



BRENCHLEY & MATFIELD CE PRIMARY SCHOOL
ADMISSIONS POLICY / 2018

Date formally Approved by Governors:	February 2018
Date Policy became effective	February 2018
Review Date and committee responsible for review:	January 2019
Person responsible for Implementation and Monitoring	Head of School
Other relevant policies:	Supplementary Application Form

Aims and Objectives

Brenchley & Matfield is an inclusive school that welcomes children from all backgrounds and abilities. Our Planned Admission Number (PAN) is 30 per year. The admissions authority is the Tenax Schools Trust, which is responsible for admissions to this school. Applicants are advised to consult the 'Admissions to Primary School' guidance, which is published annually and available from Kent County Council (kent.gov.uk).

Applying to the school

Families applying to our school for reception places needs to complete both the Common Application Form (available from Kent.gov.uk Primary application form) AND the school supplementary application form (available from the school website). We will rank all applications according to the following criteria.

Admissions criteria, by priority:

Rank	Category
1	Looked After Children (ie children in the care of the Local Authority) and Previously Looked After Children
2	Children who live in the civil or ecclesiastical parishes of Brenchley and Matfield
3	Children with a sibling in the school at the time of entry
4	Children who have a Parent or Guardian who has worshipped at least twice a month on average at All Saints, Brenchley or St. Luke's, Matfield in the last 12 months
5	Children who have a parent or guardian who has worshipped twice a month on average, in another C of E Parish Church
6	Children of practising members of other Christian denominations affiliated to "Churches Together in England", with the same pattern of worship as above
7	Children of other applicants



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Oversubscription Criteria

Before the application of oversubscription criteria, children with a statement of Special Educational Need (SEN) or Education, Health & Care Plan (EHCP), which names the school, will be admitted. As a result of this, the published admissions number will be reduced accordingly.

If more parents express a preference for our school than the published number of 30 places, after the admission of pupils with a SEN or EHCP statement or LAC children, the above criteria listing will be used in order of priority to award places after the closing date for admissions (or during the year of admission if other than at Reception age.)

Oversubscription within each Criteria

Where it is necessary to establish priority within one of the criteria, the distance from home to school, as calculated by the local authority will be used. The distance is measured in a straight line from a point in the child's permanent address to a point in the school using NLPG (Ordnance Survey). Where two or more children have an otherwise equal priority under the oversubscription criteria, random selection will be used to establish which is ranked over the other.

Looked After Children or Previously Looked After Children will be given priority over any other category. Within this, Looked After Children or Previously Looked After Children "of faith" will be given the higher priority.

Additional notes and explanations of Categories

SEN / EHC Statements	Children with a SEN / EHC Statement at the time of applying or will have a statement before KCC application closing date (normally mid-January before the September admission)
Category 1	Children in Public Care/Care of the Local Authority or previously Looked After Children. School requires documentary evidence as follows: 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)
Category 2	Proof of address (eg copy of utility or Council Tax bill addressed to the parent showing the full postal address) will be required by the school
Category 3	A sibling is defined as children who live in the same house as a brother or sister including natural, adopted, step or foster. All sibling links should be current pupils that will also be here when the new pupil starts.
Category 4	Signed letter from incumbent of either All Saints' or St Luke's confirming the stated attendance
Category 5	Signed letter from relevant clergy confirming the stated attendance at other churches
Appeals	The school follows the Code of Practice for Admissions Appeals https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/389388/School_Admissions_Code_2014_-_19_Dec.pdf



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Multiple Births	If siblings from multiple births (twins, triplets, etc) apply for a school and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the LA 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 infant class size legislation, the additional pupil(s) will be treated as “excepted” for the time they are in an infant class or until the numbers fall back to the current infant class size limit, as defined in the School Admissions Code.
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Withdrawal of an Offer of a 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
- When a parent has failed to notify the school of important changes to the application information
- The admission authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent

Waiting list

The school will operate a waiting list in the event of oversubscription based on the ranking detailed above. This waiting list will be re-ranked based on the above criteria every time a new child is added. Parents will be notified by telephone or email should a place become available.

Deferring entry to Reception

Parents / Carers of summer born children (April-August) can, if they wish, defer entry to Reception until later in the year but not beyond the start of term after the child reaches compulsory age (the school term after their 5th Birthday). We **strongly** recommend that you make an appointment with the Head of School to discuss any individual admission arrangements for your child.

Requests for admission to Reception outside of the normal age group should be made to the Headteacher as early 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 R the following year. Deferred applications must be made via paper Common Application Form (CAF) to the Local Authority, 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



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Applications will be considered on receipt of the Common Application Form (CAF) (available online from Kent.gov.uk) and this application form along with a copy of the child's birth certificate and the relevant supporting paperwork as follows:

	Category	Evidence required
1	Looked After Children (ie children in the care of the Local Authority) and Previously Looked after Children. And / or Children with a Special Education Needs (SEN) statement / Education Health Care Plan (EHCP) who name this school as their 1 st choice	Evidence of "looked after" status of the child as defined by KCC [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)] And / Or Confirmation of SEN statement or EHCP
2	Children who live in the civil or ecclesiastical parishes of Brenchley and Matfield	Copy of utility or Council Tax bill addressed to the parent showing the full postal address.
3	Children with a sibling in the school at the time of entry	A sibling is defined as children who live in the same house as a brother or sister including natural, adopted, step or foster. All sibling links should be to current pupils that will also be here when the new pupil starts.
4	Children who have a Parent or Guardian who has worshipped at least twice a month on average at All Saints, Brenchley or St. Luke's, Matfield in the last 12 months	Signed letter from incumbent of either All Saints' or St Luke's confirming the stated attendance
5	Children who have a parent or guardian who has worshipped twice a month on average, in another C of E Parish Church	Signed letter from relevant clergy confirming the stated attendance at other churches
6	Children of practising members of other Christian denominations affiliated to "Churches Together in England", with the same pattern of worship as above	Signed letter from relevant clergy confirming the stated attendance at other churches
7	Children of other applicants	

Where it is necessary to establish priority within one of the criteria, the distance from home to school as calculated by the Local Authority, will be used. The distance is measured in a straight line from the child's permanent address to the school using NLPG Ordnance Survey address point data. In the event of a tie-breaker the nearness of an applicant's home to the school will be the decider.

The school follows the Code of Practice for Admissions Appeals.

If necessary, a waiting list will be used in which children will be prioritised in line with the oversubscription criteria above until the end of the relevant academic year.

Where applications are received for children who are from multiple births, places will be offered to each sibling even if this takes us above our Planned Admissions Number. Please refer to the school's Admissions Policy.



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Confidential Supplementary Application Form

**Form must be returned to school no later than 31 January in order to be considered for a place.
Please complete all sections.**

Pupil's legal surname	
Pupil's surname (if different from legal name)	
First names (please underline the name used)	
Date of Birth	
Birth Certificate enclosed & checked	
Parents / guardians / carers (insert as appropriate)	
Mr and Mrs / Mr / Mrs / Miss / Ms / Other (correspondence will be addressed to the applicants named here)	
Relationship to pupil	
Address	
Address (cont)	
Postcode	
Contact telephone number(s)	
I am applying for a place under category – insert number (see overleaf)	
I enclose the relevant supporting documentation	
Applications under category 3 only Name of sibling/s currently at Brenchley & Matfield	
Signed	
Dated	