



## Hartlip Endowed Church of England Primary School (Voluntary Aided)

Headteacher: Mrs. Tracey Jerome BEd (Hons)

*Shine your light on the world. Matthew 5:16*

### Admissions Arrangements for Hartlip Endowed Church of England

#### (Voluntary Aided) Primary School

#### Academic Year 2020-2021

Hartlip Endowed Church of England (Voluntary Aided) Primary School will be part of the KCC Co-ordinated Scheme for Entry to Year R in September 2020. Year R applications are normally for children born between 1 September 2015 and 31 August 2016.

For normal points of entry to school, Kent resident parents will have the opportunity to apply for their child's school place either online at [www.kent.gov.uk/ola](http://www.kent.gov.uk/ola) or by using a standard paper form known as the Reception Common Application Form (RCAF). Kent County Council cannot accept multiple applications for the same child. A parent may use either of the above methods, but not both. Kent County Council will take all reasonable steps to ensure that every parent resident in the Kent knows how to apply for a school place by completing a RCAF/JCAF online at [www.kent.gov.uk/ola](http://www.kent.gov.uk/ola) or on paper, and has access to a written explanation of the coordinated admissions scheme.

Included in this document:

Key Scheme Dates

Admission Policy for Hartlip Endowed Church of England (Voluntary Aided) Primary School

Supplementary Form (which should be returned directly to the school to assist in the ranking of applications against the over-subscription criteria.

The Key Scheme dates are:

<b>Key Action</b>	<b>Scheme Date</b>
<b>Application for Primary Intake/Junior Transfer opens</b>	<b>Tuesday 5 November 2019</b>
<b>National closing date for application forms</b>	<b>Wednesday 15 January 2020</b>
<b>Summary of applicant numbers sent to all Kent Primary, Infant and Junior schools</b>	<b>By Monday 10 February 2020</b>
<b>Full applicant details sent to all Kent Primary, Infant and Junior schools for ranking against their over-subscription criteria</b>	<b>By Monday 17 February 2020 (In half term)</b>
<b>Ranked lists returned to Kent County Council by all schools. Deadline for school to inform Kent County Council of wish to offer in excess of PAN</b>	<b>By Friday 6 March 2020</b>
<b>Primary, Infant and Junior schools sent list of allocated pupils</b>	<b>Friday 27 March 2020</b>
<b>National Offer Day: e-mails sent after 4pm and letters sent 1<sup>st</sup> class post</b>	<b>Thursday 16 April 2020</b>
<b>Schools send out welcome letters no earlier than</b>	<b>Monday 20 April 2020</b>
<b>Deadline for late applications and waiting list requests to be included in Kent County Council's reallocation stage. Also date by which places should be accepted or declined to schools</b>	<b>By Wednesday 6 May 2020</b>
<b>Kent County Council will send schools reallocation waiting lists for ranking against their over-subscription criteria</b>	<b>Monday 11 May 2020</b>
<b>Deadline for lodging of appeals</b>	<b>Thursday 14 May 2020</b>
<b>Schools to send their ranked reallocation waiting list and acceptance and refusals to KCC</b>	<b>Monday 18 May 2020</b>
<b>Kent County Council to reallocate places that have become available from the schools' waiting lists. After this point, schools will take back ownership of their waiting lists.</b>	<b>Wednesday 10 June 2020</b>



## Admissions Policy

*'Learning to Live, Living to Learn'*

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Endowed in 1678, founded by the Church of England and part of The Diocese of Canterbury, Hartlip Endowed Church of England Primary School has a distinctive Christian ethos at its heart. The school endowment documents that a school be provided for the "children of Hartlip and the neighbouring parishes if an overplus".

Our school seeks to be a happy place, with a welcoming atmosphere,  
built on mutual respect with confidence and understanding  
between parents, children, staff and governors.

All policies are governed by our Christian School Values which were chosen by all members of the school community: Trust, Forgiveness, Friendship, Thankfulness and Peace. These values underpin the daily diet of the whole school community.

- All members of the school community are **trusted** by all those within the school community to deliver the very best for the children in all that they do.
- Things will go wrong. There is a quiet acceptance of this deployed throughout the school and the opportunity to move on and learn from this, demonstrated through the value of **forgiveness**.
- All members are **thankful** for the community to which we belong and demonstrate this accordingly
- We learn in **peace**. We accept that we all learn in different ways and have different needs that require accommodation.
- We learn in **friendship**; supporting each other to achieve to our very best potential at all times.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils. We firmly believe that Acts of Worship and Religious Education are important subjects in the children's learning. It is a major contributor to the ethos of our school. However, we fully recognise the legal right of parents to withdraw their children from all or any part of Acts of Worship and Religious Education on the grounds of conscience. We do encourage parents to contact the Headteacher if they have any concerns about Acts of Worship and Religious Education provision and practice at the school.

