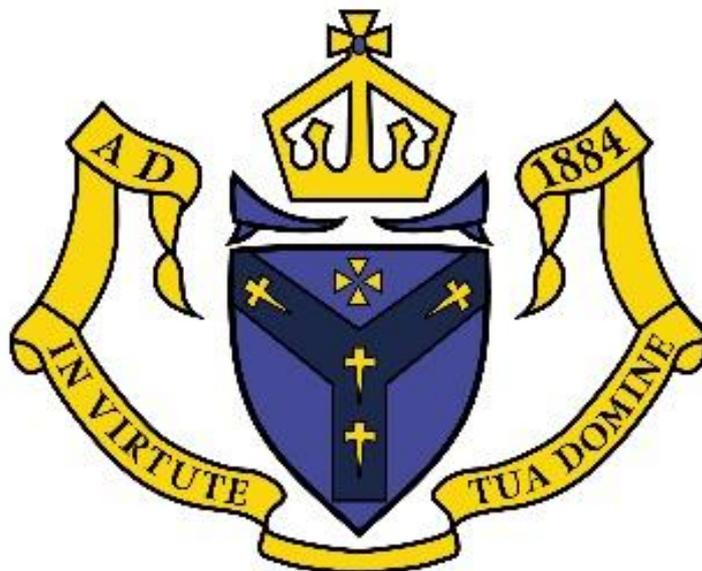




# Sissinghurst VA Church of England Primary School

*Enjoy, Achieve and Celebrate Together in Faith*



The Governors and Staff of Sissinghurst (VA) Church of England Primary School believe the policies and procedures we write help us to continuously improve the school and develop our pupils to become life-long learners and valuable citizens of the future.

## Our School Vision

We are a strong 'family', passionate about providing creative and aspirational learning opportunities. We are courageous advocates for the planet, learning to speak out for others' locally, nationally and globally. Rooted in the strength of God, we respect, cherish and nurture the unique abilities of each member of our community.

We are dedicated to providing an education of the highest quality within the context of Christian belief and practice. Our Christian values of:

Kindness Forgiveness Courage Service

<b>Policy Title:</b>	<b>Admissions Policy for Entry In 2023</b>
<b>Date:</b>	<b>June 2022</b>
<b>Review Date:</b>	<b>October 2022</b>
<b>Reviewed by:</b>	<b>Joanna Langton &amp; Bonno De Haan</b>
<b>Approved by:</b>	<b>FGB</b>

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 20 pupils per year. This admission's number has been agreed between the Governing Body and the Local Authority (if applicable) and applies to the year 2022-2023.

To apply for a place at our School, parents must complete the Local Authority Common Admissions Form, often referred to as a Common Admissions Form (CAF) in the normal admissions round, or the In Year Casual Admissions Form (IYCAF) if applying in year. These can be found via the following link <http://www.kent.gov.uk/education-and-children/schools/school-places>

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 our supplementary information form in addition to the CAF. Our supplementary form is available from the school office or the school website. This form must be completed and returned to us 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/Academy, 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 oversubscription criteria below:

#### **1. Children in Local Authority Care/ Previously in Local Authority Care or Children Adopted From State Care Outside of England**

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 subject to 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 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. Vulnerable Children**

Children can be classified as vulnerable if they fall into any of the following groups. Please notify the school directly. Please note that evidence of eligibility may be requested.

- I. Children of families with confirmed refugee status.
- 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 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 and eligible for the Service Premium.

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

The sibling link is maintained as long as

- I. The family live at the same address as when the first child applied
- II. The family has moved closer to the School than when the first child was offered a place
- III. The family has moved to an address that is less than 2 miles from the school, measured as a straight line to the school.

### **4. Children living within the Parish of Sissinghurst**

Children who live within the designated area of the parish of Sissinghurst and live nearest to the School measured in a straight line from Sissinghurst School to the home address. The home address is the place where the child resides permanently with their parent or parents or legal guardians.

A map indicating the Parish of Sissinghurst is enclosed as [Appendix 1](#).

### **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 Parish Church of Sissinghurst - Trinity Church. For casual (in year) admissions, i.e. families moving into the area, evidence of regular attendance at public worship within the pattern of services at an Anglican church in the family's previous home area will be required.

Regular attendance is taken to mean at least once a month, for a period of at least two years (24 Months).

**Varied by Chair of Governor's Action on 30 July 2020 due to Covid 19: In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.**

*Parents wishing to apply under this criterion will need to complete the Supplementary Information Form, found under [Appendix 2](#).*

### **6. Pupils living outside the parish of Sissinghurst**

Priority to those living closest to the school will be given.

Applications to Sissinghurst VA Church of England Primary School will be re-ranked, in line with the above published oversubscription criteria, every time a child is added.

### **Tie Breaker**

In the event of a tie meaning that two or more applications are unable to be separated, we will allocate to those applicants who live the closest distance to the school. Please see explanations for application of distance.

## **Explanations**

Where any of the above criteria are oversubscribed, children will be ranked within each category on the following basis: -

### 1) Medical / Health and Special Access Reasons

Medical, health, social and special access reasons will be applied in accordance with our 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. Written evidence from a suitably qualified medical or another practitioner who can demonstrate a special connection between these needs and the particular school will be required.

### 2) Service Premium

The service premium is additional funding paid annually to Schools/Academies under section 14 of the Education Act 2002 for the purposes of supporting the pastoral needs of the children of Armed Services personnel. It is paid to schools for those 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

We may request evidence of eligibility in order for a place to be offered under this criterion.

