

**CHRIST CHURCH  
CHURCH OF ENGLAND JUNIOR SCHOOL,  
RAMSGATE**



**ADMISSIONS POLICY 2024**

Date published	Policy review date	Agreed by:	Date Agreed
February 2023	November 2023	FGB	March 2023

## **CHRIST CHURCH CHURCH OF ENGLAND JUNIOR SCHOOL, RAMSGATE**

### **ADMISSIONS POLICY**

The Academy Trust is the admissions authority for the school and decisions about admission against the criteria set out below will be made by the governing body, who will also put in place independent arrangements for appeals against admission decisions.

Coordination of admissions will continue to be the responsibility of the Local Authority. Applications for places must be made on the common application form for the local authority in which the family lives. Offers of places will be sent to parents on the common offer date a notified by the LA.

#### **Oversubscription Criteria**

The school has a published admission number of 60.

Where there are 60 or fewer applications, all will be admitted.

Where there are more applicants than places available, after the admission of pupils with Statements of Special Educational Need which name the school. As a result of this, the published admissions number will be reduced accordingly priority for admission will be given to those children who meet the criteria set out below, in this order:

#### **1. Looked After Children and previously Looked After Children.**

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.

#### **2. Siblings of children who will still be registered at the school at the time of admission.**

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 and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

#### **3. Medical / Health and Special Access Reasons**

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 children under this criterion whose health or physical impairment means that they have a demonstrable and significant need to attend Christ Church Junior School. Medical/health and Special Access Reasons must be supported with written evidence from an appropriately qualified medical practitioner. The evidence must demonstrate a special connection between the child's needs and Christ Church Church of England Junior School.

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**4. Nearness of children's homes to school** - 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 the measurements provided by the Local Authority (LA) and further information on how distances are calculated is available in the Admissions Booklet provided by the LA. In the case of distances from flats, the school will use the process defined below in 'Tiebreaker'.

**Clarification of the Child's Home 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 the 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.

#### **Tiebreaker**

If any category is oversubscribed, applicants will be ranked by straight line distance [as defined above] and those closest given priority. In the unlikely event that two or more children 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. This process will be independently supervised.

#### **Late applications**

Applications received after the closing date will be treated as late applications and processed after all on-time applications have been dealt with. If places are available at that stage they will be offered, otherwise late applicants will be added to the waiting list in the order of the criteria listed above.

#### **Appeal**

In all cases where an application for a place at a school is unsuccessful the parent will have the right of appeal. That appeal will be heard by an Independent Appeal Panel commissioned by the Governing Body of Christ Church Church of England Junior School.

#### **Waiting lists**

All applicants for a school who are not offered a place – and any late applicants - will be placed on that school's waiting list in the order of the criteria set out above. The school's waiting list will be re-ranked, in line with the published oversubscription criteria, every time a child is added. If places become available before the start of year 3 they will be offered in order according to the child's place on the waiting list. The school will not hold a waiting list beyond the start of the school year – applications after that date will be considered using the in-year arrangements described below.

#### **Arrangements for in-year admission to all year groups**

Applications for places in other year groups are made directly to the school. Where a place is sought in a year group which has places available, the child will be admitted.

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Parents of children already in schools in the area are asked to discuss a possible move with the Headteacher of the school which their child is already attending. We do not encourage parents to move their children from a local school without good reason, unless it is in the child's best interest.

If at any stage there are more children seeking places in a year group than there are places available the oversubscription criteria set out above will be used, in that order.

Christ Church Church of England Junior School will participate in the Fair Access Protocol in Ramsgate/ Kent and where required to do so will offer a place through that process ahead of any child on the school's waiting list.

### **Admission of Children Outside their Normal Age Group**

Requests for admission to Year 3 outside of the normal age group should be made to the Headteacher as possible in the admissions round associated with that child's date of birth. This will allow the school and admissions authority sufficient time to make a decision before the closing date. Parents are not expected to provide evidence to support their request to defer their application, however where provided it must be specific to the child in question. This might include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede a school's ability to agree to deferral.

Parents are required to complete an application for the normal point of entry at the same time in case their request is declined. This application can be cancelled if the school agrees to accept a deferred application for entry into Year 3 the following year. Deferred applications must be made via paper Junior Common Application Form (JCAF) to the LA, with written confirmation from each named school attached. Deferred applications will be processed in the same way as all applications for the cohort in the following admissions round and offers will be made in accordance with each school's oversubscription criteria. Further advice is available at [www.kent.gov.uk/primaryadmissions](http://www.kent.gov.uk/primaryadmissions)

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