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 15 pupils per year. This admission number has been agreed between the Governing Body and the Local Authority and applies to the year 2020-21.



The Governors have set a maximum class size of 30 pupils in Key Stage 1. Legislation states that no infant class may exceed 30 pupils unless there are exceptional circumstances.

Where parents wish to be given preference on the grounds of their faith within their application for a place at this school, they should complete the school's supplementary information form which is available from the school office. This form must be completed and returned to the school together with all documentary evidence so that we can apply our Admission Criteria to your application.

## **Oversubscription Criteria**

In line with the Department for Education (DFE) School Admissions Code, before the application of oversubscription criteria, children with a Statement of Special Educational Need or an Education, Health and Care Plan, which names the School, will be admitted. As a result of this, the published admissions number will be reduced accordingly.

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

### **1. 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).

### **2. Vulnerable Children**

Any of the following four areas below meet the Vulnerable Children criterion.

#### **I. Children of families with confirmed refugee status.**

Children of families with confirmed refugee status. Evidence of this must be provided directly to the School and must accompany the initial application.

#### **Explanation**

##### **(a) Confirmed refugee status**

According to the Equality and Human Right Commission, "Refugee status is granted to a person who has had a positive decision on their claim for asylum under the 1951 United Nations Convention Relating to the Status of Refugees (the Refugee Convention) and has been granted leave to remain in the UK. Refugees are forced to flee their countries because of fear of persecution, often as a result of direct state action."

II. Children with physical or medical needs where written evidence is available from a senior clinical medical officer and the child's general practitioner or specialist showing that it would be detrimental to the child's health not to admit him/her to the school. Details of this must be proved directly to the School and accompany the initial application.



III. Children where one or both parents have a disability that would make travel to a different school very challenging. Evidence from a registered health professional such as a doctor or social worker will need to be provided. Details of this must accompany the initial application.

IV. Children from families associated with Military Services.

Children eligible for the Service Premium.

Evidence of this must be provided directly to the school and accompany the initial application.

Explanation

Service Premium, i.e children who:

- have parent(s) who are currently serving in the UK regular armed forces;
- have parent(s) who served in the UK regular armed forces at any time in the last three years;
- have parent(s) who died serving in the UK regular armed forces and are in receipt of a pension under the Armed Forces Compensation Scheme or War Pension Scheme.

### 3. Sibling / Current Family Association

A brother or sister is attending the school when the child starts and will continue to do so when the sibling is admitted.

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.

### 4. Location

Children who live within the designated area of the parish of Hartlip and live nearest to the school measured in a straight line from the school to the home address. The home address is the place where the child resides permanently with their parent or parents or legal guardians. The school endowment documents that children of Hartlip and the neighbouring parishes if an overplus.

Where a child lives with parents with shared responsibility each part of the week, the “home address” will be considered to be the address of the person who receives Child Benefit for the child (proof of this will be required). A map of the parish of Hartlip is appended to this policy.



## 5. Practising Christian

Children, who along with their parents or guardians, regularly attend public worship scheduled and advertised within the pattern of services of the Church which is attended on a regular basis. That is Church of England or another Church in communion with the See of Canterbury. However, an active member of another Church which is itself a full member of Churches Together in England and Wales would be acceptable. Regular attendance is taken to mean regular published Sunday congregational worship at least once a month, for a period of at least twelve (12) months.

For casual admissions, i.e. families moving into the area, evidence of regular attendance at public worship within the pattern of services at Church of England or another Church in communion with the See of Canterbury in the family's previous home area will be required. An active member of another Church which is itself a full member of Churches Together in England and Wales would be acceptable.

## 6. Any other child.

Explanations:

Tie-Breaker

Where any of the above criteria are oversubscribed children will be ranked within each category on distance.

Distance / Nearness of children's home 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.

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.

A Waiting list will be held for at least the first term of the academic year in oversubscription criteria order.

Summer born Children

Reception children are usually admitted to the school for full-time education in September although this can be reviewed on an individual basis, taking into consideration each child's needs. Parents can request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age. Parents can request that their child attends part-time until their child reaches compulsory school age. Discussions with the School are strongly recommended prior to making a decision.





### Requests for admission outside of the normal age group

In particular circumstances, and in accordance with the Department for Education's School Admissions Code, parents may seek a place for their child outside of their normal age group - for example, if the child is gifted and talented or has experienced problems such as ill health. Such requests should be discussed with the Headteacher as early as possible in the admissions round associated with that child's date of birth. This will allow the School sufficient time to make a decision regarding the request before the closing date for applications and national offer day. Decisions to admit a pupil outside of their normal age group will be based on the circumstances of each case and based on what is in the best interests of the child concerned. We may request supporting professional evidence to assist in the decision-making. 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 our ability to make an informed decision.

