



Lady Boswell's C.E. (Aided) Primary School

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Lady Margaret
Boswell's Church
of England
Educational Charity

Consultation on Proposed Revised Admission Arrangements for 2016/17

Lady Boswell's CE (Aided) Primary School, Sevenoaks is carrying out a consultation about proposed changes to its admission arrangements and specifically to the oversubscription criteria which the Governing Body uses to allocate school places in the event that the school is oversubscribed. The revised arrangements, which would take effect for admissions in September 2016, reflect practical experience in applying the current over-subscription criteria, new freedoms introduced under the current Schools Admissions Code¹, decisions of the Schools Adjudicator on the interpretation of the Code and current National Society Guidance².

These draft criteria have been the subject of consultation with and advice from Rochester Diocesan Board of Education (RDBE).

The key changes in this document are:

- **Removal of criteria referring to parents at the “heart of St Nicholas³” and “heart of another Christian church” (Criteria 3 and 5). This is to avoid any possible implication that we might take account of practical or financial support provided to the church⁴(which is not the case) and to reflect the National Society recommendation that the only criterion to be taken into account should be attendance at worship. The revised criteria 3 and 4 would simply require “regular attendance”, defined as “at least twice a month for 2 years”.**
- **Removal of the possibility for parents to be considered to be committed to St Nicholas if they have been at St Nicholas for 6 months and at another church for the remainder of the 2 year qualifying period. On balance the Governing Body feels that families committed to other local churches should have equal standing with those who move into the area having previously attended another church. This will be the effect of the change proposed.**
- **Inclusion of a new criterion allowing children of staff to have priority in the limited circumstances laid down in the Code⁵.**

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/275598/school_admissions_code_1_february_2012.pdf

² [https://www.churchofengland.org/media/1513919/nsadmissionsguidancejune2011final%20\(3\).pdf](https://www.churchofengland.org/media/1513919/nsadmissionsguidancejune2011final%20(3).pdf)

³ St Nicholas Sevenoaks, which is our linked church

⁴ In recent decisions the Schools Adjudicator responsible for interpretation of the Code has ruled that requirements which take account of extra involvement such as attending evening meetings could disadvantage single parent families or families who are otherwise unable to support their church in extra ways, for example because they have a disabled child – see Determination of 29 November 2013 in relation to Grey Coats Hospital Academy Trust

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/294950/ada2449the_greycoat_hospital_westminster_29nov13.pdf

- Amendment of the “attached to St Nicholas/another church” criteria (now 7 and 8) so that they refer only to church attendance and not to involvement in other activities. We consider that this reflects National Society guidance on best practice.
- Deletion of the criterion which refers to a parent’s desire to have their child educated at a Christian School, which has been evidenced by signing the Supplemental Information Form.

A copy of the full proposed arrangements can be found on the school website at: www.ladyboswells.kent.sch.uk If you would like a paper copy please contact the school office on 01732 452851). If you would like to make any comments or representations on the proposed changes to the Admission Arrangements you can do so by email to the Clerk to the Governors at office@ladyboswells.kent.sch.uk or by post to Clerk to the Governors, Lady Boswell’s CE (Aided) Primary School, Plymouth Drive, Sevenoaks, Kent TN13 3RW. The consultation will close on Tuesday 20th January 2015 so all comments should be submitted by this date.

⁵ *Children of staff at the school*

1.39 Admission authorities may give priority in their oversubscription criteria to children of staff in either or both of the following circumstances:

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

Lady Boswell's CE (Aided) Primary School
Admission Arrangements for Academic Year 2016/2017

Draft for Consultation

Lady Boswell's CE (Aided) Primary School ("Lady Boswell's") has been consistently oversubscribed and it is expected that there will be more applicants than places for admission to reception in 2016/17. If you would like your child to attend Lady Boswell's you will need to consider carefully the oversubscription criteria set out below and decide which of these are relevant to your child's application and what supplementary information or evidence needs to be provided to support your application. It is very important to ensure that all information and all necessary evidence relevant to your child's application is clearly set out and provided as the governors must allocate places at Lady Boswell's solely on the basis of the information and supplementary evidence submitted on or with the forms.

Further information about the number of applicants in previous years and the basis on which places have been allocated is available in "Admissions to Primary Schools in Kent", copies of which can be obtained from the school on request or on the Kent primary admissions website⁶.

