

# Sutton-at-Hone Church of England (Voluntary Aided) Primary School



## Admissions Policy 2018-2019



A Church of England Voluntary Aided School  
Diocese of Rochester

Acting Headteacher: Mrs K Trowell

Chair of Governors: Mr D Harbud

**SUTTON-AT-HONE CHURCH OF ENGLAND PRIMARY SCHOOL  
(VOLUNTARY AIDED)**

**Admissions Policy 2018-2019**

Sutton-at-Hone Church of England School has a distinctive Christian ethos which is at the heart of this School and provides an inclusive, caring and supportive environment where children learn and flourish in a setting shaped by Christian values. We welcome applications from all members of the community and we ask all parents to respect the Christian ethos of our school and its importance to our community.

The Governing Body is responsible for the admission of pupils to the School and admits 60 pupils to the reception class each year. This admission number has been agreed between the Governing Body and the Local Authority and applies to the year 2018-2019.

The Governing Body is required to abide by the maximum limits for infant classes (5, 6 and 7 year olds), ie, 30 pupils per class (primary schools only).

**Reception Class Admissions**

Children are admitted to the Reception class in the school year in which they have their fifth birthday. All Reception class children are admitted in September, at the start of their Reception Year.

Applications for admission to the Reception Year are welcome from parents who may wish their children to be considered for a place at the school. A completed **Reception Common Application Form (RCAF)** can be returned to the school and will be forwarded by us to the Local Education Authority (LA). Alternatively you may return the form to the LA yourself by the closing date advised in the booklet accompanying the form or apply online at [www.kent.gov.uk/ola](http://www.kent.gov.uk/ola)

Please complete the Supplementary Admission Form and return it to the school so that we have any information or Church reference you may wish to provide in support of your application, so that we can apply our Admission Criteria to your application.

Where a child has been offered a place in Reception, parents are entitled to defer the date their child is admitted to the school until later in the year, or to attend part-time, up until the date their child reaches compulsory school age.

In line with the DFE **School Admissions Code**, children with a Statement of Special Educational Need (SEN) or Education, Health and Care Plan (EHCP) that name *Sutton-at-Hone CE Primary School* in the statement will be allocated a place at the school before the oversubscription criteria are applied.

Where the number of applications for admission exceeds the number of places available, all applications will be considered in accordance with the over-subscription criteria below:

(1) Looked after Children / 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)

(2) Sibling / Current Family Association

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.

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 criterion.

- (3) Children, who along with their parents or guardians, regularly attend Church of England services held in the the Parish of St John the Baptist, Sutton-at-Hone with Hawley, or the Parish of St. Margaret of Antioch. Regular attendance is taken to mean once a month for one year. (For casual admissions, i.e. families moving into the area, evidence of regular attendance at a Church of England church in the family's previous home area will be required).
- (4) Children, who along with their parents or guardians, live in the Parish of St. John the Baptist Church, Sutton-at-Hone with Hawley, or the Parish of St. Margaret's Church, Darenth who regularly attend another Christian Church or Fellowship (The leader will be required to provide supporting evidence). Regular attendance is taken to mean once a month for one year.
- (5) Children whose parents or guardians live within the Parish of St John the Baptist Church, Sutton-at-Hone with Hawley, or the Parish of St. Margaret's Church, Darenth, and live nearest to school measured in a straight line from the school to the home address. Please see the distance criterion below.
- (6) Children whose parents or guardians live nearest to school measured in a straight line from the school to the home address. Please see the distance criterion below.

Where any of the above criterion are oversubscribed Children will be ranked within each category on the following basis:-

**(a) Medical / Health and Special Access Reasons**

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.

**(b) Distance / Nearness of children's home to school**

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 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.

Late applications for Reception class places, received after the date advised in the letter accompanying the form, will be considered. Places will be offered, if and when there are vacancies, with priority given in accordance with the oversubscription criteria stated above. The School acknowledges and complies with the legal requirement that infant class sizes must not exceed 30 pupils. Class sizes will be arranged accordingly.

A waiting list will be kept of the applicants who are refused admission due to oversubscription. The list will be kept in the sequence of the criteria described above, and will be re-ranked, in line with the published oversubscription criteria, every time a child is added. As and when places become available they will be offered to applicants. Names will be kept on the waiting list until the end of the academic year for which the application for admission was made.

Queries about the Admission Policy should be addressed to the Headteacher or Chair of Governors, c/o the School Office. The school will establish an independent Appeals Panel in accordance with the relevant Education Act, or will use the services of the Local Authority Independent Appeals Panel.

Arrangements for admissions and appeals will be reviewed and published each year.

**SUTTON-AT-HONE C OF E PRIMARY SCHOOL****SUPPLEMENTARY ADMISSION FORM**

Headteacher  
 Tel: 01322 862147  
 E-mail : office@sutton-at-hone.kent.sch.uk

Church Road  
 Sutton-at-Hone  
 Dartford  
 Kent DA4 9EX

<b>Your child's details :</b>					
Christian name (s)				Surname	
Date of Birth			Birth Cert. Check		Boy/Girl
Address					
			Postcode		
Home telephone number					
Email address (to be used for home/school communication)					
Address verification (x 2)					
Ever had Free School Meals?					
<b>Details of persons with legal parental responsibility</b>					
Title		First name(s)		Surname	
Address:					
Telephone	Mobile		Work		
Title		First name(s)		Surname	
Address (if different)					
Telephone	Mobile		Work		
<b>Is the child in Local Authority Care</b>			<b>YES / NO</b>		
<b>Child's last school/pre-school details:</b>					
<b>Please state if your child has any special needs:</b>					
<b>Further details</b>					
Will this child have a brother or sister in this school when you expect your child to start?					YES/NO
If YES, please give name(s)					
Signed:			Date:		
			<b>...then please turn over</b>		

**Church information in support of Application**

**Declaration of Church Membership of guardian/s to be completed by Parish Priest or Minister**

I have known .....

for the past ..... years and ..... Months,

S/he has attended church at least monthly for the last twelve (12) months

YES/NO (*Delete as appropriate*)

I have known .....

for the past ..... years and ..... Months

S/he has attended church at least monthly for the last twelve (12) months

YES/NO (*Delete as appropriate*)

Any other relevant information and comments relating specifically to church attendance.

Please note that if you have recently moved to the area and have been worshipping at your local church for less than 12 months, you may copy this form and ask for your previous church representative to confirm that you attended on at least a monthly basis at your previous church for a period of not less than 12 months (combined) in order to be ranked within the faith criteria.

Signature: ..... Church:.....

Address: .....

Date: .....

Sutton-at-Hone CE Primary School Supplementary Admission Form September 2018