If the request is agreed, the application will be considered for the year group sought and ranked alongside any and all other applications. There is no guarantee that a place will be offered at this stage. Parents should complete an application for the usual point of entry at the same time, in case their request is declined, or they do not receive a place in the year group requested. This application can be cancelled if the school agrees to accept an application for entry into a different year group. Applications must be made via paper Common Application Form to the Local Authority, with written confirmation from the 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 the oversubscription criteria specified for that round.

Where a child has been educated out of their normal age group, it is important for the parent to consider that this is not binding when they transfer to secondary or any other school/academy. It will be for the admission authority of that school/academy to decide whether to admit the child out of their normal age group.

### Withdrawal of an Offer

The Governing body reserve the right to withdraw an offer of placement but only under the following circumstances

1. It has been offered in error,
2. A parent has not responded within a reasonable period of time (two weeks).
3. It is established that the offer was obtained through a fraudulent or intentionally misleading application.

We will write to parents prior to any potential case for withdrawal. Parents will be offered the opportunity to respond to our concerns.

### Appeals Procedure

Parents have a right of appeal to an independent panel against the decision of the Governing Body to refuse an application for a school place. Details of the appeals procedure are sent out with all refusal letters.



The school will provide procedures relating to waiting lists, appeals, and late applications. This information is available from the school and also on the school's website: [www.hartlip.kent.sch.uk](http://www.hartlip.kent.sch.uk)

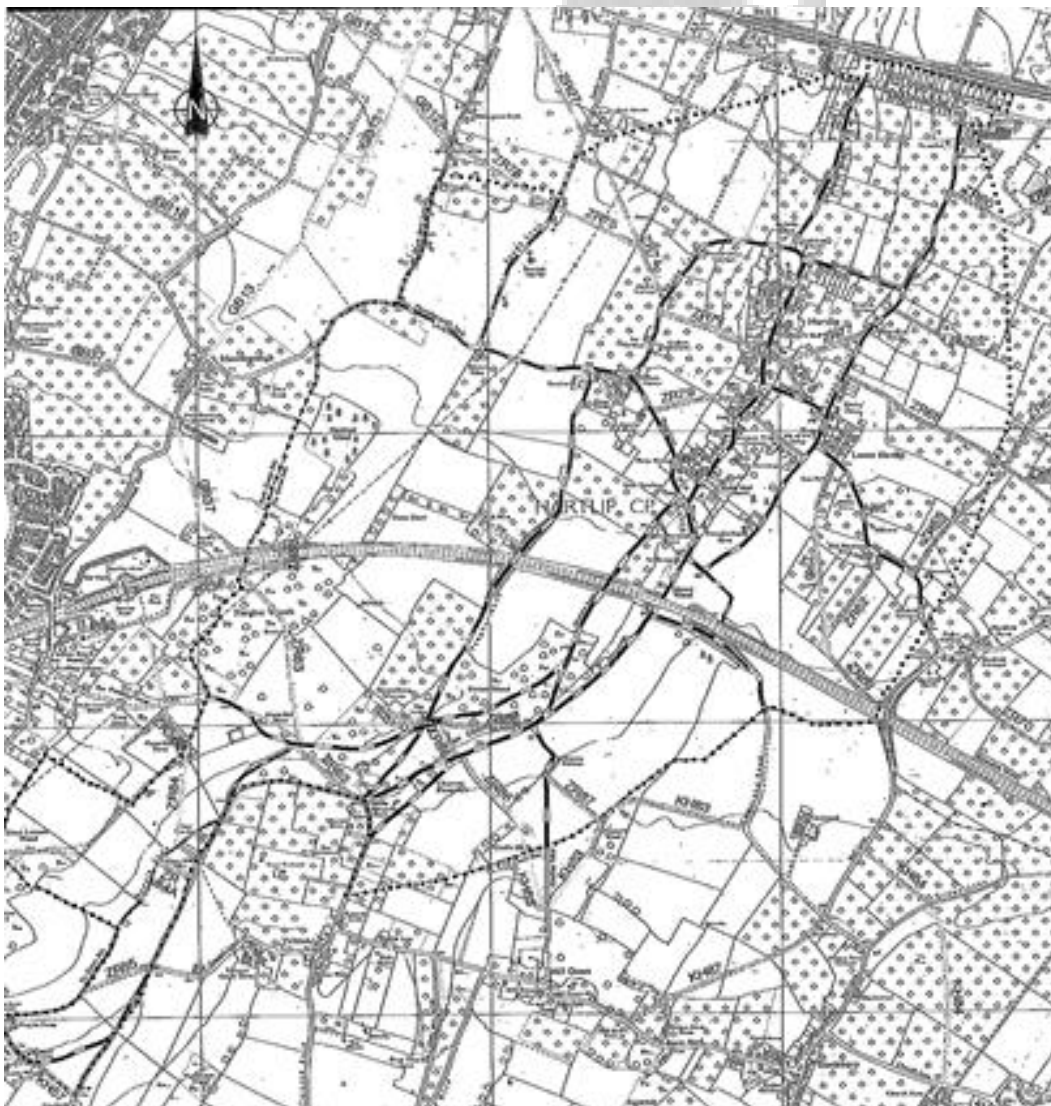
In accordance with the requirements of the School Standards and Framework Act 1998, the Governors will make arrangements for parents to appeal against the refusal of the Governors to offer a place for their child in the school. Details of the procedure will be supplied by the Headteacher on request.

