



**IDE HILL CHURCH OF ENGLAND PRIMARY SCHOOL
GOVERNING BODY ADMISSION POLICY FOR ACADEMIC YEAR
SEPTEMBER 2020**

Reviewed: November 2018

Annual Approval: November 2019

This policy is subject to review and evaluation by the Headteacher and Governing Body.

Louisa Hillman, Headteacher	Date
Anne Fletcher, Chair of Governors	Date

Ide Hill Church of England Voluntary Aided School has a distinctive Christian ethos which lies at the heart of the school and provides an inclusive, caring and supportive environment where children learn and flourish in a setting shaped by Christian value. We welcome applications from all members of the community and we ask all parents/guardians to respect the Christian ethos of our school its importance to our local community.

Our current Published Admission Number is 22.

The admission area for Ide Hill Church of England Primary School is the area within a radius of 2 miles of the school as shown on the Ordnance Survey map available at the school (see note 1).

This admissions policy applies to either:

- a) Children starting School in the Reception Class in September 2020, where September 2020 follows their fourth birthday. Reception children are entitled to a full time place.
- b) Children applying for a place in any class throughout the academic year 2020.

NB: In addition to the Local Authority Application Form, Ide Hill Church of England Primary School requires a Supplementary Form to accompany every application which must be returned DIRECTLY to the school. Failure to submit this supplementary form by the Kent County Council Admission Deadline WILL adversely affect your application. The supplementary form (Appendix 1) can be downloaded from the school website: <http://www.idehill.eschools.co.uk/website> or a paper copy may be obtained from the school office.

Additionally, all applications under faith criteria must also be accompanied by a written reference from your Vicar/Minister (Appendix 2)

Admission Criteria

Before the application of oversubscription criteria, children with a **statement of special educational need or Education (SSEN), Health and Care plan (EHCP)** which names the school will be admitted. As a result of this, the published admission's number will be reduced accordingly.

If the school is over-subscribed, the governing body will apply the following criteria in the following order:-

1. Children in Local Authority Care or previously in Local Authority Care (see note 2)
2. Children with siblings attending the school at time of application (see note 3)
3. Children who live within a one mile radius of the school (see note 1)

In the event of over subscription for either of these criteria then, as a Church of England School, preference will be given first to those whose parents / guardians are worshippers at a Church of England Church, and secondly to those who are worshippers at another Christian Church. This is not dissimilar to other church schools admission criteria (see note 4).

4. Children who live **within** the admission area and whose parent(s)/guardian(s) are regular worshippers at their **Church of England Parish Church**.

Faith priority places are offered in the following order:

- *Parents who attend church twice a month and have done so for a period of not less than two years.*
- *Parents who attend church twice a month and have done so for a period of not less than one year.*
- *Parents who attend church on at least a monthly basis and have done so for a period of not less than two years.*
- *Parents who attend church on at least a monthly basis and have done so for a period of not less than one year.*

*This must be evidenced by completion of the **Supplementary Church Form** (Appendix 1) **and** endorsed with a **clerical reference, including any relevant additional information** from your Vicar/Minister (Appendix 2). It is the applicant's responsibility to ensure that both the Supplementary Church Form and the clerical reference are submitted to the School by the deadline. **If either of these forms is not submitted by the deadline, your child will not be considered eligible under faith criteria.***

5. Children who live **within** the admission area and whose parent(s)/guardian(s) are regular worshippers at **other Christian Churches**.

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6. Children who live **within** the admission area, whose parent(s)/guardian(s) are not church worshippers, but would like their child to be educated at a Church of England Voluntary Aided School.
7. Children who live **outside** the admission area whose parent(s)/guardian(s) are regular worshippers at their Church of England Parish Church. This requires endorsement by the Priest/Minister of your attendance at Church.

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9. Children, who live **outside** the admission area, whose parent(s)/guardian(s) are not church worshippers but would like their child to be educated at a Church of England Voluntary Aided School.

