



Herne CE (Aided) Junior School  
*Joyfully we learn*

### **Policy for Admission**

**Date:** September 2014

**Signed:** .....(Headteacher)

**Review Date:** September 2015

.....(Chair of Governors)

The Governing Body is the admissions authority for Herne Church of England (Aided) Junior School. The Governors intend to admit 90 children at the age of 7 years (Year 3) in the academic year 2016/17 and have an admission number of 90 for Years 4, 5 and 6.

#### **Oversubscription criteria**

Before the application of oversubscription criteria children with a Statement of Special Educational Need which names Herne CE (Aided) Junior School will be admitted and the Published Admission Number will be reduced accordingly.

The following criteria for Admissions, which are in order of priority, will be used by the Governors in the allocation of places:

1. 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/carers (Section 22 of the Children Act 1989) or who ceased to be so because they were adopted or who is the subject of a care order under Part IV of the Act.
2. All children attending Herne CE Infant School will have priority of transfer to Herne CE (Aided) Junior School.
3. Children from Anglican families, or churches belonging to Churches Together in England and Wales, at the heart of the church. The minimum requirement to satisfy this criterion is:
  - i) Regular attendance at the Church (by which is meant at least three times per month on average) by the child and one or both parents for at least two years up to the time of application
  - and
  - ii) Regular active involvement (as stated in 'Definitions' below) in the life of the Church by the child and one or both parents for at least two years up to the time of application
4. Children from Anglican families, or churches belonging to Churches Together in England and Wales, committed to the church. The minimum requirement to satisfy this criterion is fortnightly attendance at the Church by the child and one or both parents for at least two years up to the time of application

5. Children from Anglican families, or churches belonging to Churches Together in England and Wales, attached to the church. The minimum requirement to satisfy this criterion is monthly attendance at the Church by the child and one or both parents for at least two years up to the time of application
6. Children from Anglican families, or churches belonging to Churches Together in England and Wales, known to the church. The definition of this is one or both parents or guardians and/or the child worshipping at a church on an occasional basis, less frequently than once a month but at least three times per year and who have done so for at least two years up to the time of application
7. Current family association - where a brother or sister is already attending Herne CE (Aided) Junior School or Herne CE Infant School at the time of entry.

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 continues to 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 two miles from the school using the distance measured by the method outlined in the distance of children's home to school criterion.

8. Children with Medical/Health or Special Access needs.

Medical/Health and Special Access Reasons will be applied in accordance with the school's legal obligations, in particular those under the Disability Discrimination Act 1995. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend Herne CE (Aided) Junior 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 Herne CE (Aided) Junior 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 Herne CE (Aided) Junior School.

9. Any remaining places will be offered to children in order of priority according to the distance between their permanent home address and the school, measured in a straight line using ordnance survey address point data provided by the Local Authority. In relation to flats, we rely on Local Authority information provided in the admissions booklet.

If any category is oversubscribed applicants will be ranked by straight line distance as defined above and those closest given priority. In the event that more than one applicant has the same distance from home to school as defined above then a random selection will be applied.

## Definitions

- a) Regular Active Involvement means one or more of the following in no particular order or priority:
  - A full time minister or salaried worker at the church
  - A lay reader or other formal role recognised by the denomination
  - An elected member of the church council or equivalent
  - A regular (by which is meant at least three times per month on average) leader of or helper at a church group, the purpose of which is teaching, worship, prayer or reaching out into the community
  - A volunteer in a recognised role serving the church at least three times a month

- Regular (by which is meant at least three times per month on average) attendance by the child at a Sunday School or equivalent
- b) 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 weekdays.

**Please note the following procedure where it applies.**

Where the parent/guardian wishes the child to be considered for admission to the school under Criteria 3-7 it is advised that additional information be provided on the Supplementary Information Form (SIF), which may be obtained from the school. Failure to complete and return the SIF may affect the priority rating of the application.

**Right to withdraw places**

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

- i) when a parent has failed to respond to an offer within a reasonable time; or
- ii) when a parent has failed to notify the school of important changes to the application information; or
- iii) the admission authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent

**Appeals**

In accordance with the requirements of the Education Acts, the Governors will make arrangements, if required, for parents or guardians to appeal to an independent panel against the refusal of a place for their child in the School.



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**SUPPLEMENTARY INFORMATION FORM**

A NAME OF CHILD .....

B CURRENT FAMILY ASSOCIATION (name(s) of sibling(s) attending Herne CE (Aided) Junior School or Herne CE Infant School at time of entry)

.....  
.....

C CHURCH AFFILIATION - DECLARATION TO BE COMPLETED BY PRIEST/MINISTER

**Please complete this form as accurately and completely as possible, as decisions on applications may depend on the information you give. Thank you for your assistance.**

1. The above-named child attends Church as follows:

at least three times per month    fortnightly    once a month    less than once a month  
and has done so since .....

2. At least one parent of the above-named child attends Church as follows:

at least three times per month    fortnightly    once a month    less than once a month  
and has done so since .....

3. Regular Active Involvement in the Church (please give details):

.....  
.....  
.....

Church ..... Signature .....

Address ..... Designation .....

Telephone no.....Date .....