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.**

### Link for Hartlip Parish Boundary

<http://www.visionofbritain.org.uk/unit/10172378/boundary>



Academic Year 2020-21





**Hartlip Parish Boundary**

**Based upon Ordnance Survey (scale) map with the permission of the Controller of HM Stationery Office**

..... Parish Boundary



Learning to live, living to learn



The Street, Hartlip  
Sittingbourne, Kent  
ME9 7TL  
01795 842473  
[office@hartlip.kent.sch.uk](mailto:office@hartlip.kent.sch.uk)  
[www.hartlip.kent.sch.uk](http://www.hartlip.kent.sch.uk)

## Hartlip Endowed Church of England Primary School (Voluntary Aided)

Headteacher: Mrs. Tracey Jerome BEd (Hons)

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### **APPLICATION FOR ADMISSION (Supplementary Information Form)**

**Application for Reception Year September 2020**

**Please note that this form is in addition to the KCC online application to evidence criteria 5: Practising Christian of the admissions policy**

**The Kent County Council online application must be completed in order for your application to be considered by the Governors.**

Child's name in full *Male/Female	
Child's Date of Birth	
Parents'/Carers' names in full	
Address	
Telephone No:	
Names of brothers/sisters or other close members of the family who will be attending Hartlip School at the time of Admission.	
I/We apply for the admission of (Child's name) _____ to Hartlip Endowed Church of England (Aided) Primary School	
Date _____	Signature Parent/Carer _____



## RECTOR/VICAR/MINISTER FORM

**Section 1 to be completed by applicant as far as possible and then Section 2 to be signed by Rector/Vicar/Minister.**

This form evidences Criteria 5: Practising Christian of the admissions policy:

- Children, who along with their parents or guardians, regularly attend public worship scheduled and advertised within the pattern of services of the Church which is attended on a regular basis.
- That is Church of England or another Church in communion with the See of Canterbury.  
<http://anglicansonline.org/communion/infull.html>
- An active member of another Church which is itself a full member of Churches Together in England and Wales would be acceptable:  
[https://www.cte.org.uk/Groups/234690/Home/About/Membership\\_of\\_CTE/Member\\_Churches\\_of/Member\\_Churches\\_of.aspx](https://www.cte.org.uk/Groups/234690/Home/About/Membership_of_CTE/Member_Churches_of/Member_Churches_of.aspx)
- For casual admissions, i.e. families moving into the area, evidence of regular attendance at public worship within the pattern of services at Church of England or another Church in communion with the See of Canterbury in the family's previous home area will be required. An active member of another Church which is itself a full member of Churches Together in England and Wales would be acceptable.
- Regular attendance is taken to mean regular published Sunday congregational worship at least once a month, for a period of at least twelve (12) months.

### **Section 1**

Name of Child \_\_\_\_\_

Names of Parent(s)/Carers(s) \_\_\_\_\_

Address \_\_\_\_\_

Name of Church Attended \_\_\_\_\_

Since When Attended (Date): \_\_\_\_\_

Service(s) Attended: \_\_\_\_\_

Frequency of Attendance: \_\_\_\_\_

*Regular attendance is taken to mean regular published Sunday congregational worship at least once a month, for a period of at least twelve (12) months.*

### **Section 2**

Verification and Signature of Rector/Vicar/Minister (delete as appropriate)

- I confirm the above details are correct and that the applicants are members of my congregation according to the definition of the Admission Policy.

Signature \_\_\_\_\_ Print name \_\_\_\_\_  
Rector/Vicar/Minister

Name of Church \_\_\_\_\_ Date \_\_\_\_\_

**Please return to:**

The Headteacher, Hartlip Endowed Church England Primary School, The Street, Hartlip,  
Sittingbourne, Kent ME9 7TL **by 15<sup>th</sup> January 2020**