



Rusthall St Paul's C. E. Primary School Admissions Policy

Reviewed: September 2014

Next Review: September 2015

Approved by:

(Chair of Governors)



RUSTHALL ST PAUL'S CE PRIMARY SCHOOL: ADMISSIONS POLICY FOR SEPTEMBER 2016

Parents wishing to send their children to the school may make an appointment to meet the Headteacher and look around the school. Open mornings are arranged annually.

The Governing Body of Rusthall St Paul's Church of England Aided Primary School admits children within the following framework:

All children will enter school at the beginning of September. Once the children start at Rusthall they will attend full time within the first three weeks, following short visits in the term preceding entry. Parents have the right to defer their child's school place until the start of the term in which their child reaches statutory school age, if they wish.

The school intends to reduce its Published Admission Number for pupils in each new year group at Rusthall Church of England Aided Primary School to 30. As a Church of England Aided School, the Governing Body is the admissions authority, not the Local Authority (LA), and therefore has its own over-subscription criteria. 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. In the event of there being more applications than places available, the Governing Body will apply the criteria in the following order, with the highest priority being group 'a':

- a) Children in Local Authority Care (defined below).
- b) Where a child has a sibling (or those who live as siblings under the same roof) currently attending the Rusthall St Paul's Primary school.
- c) Proximity to school, with those living in the village of Rusthall being given priority (measured in a straight line from the home to the school).
- d) Medical, Health, Social and Special Access needs (subject to recommendation by a medical practitioner).
- e) All others.

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 point defined as within the child's home to a point defined as within the school as specified by Ordnance Survey. The same address point on the school site is used for everybody. 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. In the event of a tie-breaker situation, when more than one applicant has the same distance from home to school (as measured by the LA), then a random selection will be applied.

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 the child might sometimes stay or sleep due to individual domestic or special arrangements. The address must be the pupil's home address on the day the application form is completed and which is either:

- owned by the child's parent, parents or guardian; or

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

For parents who live separately but share responsibility for the child, and the child lives at two different addresses during the week, the home address will be regarded as the one at which the child sleeps for the majority of weekdays.

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.

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

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

Definitions and notes to above criteria

- A child with a statement naming the school has priority over all children, as is legally required.
- 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 is the subject of a care order under Part IV of the Act. This applies equally to children who immediately after being looked after by the local authority became subject to an adoption, residence or special guardianship order. (As defined by Section 46 of the Adoption and Children Act 2002 or Section 8 or 14A of the Children Act 1989.)
- Siblings – a brother or sister in the same school at the time of admission to the school, where the family continue to live at the same address as when the sibling was admitted or, if they have moved, live within 2 miles of the school, or have moved to a property that is nearer to the school than the previous property as defined by the distance measurement criterion (above). In this context brother or sister means children who live as brother and sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters, foster brothers or sisters. If siblings from multiple births (twins, triplets etc) apply for Hever School and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the school 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 class size legislation, the additional pupil(s) will be treated as 'excepted' for a period of one year, in line with the School Admission Code.
- 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.

Late Applications

The Kent County Council's coordinated admissions scheme contains the arrangements for late applications.

Appeals

The Governing Body has established arrangements for appeals against non-admission. These arrangements include an independent element. Parents wishing to lodge an appeal should contact the Clerk to the Governors in writing within 14 days of admission being refused. Letters to the Clerk may be addressed to the School.