



Hartlip Endowed Church of England Primary School
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Head Teacher: Mrs. Tracey Jerome BEd (Hons)

Admission Arrangements for 2017/2018

Consultation Documents for New Admission Policy

The School's Admission Policy, reviewed by the Full Governing Body, is attached, together with copies of Supplementary Application for Admission form and the Minister's form which parents are asked to complete for their application to be considered by the Governors. The policy complies with the Admissions Code and follows guidance from the Canterbury Diocesan Board of Education.

Our standard number for admission into the Reception Year is 15. In the event of oversubscription, places are allocated in accordance with the criterion contained in our Admissions Policy. It is necessary to complete the Kent County Council Common Application Form (on-line or in paper form) and, in addition, the school's own Supplementary Information Form (obtainable from the school).

The school will again join the KCC Co-ordinated Admissions Scheme and will follow the timetable as provided.

Mrs. T. Jerome
Headteacher





Hartlip Endowed Church of England Primary School (Aided)

Admission Policy



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”.

Our school seeks to be a happy place, with a welcoming atmosphere,
built on mutual respect with confidence and understanding
between parents, children, staff and governors.

All policies are governed by our Christian School Values which were chosen by all members of the school community: Trust, Forgiveness, Friendship, Thankfulness and Peace. These values underpin the daily diet of the whole school community.

- ✓ All members of the school community are **trusted** by all those within the school community to deliver the very best for the children in all that they do.
- ✓ Things will go wrong. There is a quiet acceptance of this deployed throughout the school and the opportunity to move on and learn from this, demonstrated through the value of **forgiveness**.
- ✓ All members are **thankful** for the community to which we belong and demonstrate this accordingly
- ✓ We learn in **peace**. We accept that we all learn in different ways and have different needs that require accommodation.
- ✓ We learn in **friendship**; supporting each other to achieve to our very best potential at all times.

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 2017/2018.

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.

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 the school's supplementary information form which is available from the school office. This form must be completed and returned to the school 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, 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 over-subscription criteria below:

1. Children in Local Authority Care or Previously in Local Authority Care

Children who are in Public Care or who have been adopted but were formerly in Public Care. A child in public care is defined as a child who is looked after by the Local Authority within the meaning of section 22 of the Children's Act 1989.

2. Vulnerable Children

I. Children of families with confirmed refugee status.

Children of families with confirmed refugee status. Evidence of this must accompany the initial application.

Explanation

(a) Confirmed refugee status

According to the Equality and Human Right Commission, "Refugee status is granted to a person who has had a positive decision on their claim for asylum under the 1951 United Nations Convention Relating to the Status of Refugees (the Refugee Convention) and has been granted leave to remain in the UK. Refugees are forced to flee their countries because of fear of persecution, often as a result of direct state action."

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.

Children eligible for the Service Premium.

Evidence of this must accompany the initial application.

Explanation

Service Premium, i.e 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.*

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

The sibling link is maintained as long as the family live at the same address as when the first child applied, or

Has moved closer to the school than when the first child was offered a place, or

Has moved to an address that is less than 2 miles from the school using the distance measured by the method outlined in the distance criterion.

4. Location

Children who live within the designated area of the parish of Hartlip and live nearest to the school measured in a straight line from the school to the home address. The home address is the place where the child resides permanently with their parent or parents or legal guardians. The school endowment documents that children of Hartlip and the neighbouring parishes if an overplus.

Where a child lives with parents with shared responsibility each part of the week, the "home address" will be considered to be the address of the person who receives Child Benefit for the child (proof of this will be required). A map of the parish of Hartlip is available from the school.

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 Church which is attended on a regular basis. That is Church of England or another Church in communion with the See of Canterbury. However, an active member of another Church which is itself a full member of Churches Together in England and Wales would be acceptable. Regular attendance is taken to mean at least once a month, for a period of at least twelve (12) months.

For casual 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.

Explanations:

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

(a) Medical / 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 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.

(b) 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 Ordnance Survey address point data. Distances are

measured from the point defined as within the child's home to the point defined as within the school as specified by Ordnance Survey. The same address point on the school site is used for everybody.

Summer born Children

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

The school will provide procedures relating to waiting lists, appeals, and late applications. This information is available from the school and also on the school's website:
www.hartlip.kent.sch.uk

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 in the school. 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. The school 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.

Timetable for determining admissions years 17/18

Activity	Timetable
Governors to consider existing arrangements and any amendments required	Term 6 or Term 1 2015 and before consultation
Governors to send proposed admissions arrangements to The Diocese before the public consultation.	
Earliest date to start public consultation on proposed arrangements if amendments are necessary	1 October 15
Minimum length of consultation	6 weeks
Deadline for completion of consultation on new arrangements	31 January 16
Deadline for all admission arrangements to be determined (agreed). This is required regardless of whether any consultation was undertaken.	28 February 16
Deadline for admission authorities to send determined arrangements to Local Authority and Diocese	15 March 16
Deadline for objections to the Schools Adjudicator and for the Local Authority to report on the admissions arrangements in their area.	15 May
Deadline for admission authorities to comply with a decision of the Schools Adjudicator	Within two months, or by 28 February (the deadline for determination), where the period before then is less than two months.
Deadline for all admissions authorities to provide information required by the Local Authority to allow them to compile composite prospectus	8 August 16
Deadline for Local Authority to publish composite prospectus for parents	12 September 16

APPLICATION FOR ADMISSION (Supplementary Form)

Hartlip Endowed Church of England (Aided) Primary School
The Street, Hartlip, Sittingbourne, Kent ME9 7TL
Tel: 01795 842473 Fax: 01795 843148
e-mail: headteacher@hartlip.kent.sch.uk
website: www.hartlip.kent.sch.uk



Child's name in full	
*Male/Female	
Parents'/Carers' names in full	
Address	
Telephone No:	
Child's Date of Birth	
Church Attended by Parents/Carers and Child	
Name of Rector/Vicar/ Minister who knows child	
Address of Rector/Vicar/ Minister	
Name and Address of previous Rector/Vicar/ Minister if you have moved recently.	
Names of brothers/sisters or other close members of the family who will be attending Hartlip School at the time of Admission.	
I/We apply for the admission of (Child's name) _____ to Hartlip Endowed Church of England (Aided) Primary School	
Date _____	Signature Parent/Carer _____

Should the Admissions Committee decide not to accept a child, parents may apply to the Headteacher, in writing, for details of the appeals procedure.

RECTOR/VICAR/MINISTER FORM

To be completed by your Rector/Vicar/Minister and returned to:

The Headteacher
Hartlip Endowed Church of England (Aided) Primary School
The Street
Hartlip SITTINGBOURNE
Kent ME9 7TL

by (date):.....

in respect of an application for admission to the School.

Name of Child _____

Names of Parent(s)/Carers(s) _____

Address _____

Church attendance by child(ren) and parents
(please specify and delete* as appropriate)

- * Once a Month
- * less than once a month

since _____

Please add any other comments if possible, (eg. on how frequently services are actually held at the church in question)

- Neither the above nor his/her parents, are to the best of my knowledge, members of my congregation.

Please note Under the terms of the Appeals Procedure parents wishing to appeal have the right to see all correspondence relating to their application.

Date _____

Signature

Rector/Vicar/Minister

Print

Name: _____

Name _____ of _____ Church