Tie-breaker: In the event of a tie-breaker, where we have to choose between two or more children in the same category as each other, with the same distance from home to school (as measured by the LA), a decision will be made by drawing lots, which will be carried out by the Admissions Committee, in the presence of an independent witness.

Notes:

1. **Distance** *The order of priority will be based on the proximity of home to school with those living nearer having priority. The school uses measurements provided by the Local Authority regarding the **proximity of children's homes to school**. The Local Authority uses 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 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 NLPG. The same address point on the school site is used for everybody.*
2. **Children in Local Authority Care or previously in Local Authority Care**— *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 the definition in Section 22(1) of the Children Act 1989).*
3. **Siblings** - *children who live as brother and sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters.*
4. *Where the word "worshippers" at a church is used in the criteria, this is to be understood as the affirmation by parent(s)/ guardian(s) of regular attendance at church worship, and requires endorsement by way of a written reference from the Vicar/Minister of the attended church. This must be evidenced by completion of the **Supplementary Church Form** (Appendix 1) **and** endorsed with a **clerical reference, including any relevant additional information** from your Vicar/Minister (Appendix 2). It is the applicant's responsibility to ensure that both the Supplementary Church Form and the clerical reference are submitted to the School by the deadline. **If either of these forms is not submitted by the deadline, your child will not be considered eligible under faith criteria.***

