting list until the end of the academic year for which the application for admission was made.

Although parents have the right to defer their child's school place until the start of the term following their fifth birthday we do have the facilities to admit these children at the beginning of the academic year in which their birthday falls. With such small cohorts we are able to monitor children carefully during this transition period.

## **Appeal**

Any parent whose child has been refused admission has the right to appeal against this decision.

Appeals must be lodged by a date to be advised nearer the time, except where the initial application was a 'late application', in which case the appeal must be lodged within 21 days of the allocation decision being sent to the parents. Parents have the right of appeal against the decision to refuse admission to any school listed on the Common Application Form. They can also appeal against any school allocated by the Local Education Authority, where the pupil could not be offered a place at any school on the parents' preference list.

**After a place has been offered Hunton CEP School has the right to withdraw the place in the following circumstances:**

1. when a parent has failed to respond to an offer within a reasonable time; or
2. when a parent has failed to notify the school of important changes to the application information; or
3. the admissions authority offered the place on the fraudulent or intentionally misleading application from a parent

Agreed by governors

December 2021



**HUNTON CE PRIMARY SCHOOL**

**Application for Admission - Supplementary Form**

**Please give your child's details:**

Surname:	Forename(s):
Address:	Date of birth:  Name(s) of persons with parental responsibility:
Home tel. no:	Mobile tel. no:

1. Will there be a brother or sister at this school when you want your child to start?

Yes/No

If yes, please state names:

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2. Do you live within the Parish boundary of Hunton?

Yes/No

3. Has your child any health reasons for admission to this school? If yes, medical/health and special access reasons may be requested to be supported with written evidence from an appropriately qualified medical practitioner.

Yes/No

4. Is your child a baptised Christian? If yes, documented evidence for the child being baptised will be required, such as a certificate of baptism or a letter from the incumbent at the church where the child was baptised. Please include your evidence with this form.

Yes/No

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Office use only

Evidence of baptism seen  date.....