



Admissions Policy
Academic Year 2025-2026

'Learning to Live, Living to Learn'

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”.

Learning to live! Living to Learn!

Inspired by our founder Mary Gibbon, we are a welcoming, nurturing community, providing the opportunity for each person to recognise and fulfil their God given gifts and abilities. Through a creative, inclusive curriculum, we inspire all to be lifelong learners, equipped with the skills needed to be thankful, generous members of society.

Our Bible Narratives:

The Bible narratives referencing God/Jesus as: ‘The Good Shepherd,’ come from both the New and Old Testament.

Explaining our Bible references

Our Vision at Hartlip School is embedded in the imagery of God/Jesus as the Good Shepherd. We draw upon these images in both the Old and the New Testament of the Bible. We believe that our daily living in school, directed by our values draws parallels to that of a shepherd taking care of his sheep.

Our Values governing our every day school life

Our Christian School Values are: Friendship, Forgiveness, Peace, Trust and Thankfulness

Friendship: As the Good Shepherd cares for every member of the flock, we live together in friendship. In learning to live, we accept that not every person may be our friend and at times, we may, like the Lost Sheep, lose our way. Despite our difficulties, we are all still members of the same flock. We care for each other and treat others in the way we would like to be treated ourselves.

Forgiveness: In order to live in friendship, we must learn forgiveness. We recognise that in living together, we will make mistakes. We understand that to live in friendship with each other, we must learn to forgive each other, in the same way that God forgives us:

“forgive each other, just as in Christ God forgave you.”

We teach that we learn from our mistakes. By forgiving others, we ensure that we live in friendship:

“Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you.”



Peace: When living in friendship with each other and learning to forgive each other, we experience peace. This learning extends beyond our school community in to society. To live in a peaceful world, we need to cascade friendship and forgiveness.

Trust: As the sheep trust the shepherd to take care of them, we learn that Christians believe God takes care of us. Our school community is a safe environment where all can flourish. Children and parents trust staff to provide a nurturing, caring and safe environment where all can fulfil their God given gifts and abilities. Children, parents and staff trust the leadership of the school to ensure their safety in an environment whereby everyone can thrive. In the same way that a shepherd protects sheep from all harm and danger, the school does likewise for its members.

Thankfulness: Just as a sheep is thankful for the safety of a rich environment, so too are we thankful for our school community and all that it offers. We learn to be outward looking, thinking about 'we', as opposed to 'me'. We try in all things to 'give thanks,' to be grateful for what we have and to give to others less fortunate than ourselves. We seek to serve and extend this learning in to a wider world, learning to live!

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 2025-26

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.



Process

- 1) Applications for admission to the school should be made using the Local Authority Common Application Form by the national closing date of 15th January.
- 2) The Local Authority will inform parents of the offer of a place on behalf of the Governing Body on the national offer date 16th April or the next working day.
- 3) The Hartlip Endowed Church of England Primary School has an admission number of 15 pupils for entry into Reception. The school will accordingly admit at least 15 each year if sufficient applications are received. All applicants will be admitted if 15 or fewer apply. The school will admit any pupils with an Education, Health and Care plan naming the school. Priority will then be given to those children who meet the criteria set out below.

Oversubscription Criteria

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

It is a legal requirement that the first oversubscription criterion must always be Looked After, Previously Looked After and Internationally Adopted Previously Looked After Children.

A **"Looked After Child" (LAC)** is a child who is

- (a) in the care of a local authority
- (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 arrangement 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. 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.

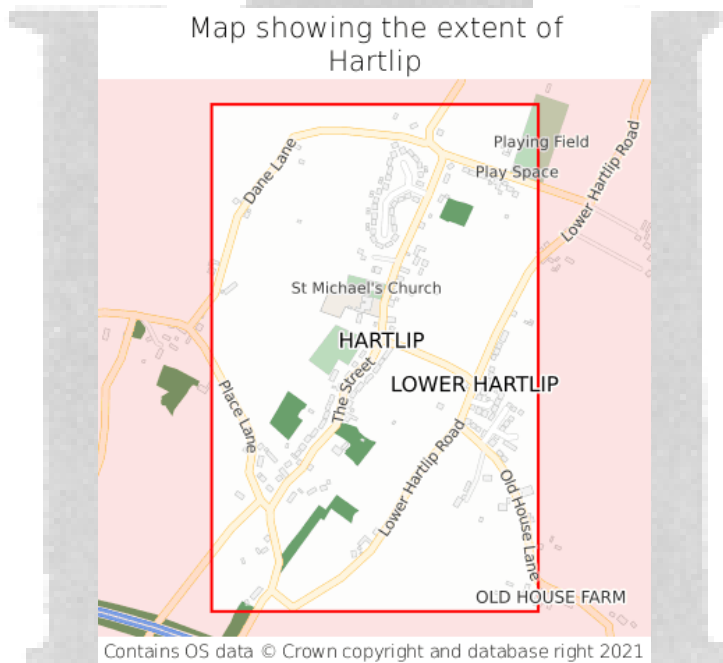


3. Children living in Hartlip.

In the year 1678, Mary Gibbon, in her will, decreed that a school should be built for the children of Hartlip and the surrounding parishes.

Criteria three prioritises children living in the immediate village of Hartlip as detailed below. Should there be a need for a tie breaker, then this will be measured on distance, defined by:

Nearness of children's homes to school - we use the distance between the child's permanent home address (defined in KCC's annual admissions prospectus) 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. Where applications are made from properties or abodes that are not registered to the NLPG, including new build properties, KCC may be required to use planning sites or other relevant co-ordinates. In exceptional circumstances where alternative co-ordinates are not available, measurements will be determined by a Senior Admissions Officer and confirmed by Head of Service.



4. Siblings

Siblings of pupils attending the school who started after the academic year of 2025. '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. Catchment area 5. Children living in the catchment area of the school.



5. Distance from school

This criterion will rank any child wishing to attend Hartlip School in accordance to nearest proximity. Children living outside the immediate Village of Hartlip, will be ranked on distance, that distance measured by:

Nearness of children's homes to school - we use the distance between the child's permanent home address (defined in KCC's annual admissions prospectus) 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. Where applications are made from properties or abodes that are not registered to the NLPG, including new build properties, KCC may be required to use planning sites or other relevant co-ordinates. In exceptional circumstances where alternative co-ordinates are not available, measurements will be determined by a Senior Admissions Officer and confirmed by Head of Service.

The home 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.

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 supervised drawing of lots by an independent responsible person of good standing 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.)

Late applications

Applications received after the closing date and before the Admissions Committee admission 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, 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 places will be made on the basis of the application alone.

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. Preference will be given to children moving into the area from outside the Local Authority area who do not have a school place. Evidence will need to be provided that the child has recently moved in.



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, taking into account 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. An application from a child who would 'normally' be a year 8 child for a year 7 place will be considered alongside applications for year 7.

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:

Tracey Jerome at Hartlip Endowed Church of England Primary School, The Street, Hartlip, Sittingbourne, Kent, ME9 7TL within 30 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 <http://www.hartlip.kent.sch.uk>.

School age

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

Deferred entry for infants

Parents offered a place for their child have a right to defer entry, or to take a place up part-time, until the start of the term beginning immediately after their child has reached compulsory school age of 4. However, places cannot be deferred until the next academic year.

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 Tracey Jerome at Hartlip Endowed Church of England Primary School, The Street, Hartlip, Sittingbourne, Kent, ME9 7TL.