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Admission Procedures

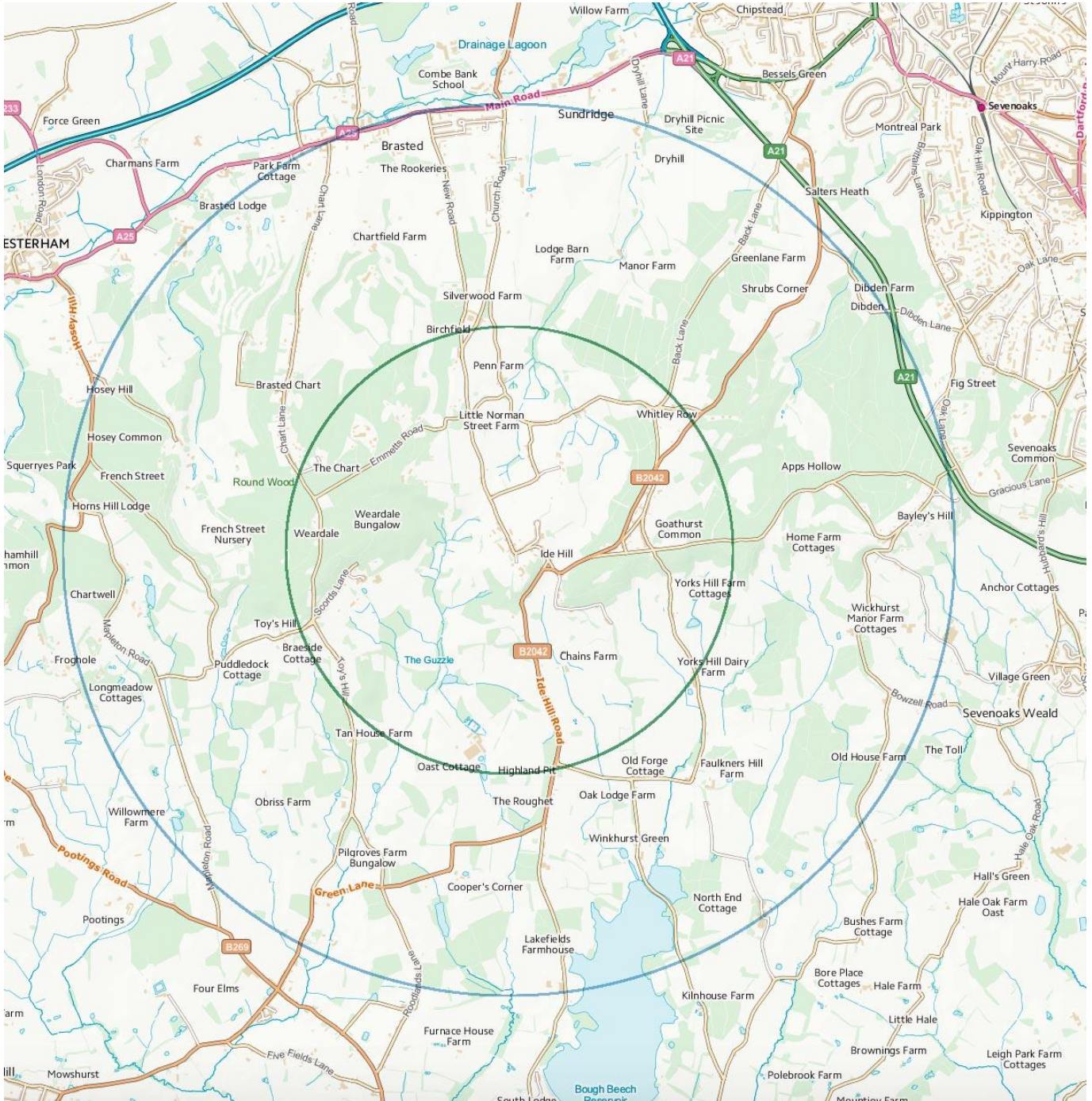
- Closing Date** – The closing date for applications for admissions and the offering of places will be in line with that of the Local Authority. **Supplementary forms MUST be returned to the school office by the same date.** Applications received after this date will be considered in relation to the admissions criteria only if there are spaces. **Parents and guardians should note that gaining a place is not dependent on how early the application was made.**
- Waiting List** – Children not offered a place will be put in order on the waiting list in accordance with the admissions criteria, not on a first come first served basis. The waiting list will be re-ranked, in line with the published oversubscription criteria, every time a child is added or removed. The waiting list will remain in operation until the end of the first term (i.e. October half term) at which point it will be dissolved.
- Notification of Decision** – The Local Authority will inform parents and guardians whether a child has gained a place at this school.
- Right of Appeal** – If the child has not gained a place at the school and the parents or guardians wish to appeal against that decision, they should first contact the School Office for information on how to proceed.
- Statutory School Age / Deferred Entry** – The statutory age at which a child must start school is the beginning of the term after which they become five. However, a place will be provided for children in the September following their fourth birthday. Parents may request that the date of admission is deferred until later in the School Year but not beyond the age that they reach compulsory School age or beyond the final term of the School year for which the place was made.
- Full/Part Time basis** - Parents of children aged four will be able to choose for their child to start school on a full or part time basis (after discussion of specific needs with the Head teacher), however children are required to attend full time in the term they reach compulsory School age.
- In Year Admissions** - Anyone wishing to apply for a place within the academic year must complete an “In Year Admissions Form” as soon as you wish to be considered for a place. If no spaces are available, you will be placed on the “in year” waiting list. Where the pupil numbers of the year group are over the Published Admission Number, this will be at the discretion of the Headteacher and Governors. Children entering our School under the Sevenoaks “in year fair access” agreement will have priority over children on our “in year” waiting list.
- Admission out of the normal age group** - Places will normally be offered in the Year Group according to the child’s date of birth but a parent may submit an application for a Year Group other than the child’s chronological Year Group, for instance where the child is significantly able or where a child has suffered from particular social or medical issues impacting his or her schooling. In addition, the parents of a summer born child (April 1st – 31st August) may choose not to send their child until the September following their fifth birthday and may request that they are admitted out of their normal age group. We shall make a decision on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent’s views; information about the child’s academic, social and emotional development where relevant; their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. We shall also take into account the views of the Headteacher of the school. Parents must not assume that the decision of one school will transfer with the child to a different school as the decision rests with the individual admission authority. Where a place is refused in a different Year Group but a place is offered in the school, there will be no right of appeal.



IDE HILL CHURCH OF ENGLAND PRIMARY SCHOOL – ADMISSIONS AREA

Green = 1 mile 'as the crow flies'

Blue = 2 miles 'as the crow flies'



Enabling children to grow as God intended