Admission Number for 2016/17

Reception – maximum number 60

Year 1 – maximum number 60

Year 2 – maximum number 60

Year 3 – maximum number 64

Year 4, Year 5 and Year 6 – maximum number 32 in each.

Before the application of oversubscription criteria, children with a statement of special education need (SSEN), or Education, Health and Care Plan (EHCP) which names the school will be admitted. As a result of this, the published admissions number will be reduced accordingly.

Procedures

Parents who wish their child to be admitted to reception in the academic year 2016/17 will need to submit:

- A Kent Reception Common Application Form (RCAF) (two forms for twins), on which you can state up to three school preferences.
- A supplementary information form: this is the Supplementary Church Form set out in Appendix 1. Please consider carefully which parts of the form you need to complete and whether the form needs to be signed by your vicar or minister. **Important Note:** Whether or not you choose to complete your RCAF form online, you must return **the original signed Supplementary Church Form** to Lady Boswell's School, Plymouth Drive, Sevenoaks, Kent TN13 3RW. Photocopies or faxed copies are not acceptable. The deadline for returning the Supplementary Church Form to the school will be the same as that for returning the Kent Reception Common Application Form.
- If you have attended more than one church in the two year period prior to application and want to rely on church attendance at your previous church, a further original, signed Supplementary Church Form relating to previous church attendance.
- If you are relying on criterion 5, written evidence from a suitably qualified practitioner (doctor or social worker).

If there are too many applicants under criterion 2 (sibling in the school) places will be allocated by applying criteria 3-9. Parents should therefore complete the Supplementary Church Form and provide appropriate evidence even if they are applying under criterion 2.

Under each of the other criteria applications will be ranked in accordance with proximity of the child's permanent residence to the school. Distance will be measured using Ordnance Survey address point data as supplied by the Local Authority. In the event of any of the above criteria being oversubscribed, priority will be given based on distance as described above with those closest being given higher priority. 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. Further detailed information about how distances are measured, how flats will be treated and what defines a permanent residence is available in the Admission to Primary School in Kent booklet.

Waiting List, Appeals and Late Applications

The school will follow the Local Authority procedures relating to waiting lists, appeals and late applications: further details are printed in the Admission to Primary Schools in Kent booklet.

In the event of places being available after the first round of offers, the school will apply its 2016/17 Admission Arrangements to all those on the waiting list at the time of allocating the places.

Parents of Reception age children have the right to request deferment of entry or to take the place up part-time, until the term in which the child reaches compulsory school age. This will only be granted in exceptional circumstances.

Over-subscription Criteria

The following criteria for Admissions, which are in order of priority, will be used by the Governors in the allocation of places in the event that the school is oversubscribed.

1. 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 ceased to be so because they were adopted or who is the subject of a care order under Part IV of the Act.

2. Children who have a brother or sister in the school at the time of admission. Brother or sister means children who live as brother and sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters.

In the event this criterion is over-subscribed, Governors will allocate places by applying criteria 3 to 9 below which are in order of priority.

3. Children whose parents are committed to St Nicholas Parish Church.

The minimum requirement to satisfy this criterion is fortnightly attendance by one or both parents for two years or more immediately prior to the date of completion of the RCAF and this must be evidenced by completion of Part B of the Supplementary Church Form (Appendix 1) and endorsed by the Vicar/Minister in Part C of the Supplementary Church Form (Appendix 1).

4. Children whose parents are committed to a Christian Church other than St Nicholas Parish Church.

The minimum requirement to satisfy this criterion is fortnightly attendance by one or both parents for two years or more immediately prior to the date of completion of the RCAF and this must be evidenced by completion of Part B of the Supplementary Church Form (Appendix 1) and endorsed by the Vicar/Minister in Part C of the Supplementary Church Form (Appendix 1).

Applicants will be considered under this criterion if one or both parents have been committed to more than one Christian Church (including St Nicholas Parish Church) for the two year period immediately prior to the date of completion of the RCAF and this commitment is evidenced by completed and endorsed Supplementary Church Forms (Parts B and C) covering the whole of the two year period.