### 3) 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.

## **Summer Born Children**

Reception children are usually admitted 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 the School/Academy 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/Academy 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/Academy 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 to decide whether to admit their 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 place. Details of the appeals procedure are sent out with all refusal letters.

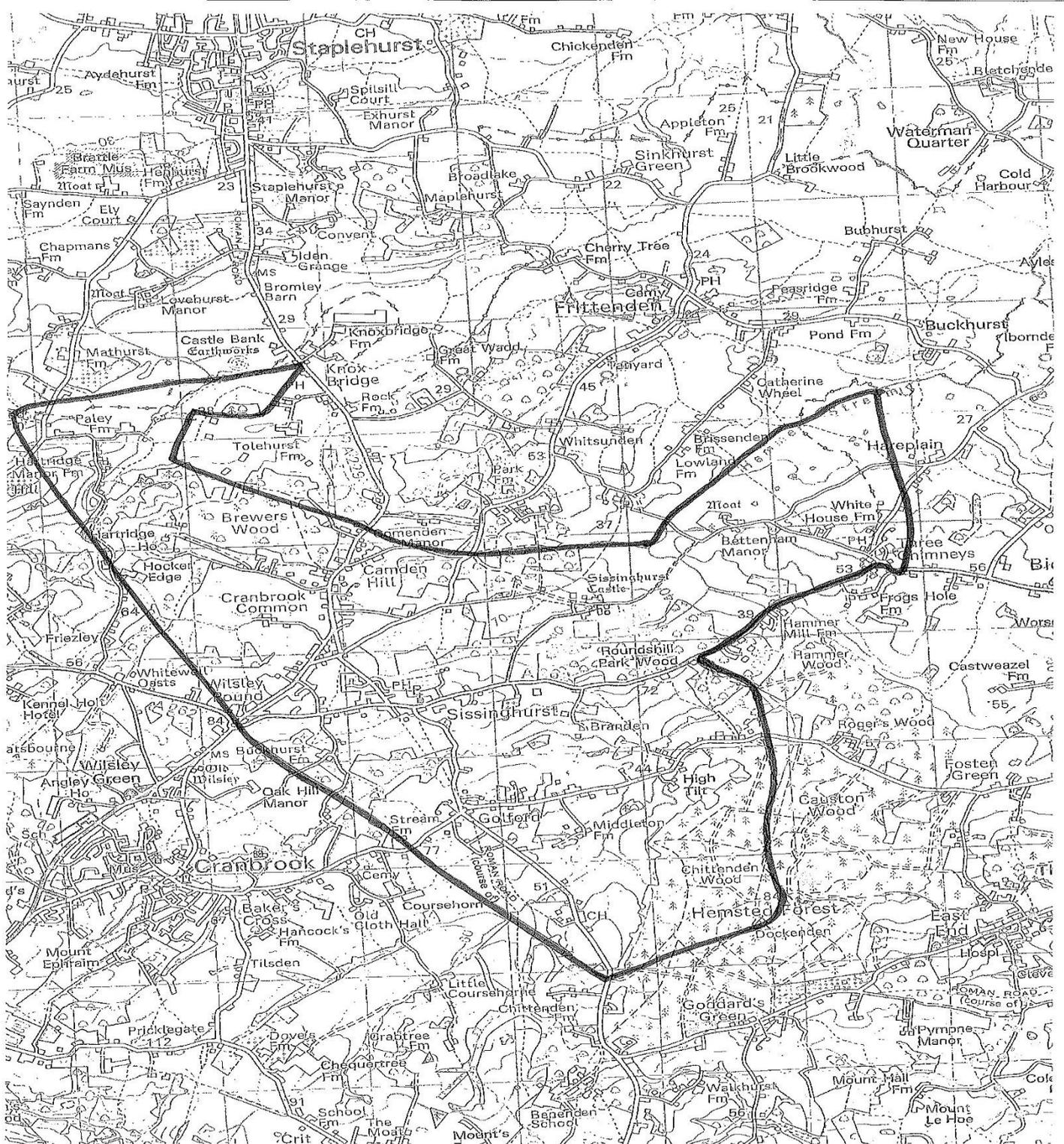
In accordance with the requirements of the School Standards and Framework Act 1998, the Governors will make arrangements for parents to appeal against the refusal of the Governors to offer a place for their child. Details of the procedure will be supplied by the Headteacher on request.

Queries about the Admission Policy should be addressed to the Headteacher or Chair of Governors, c/o the School Office. We 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.*

## Appendix 1: Map showing the boundary of Sissinghurst Parish

You can use <https://www.achurchnearyou.com/> to check whether your home address is within the Parish of Sissinghurst.



**Appendix 2: Supplementary Information Form**



**Sissinghurst VA Church of England Primary School**  
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**Supplementary Information Form**

This form is only to be completed if you wish your application for admission to be considered on faith grounds. Please note this is not an application to the school and there is no guarantee that a place will be offered if you complete this form.

Name of Child	
Date of Birth	
Gender	

Name of Guardian(s)	
Address of Guardian(s)	
Main Telephone Number	

The place(s) of Worship attended by at least one parent and the named child.	Name:	
	Address:	
The details of the Worship Leader	Name:	
	Address:	
How frequently do you attend Worship with your child?	Weekly	
	Fortnightly	
	Monthly	
For how long have you been attending?	One Year	
	Two Years	
	Three Years or More (please indicate)	

Please see Covid-19 variation under Criteria 5 (Practising Christian)

Please sign to confirm that the details above are correct and that you understand that if any information is found to be falsified, that this may impact any offer of a place.

Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_