



Archbishop Courtenay Church of England Primary School

Admissions Policy for Entry 2024-25

Date of next Review: September 2023

Our Vision – *As a haven of hope and aspiration, our richly unique and diverse children are nurtured with kindness and compassion, learning to value themselves and others.*

Gods Love and care guides us along our spiritual path making us a strong, resilient and proud community ready to learn, thrive and flourish together

Our Values- *Compassion, Aspiration, Friendship, Resilience, Respect*

ADMISSIONS POLICY

Introduction:

As a school founded by the Church of England and part of Aquila, The Diocese of Canterbury Academies Trust Ltd, Archbishop Courtenay Church of England Primary School has a distinctive Christian ethos at its heart. It aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice and encourages an understanding of the meaning and significance of faith, promoting Christian values through the experience it offers to all its pupils. 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.

In applying this policy, we will comply with all relevant provisions of the School Admissions Code, the School Admission Appeals Code and the law on admissions.

Please note this policy does not apply to our preschool provision and attendance at the nursery on site will not be considered as part of the application of this policy. All parents must complete the Reception Common Application Form when applying for a place in the school.

Process:

Archbishop Courtenay Church of England Primary School has an admission number of 45 pupils for entry into Reception. The school will accordingly admit at least 45 each year if sufficient applications are received. All applicants will be admitted if 45 or fewer apply.

In line with the DFE School Admissions Code, children with Statements of Special Educational Need which name Archbishop Courtenay Church of England Primary School in the statement will be allocated a place at the school before the oversubscription criteria are applied.

Applications for admission to the school should be made using the Local Authority Common Application Form by the national closing date of 15th January.

The Local Authority will inform parents of the offer of a place on behalf of the Local Authority on the national offer date 16th April or the next working day.

Priority will then be given to those children who meet the oversubscription criteria set out below. Where parents wish to be given preference on the grounds of Christian commitment within their application for a place at this school, they should complete the school's supplementary information form which is attached to this policy.

Oversubscription Criteria:

1. Looked After Children, Previously Looked After Children and Internationally Adopted Looked After Children (LAC, PLAC and IAPLAC)

The first oversubscription criterion must always be Looked After, Previously Looked After and Internationally Adopted Previously Looked After Children. As this is a legal requirement, it automatically appears as the first of the school's oversubscription criteria.

A "Looked After Child" (LAC) 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" (PLAC) is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order immediately following having been looked after.

An "Internationally Adopted Previously Looked After Child (IAPLAC) is a child who appears (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.

2. Children of Staff

Priority will next be given to children of staff at the school, in either of the following circumstances:

- a) The member of staff has been employed at the school for 2 or more years at the time at which the application for admission to the school is made, or
- b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

3. Siblings

Siblings of pupils attending the school at the time of application. 'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister, or other child living in the same household who, in any of these cases, will be living with them at the same address at the date of their entry to the school.

4. Church Affiliation

Children from families who are practising members of the Church of England, attending on a regular basis; attendance will be established by information provided on the Supplementary Information Form completed by a member of the clergy or other designated church officer. For the purposes of these admission arrangements 'regular' means attendance at least once per month in the twelve months immediately prior to the date of application.

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 admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

5. Social and Medical need

Priority will be given in exceptional circumstances to a small number of children (or in some cases a close relative of the child) whose mental or physical impairment means they have a demonstrable and significant need to attend this school over any other.

Supporting evidence in the form of a letter from a doctor or social worker or other relevant qualified, independent professional, would be required. Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations and does not guarantee that a child will be given priority as each decision will be made on the merits of the individual case.

6. Distance from school

Proximity to the school with those living closest to the school having priority calculated by: 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 the point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody.

The child's home address will be determined by:

The address is the place where the child is permanently resident with his or her parent or parents or legal guardians. Where a child lives with parents with shared responsibility the 'home address' is considered to be the address at which they sleep for the majority of school nights. Further information can be found below.

Tie-breaker - Proximity to the school.

We will measure the distance by a straight line. All straight-line distances are calculated electronically using a geographical information system.