5. Children with Medical, Health, Social or Special Access Reasons.

Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Places will be allocated under this criterion to children whose mental or physical impairment means they have a demonstrable and significant need to attend Lady Boswell's or to children whose parents' or guardians' physical or mental health or social needs means they have a demonstrable and significant need to attend Lady Boswell's. Medical, health, social or special access reasons must be supported with written evidence from an appropriately qualified medical or other practitioner. The evidence must demonstrate a special connection between the relevant needs and Lady Boswell's.

6. Children who have a parent who is a relevant member of the staff of Lady Boswell's School

A parent will be considered a relevant member of the staff of Lady Boswell's school if he or she has been employed at the school for two or more years at the time at which the application for admission to the school is made or has been recruited to fill a vacant post for which there is a demonstrable skills shortage.

7. Children whose parents are attached to St Nicholas Parish Church.

A parent is attached to the Church if they have attended for less than two years or are an occasional worshipper, being monthly or less attendance. The minimum requirement to satisfy this criterion is attendance by at least one parent on at least six occasions in any twelve month period in the two year period immediately prior to the date of completion of the RCAF and this

must be evidenced by completion of Part B of the Supplementary Church Form (Appendix 1) and endorsed by the Vicar/Minister in Part C of the Supplementary Church Form (Appendix 1).

8. Children whose parents are attached to a Christian Church other than St Nicholas Parish Church.

A parent is attached to a Church if they have attended for less than two years or are an occasional worshipper, being monthly or less attendance. The minimum requirement to satisfy this criterion is attendance by at least one parent on at least six occasions in any twelve month period in the two year period immediately prior to the date of completion of the RCAF and this must be evidenced by completion of Part B of the Supplementary Church Form (Appendix 1) and endorsed by the Vicar/Minister in Part C of the Supplementary Church Form (Appendix 1).

9. All other children.

Definitions

Christian Churches - A church that is a member of Churches Together in Great Britain and Northern Ireland, or of the World Evangelical Alliance.

St Nicholas Parish Church means St Nicholas Parish Church, Sevenoaks and includes the congregations of the Church meeting at Lady Boswell's school and Walthamstow Hall school, and references to attendance at St Nicholas Church include attendance at one of these congregations.

**Lady Boswell's CE (Voluntary Aided) Primary School
Admission Arrangements for Academic Year 2016/2017**

Appendix 1

Supplementary Church Form (page 1 of 2)

The Parent(s) should complete this Form and pass to their Vicar/Minister for completion of Part C. A further copy of the form should also be completed and passed to the relevant Vicar/Minister if Parent (s) wish to rely on attendance at a previous Christian Church.

General

Child's name	
Child's Date of Birth	
Name(s) of person(s) with parental responsibility	
Family address	
Telephone Number	
Email Address	
Church attended by Parent(s)	
How long have you been associated with this church? If less than 2 years were you associated with a previous church?	

Part A (i)

Please indicate which criteria you are applying under

Sibling – Criterion 2 (For over-subscription purposes please also complete Part A (ii) and all other relevant sections)	
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Part A (ii)

Committed to St Nicholas Parish Church, Sevenoaks – Criterion 3	
Committed to a Christian Church other than St Nicholas Parish Church, Sevenoaks – Criterion 4	
Attached to St Nicholas Parish Church, Sevenoaks – Criterion 7	
Attached to a Christian Church, other than St Nicholas Parish Church, Sevenoaks – Criterion 8	

Vicar/Minister Initials	
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Appendix 1 (Cont)

Supplementary Church Form (page 2 of 2)

Part B – If applying under Criteria 2 to 4, 7 and 8 - Frequency of Worship

How often do you as parent(s) attend the church declared above?		
	Father	Mother
Weekly		
Fortnightly		
Monthly		
Occasionally		

How long have you followed this pattern of attendance?		
	Father	Mother
2 or more years		
Less than 2 years		

Part C – Endorsement by Vicar/Minister

<p>I can confirm the information provided by parent(s) in Part A of Appendix 1 is</p> <p>Correct/ Not Correct *delete as appropriate</p> <p>Comments</p>

Is the church a member of Churches Together in Great Britain and Northern Ireland, or of the World Evangelical Alliance.	Yes/No
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Signature of Vicar/Minister	
Name of Church	
Address	
Telephone Number	
Date	

Vicar/Minister please initial each page and retain a copy of the signed form.

Vicar/Minister Initials	
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