

# SEDLEY'S CHURCH OF ENGLAND (VA) PRIMARY SCHOOL

## ADMISSIONS POLICY

Sedley's Church of England School has a distinctive Christian ethos which is at the heart of this School and provides an inclusive, caring and supportive environment where children learn and flourish in a setting shaped by Christian values. 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 to the reception class each year. This admission number has been agreed between the Governing Body and the Local Authority and applies to the year commencing September 2018.

The Governing Body is required to abide by the maximum limits for infant classes (5, 6 and 7 year olds), i.e. 30 pupils per class (primary schools only). As years 1 and 2 need to be in a single class this means that the school is limited to 15 pupils per year group.

### **Reception Class Admissions**

Children are admitted to the Reception class in the school year in which they have their fifth birthday. All Reception class children are admitted in September, at the start of their Reception Year.

Applications for admission to the Reception Year are welcome from parents who may wish their children to be considered for a place at the school. A completed Reception Common Application Form (RCAF) can be returned to the school and will be forwarded by us to the Local Education Authority (LA). Alternatively you may return the form to the LA yourself by the closing date advised in the booklet accompanying the form or apply online at [www.kent.gov.uk/ola](http://www.kent.gov.uk/ola)

Please complete the Supplementary Admission Form and return it to the school so that we have any information or Church reference you may wish to provide in support of your application, so that we can apply our Admission Criteria to your application.

In line with the DCSF School Admissions Code, children with Statements of Special Educational Needs that name Sedley's CE Primary School in the statement will be allocated a place at the school before the oversubscription criteria is applied.

Where the number of applications for admission exceeds the number of places available, all 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 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 became subject to an adoption, residence or special guardianship order under Part IV of the Act.

2. Current Family Association - a brother or sister in the same school at the time of entry where the family continue to live at the same address as when the sibling was admitted – or – if they have moved – live within 2 miles of the school, or have moved to a property that is nearer to the school than the previous property as defined by the ‘Nearness’ criterion’ (below). In this context 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, foster brothers or sisters.

3. Health and 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. 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 means that they have a demonstrable and significant need to attend a particular school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the particular school.

4. Nearness of children's homes 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 data. 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.

5. Parents may claim a religious advantage in admission to Sedley’s School as follows:

They should need to show that the parents (and if appropriate the child concerned) have been baptised. This is the recognised sign of membership of the Christian Church.

The local Rector/ Minister would need to certify to one of the following:

a)The are regular participants in the life of the church. For St Nicholas Church, Southfleet this would mean attending more than 14 services in a year.

b)That the family are occasional participants in the life of the church. For St Nicholas Church, Southfleet this would mean attending at least 6 services but less than 14.

c)That the family are known to him/her but they are not actively involved in the life of the church. For St Nicholas Church, Southfleet this would mean attending less than 6 services in a year.

d)That the family are not known to him/her.

The results should adjudicated as follows:

- Where the parents (and if appropriate the child) have been baptised and criterion a has been certified the distance calculated for the nearness criterion is reduced by 50%
- Where parents (and if appropriate the child) have been baptised and criterion b has been certified the distance calculated for the nearness criterion is reduced by 25%

- Where the parents (and if appropriate the child) have been baptised and criterion c has been certified the distance calculated for the nearness criterion is reduced by 10%.
- Irrespective of baptism, if criterion d has been certified there should be no advantage allowed as this shows no commitment at all.

These conditions are quite stringent but mean that regular commitment to the church community by the family even if they have to travel some distance to do this will be rewarded, while those who have no commitment will have no advantage. In addition it means that nearness to the school is still the primary criterion for entry in the case of over subscription.

Late applications for Reception class places, received after the date advised in the letter accompanying the form, will be considered. Places will be offered, if and when there are vacancies, with priority given in accordance with the oversubscription criteria stated above. The School acknowledges and complies with the legal requirement that infant class sizes must not exceed 30 pupils. Class sizes will be arranged accordingly.

A waiting list will be kept of the applicants who are not granted admission due to oversubscription. The list will be kept in the sequence of the criteria described above. As and when places become available they will be offered to applicants. Names will be kept on the waiting list until the end of the academic year for which the application for admission was made.

Parents are not obliged for their children to attend school full time until the beginning of the term after they reach their fifth birthday, but not beyond the beginning of the final term. The prescribed days are 31 December, 31<sup>st</sup> March and 31 August.

There is no legal barrier to children being admitted out of their normal age group, but parents do not have the right to insist that their child is admitted to a particular year.

# Supplementary Information Form for Admission to Sedley's Church of England School for September 2018

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*This form is for children whose date of birth is between 1 September 2013 and 31 August 2014*

Please read the Sedley's School Admissions Policy on page 3 before completing this form

Please remember to sign the form at the foot of 2

**Pupil's  
Surname**

**First  
Names**

**Date of  
Birth**

**Boy or Girl**

**Full  
Address inc  
Postcode**

**Telephone**

**First Name and Surname of  
Father / Guardian**

**First Name and Surname of  
Mother / Guardian**

**Address (if different from above)**

**Address (if different from above)**

## Application Criteria

Please mark the criteria under which you would like your application to be judged

- 1 If you are applying under criterion 1, tick this box.   
In addition please provide the name of the Local Authority responsible and enclose a copy of the relevant care order
- 2 If applying under criterion 2, tick this box   
In addition please provide the name and class of the sibling
- 3 If applying under criterion 3, please tick this box. Documentary evidence must be provided
- 4 If applying under criterion 4, tick this box.   
If you are making an application under any of the faith based criteria please ask your priest or minister to complete the section below.

### ***Applications under Faith based Criteria.***

**Name of priest or minister:**

**Name of church:**

**Address:**

**Telephone:**

**Declaration**

I declare that the parents (and if applicable the child) are baptised and are:

regular participants in the life of this church\*

occasional participants in the life of this church\*

known to me but they are not actively involved in the life of the church\*

not known to me\*

(\* Please delete which is not applicable)

**Signature of Priest or Minister**

If all the application criteria are left blank it will assumed that you are applying under criterion 4 with no religious criteria claimed. Similarly if you name Sedley's School as your preferred choice on the Reception Common Application Form then it will be assumed that you are applying under criterion 4 with no religious criteria claimed.

**Signature of Parent of Guardian**

**Date**

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