In the event that two or more children live at the same distance from the school (as can happen with families living in blocks of flats), random allocation, where drawing of lots by an independent responsible person of good standing, supervised by a similarly independent person, will be used to decide which child(ren) will be allocated the remaining place(s) (in accordance with 1.34 and 1.35 of the School Admissions Code).

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 school 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.

Late applications

Applications received after the closing date and before the school admissions meeting will be placed last in the criteria in which they fall unless the admissions committee is satisfied that there are exceptional circumstances which reasonably prevented the application from being submitted on time. Supporting evidence, including that provided by the required Supplementary Information Form, must also be supplied by the closing date for applications, unless it is satisfied that there are exceptional circumstances which reasonably prevented it being submitted on time. In the absence of such supporting evidence, the allocation of place will be made on the basis of the application alone.

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/carer has failed to respond to an offer within 14 working days
- when a parent/carer has failed to notify the school of important changes to the application information
- when the place was offered on the basis of a fraudulent or intentionally misleading application from a parent/carer.

Fraudulent applications

Where the school has made an offer of a place at a school based on fraudulent or intentionally misleading information, which has effectively denied a place to a child with a higher right of admission, the school will withdraw the offer of a place. If the school withdraws an offer of a place you will be notified of your right to appeal to an independent appeal panel.

In-Year admissions

From time to time a place becomes available further up the school. The allocation of places is in accordance with the admissions criteria.

Admission of children outside their normal age group

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting on their schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows: With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request. Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher etc. Some of the evidence a parent might submit could include:

- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The school will consider each case on its merits, considering the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal. Requests for admission out of the normal year group will be considered alongside other applications made at the same time.

Waiting Lists

The school will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of the first term after the beginning of the school year. This will be maintained by the admission authority and it will be open to any parent to ask for their child's name to be placed on the waiting list, following an unsuccessful application. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves it.

Appeals Procedure

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Appellants should contact School Office at Archbishop Courtenay Church of England Primary School at Eccleston Road, Tovil, Maidstone ME15 6QN within 20 days of the date of the letter refusing your child a place at the school for information on how to appeal. Information on the timetable for the appeals process is on our website at <https://www.archbishopcourtenay.org.uk/>

School age

A full-time school place in the Reception class is available for children from the September following their 4th birthday, etc.

Delayed entry for infants

A child is entitled to a full-time place in the September following their 4th birthday. Parents have the right to delay their child's entry until later in the school year, or to attend part-time until they reach compulsory school age. Places cannot be delayed to the next academic year, within the Reception cohort.

Address definition

The address is the place where the child is permanently resident with his or her parent or parents or legal guardians. Evidence may be requested to show the address, for example: to which any Child Benefit is paid or at which the child is registered with a medical GP together with recent utilities bill, council tax bill or tenancy agreement. This evidence will be used when reaching a decision on the child's home address for admissions purposes (including where a child lives with parents with shared responsibility for each part of the week). Parents should not assume that a place will automatically be allocated to their child.

Enquiries

Should be to School Office at Archbishop Courtenay Primary School, Eccleston Road, Tovil, Maidstone ME15 6QN

Archbishop Courtenay CE Primary School
Supplemental Information Form

Childs name			
Date of Birth			
Address			
Postcode			
Name of parents / guardian 1			
Name of parents / guardian 1			
Contact numbers	One		Two
Name and address of place of worship:			
What denomination is your church?			
Signature of parents / guardians			
We/ I declare that We/ I are applying for a place in line with the church attendance criteria of the school's admissions policy.			
	Signature		Date
Parent Guardian One			
Parent Guardian Two			
To be completed by Clergy Member			
The parent(s), carers or guardians of this child are currently active members of my church and have been over the previous 12 months.			Y/N
The child is currently a member of Church Club or equivalent			Y/N
<i>In the event that during the period specified for attendance at worship the churches have been closed for public worship and have not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the churches or alternative premises have been available for public worship.</i>			
Please add any further information below to assist the Governors in fulfilling their admissions process.			
Signature of minister			
Position			
Date			