

COLLIERS GREEN CE VA PRIMARY SCHOOL

ADMISSIONS POLICY and PROCEDURES for 2019

Our planned admissions number is 16.

The governors have stated that admissions should be made in accordance with the following policy: (in order of priority)

1. Children in Local Authority Care (Looked After Children).*

A Looked After child or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. 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 definition in Section 22 (1) of the Children Act 1989).

2. Children who will have siblings that will be attending the school at time of entry.

A brother or sister attending the school when the child starts. In this context brother or sister means children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, step brothers and 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.

3. Children for whom Colliers Green is the nearest maintained Primary school.

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.

Regarding applicants living in the same block of flats, we would rely on the local authority information provided in the Admissions Booklet.

4. Children living in the Parish of St. Dunstan's who attend worship at St Dunstan's Church at least once per month and have done so for a period of not less than 12 months.

5. Children living in the Parish of St Dunstan's who attend a church of any other Christian denomination on at least a monthly basis and have done so for a period of not less than 12 months.

6. Children living in the Parish of St Dunstan's (a map is available for viewing at the school office on request).

7. **Children living outside the Parish of St. Dunstan's who attend a church of any other Christian denomination on at least a monthly basis and have done so for a period of not less than 12 months.**
8. **All other children**

Distance will be used as a tiebreak if any of the above criteria are oversubscribed.

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. The school uses measurements provided by the LA and further information on how distances are calculated is available in the Admissions Booklet provided by the LA.

Colliers Green School follows the procedures outlined in Kent's Admission to Primary School booklet which is distributed in the autumn term.

After a place has been offered the school reserves 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 admission authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent.

Parents are advised to notify the school in writing should they wish to be placed on a waiting list if the school is oversubscribed. They will remain on this list until the start of the school year in September. Late applications are recorded by the school and held until the start of the school year.

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.

Please note that the school has a supplementary information form (attached) for parents who wish to be given priority under the oversubscription criteria for LAC, Sibling or Faith criterion will need to complete the form.

In accordance with the requirements of the Education Act 2002 the Governors will make arrangements for parents to appeal against the refusal of the Governors to offer a place for their child in the school. Parents wishing to appeal for a place at the school should in the first instance write to the:

Clerk to Governors
c/o Colliers Green CEP School
Colliers Green
Cranbrook
TN17 2LR

Parents of Reception age children have the right to defer entry or take up their place with our School on a part time basis until the term in which the child reaches compulsory school age. Full details are available by referring to the School Admissions Code dated December 2014 (sections 2.16 to 2.17B).

During the term before admission, new entrants are invited into school for one morning session from 9.00 am until 12 noon to become familiar with the school environment. Parents are notified of dates and times in advance. A New Parent's evening is held in the Summer term preceding the child's entry into school. The children visit at the same time.

Reviewed by Full Governing Body on January 2017.

Supplementary Information Form

Name of Child _____

Date of Birth _____

Address of Childs main residence

Name of Parent/Guardian_____

Parent / Guardian Address (if different to above)

Parent Guardian Contact number(s)_____

Is the child in the care of the Local Authority Yes / No * delete as appropriate

If yes, please attach a copy of the care order.

Will there be a sibling in the school at time of entry Yes / No *delete as appropriate

If yes please state name of sibling _____ D.O.B _____

If applying under the faith criterion, please ask your minister to complete the following section.

Name of Church Minister_____

Name of Church_____

I can confirm that the above child is known to me and attends my church at least once per month and has done so for a period of not less than 12 months.

Yes / No * delete as appropriate

Signature of Minister _____

Date _____

Once complete please return this form at the school no later than the closing date for the Reception Common Application Form.