



## ADMISSION ARRANGEMENTS

The Governing Body is the admissions authority for the Whitstable & Seasalter Endowed Church of England (Aided) Junior School. The Governors are planning to admit (Published Admission Number) 48 children to Year 3 in September 2019. The School has an Admission Number of 48 for Years 4, 5 and 6. Children will be admitted without reference to ability or aptitude. Before the application of oversubscription criteria children with a statement of special educational need or education, health and care plan which names the school will be admitted, in which event the Published Admission Number will be reduced accordingly.

Even if you do not meet any of our criteria (a) to (f) listed below, you are entitled to name the Endowed School as a preference and due consideration will be given to your application by the Governing Body. If applications exceed the number of places available the oversubscription criteria will be applied in the following order of priority which will also be used if applications within any of the categories exceed places available and it is necessary to decide between them:

- a) **Looked after and Previously Looked After Children of Church Faith** – A child for whom the Local Authority provides accommodation by agreement with his or her parent/carer (Section 22 of the Children Act 1989) or who is subject of a care order under Part IV of the Act or who ceased to be so looked after because he or she was adopted or became subject to a residence order or special guardianship order (as defined by Section 46 of the Adoption and Children Act 2002 or Section 8 or 14A of the Children Act 1989) and who has attended worship or Sunday school, or is in the care of a guardian or adoptive parent who has attended worship, at a Church which is part of Churches Together in England or the Evangelical Alliance or at Hamilton Road Evangelical Church at least twice a month for a continuous period of 12 months up to the date of application. Confirmation must be provided by the priest or minister at the church attended that the child, or guardian, has so attended at the church or previous church at least twice a month for a continuous period of 12 months up to the date of application.
- b) **Other Children of Church Faith** - A child living in the parish of the Whitstable Team Ministry (see attached map), who has attended worship or Sunday school at a church which is part of Churches Together in England or the Evangelical Alliance or at Hamilton Road Evangelical Church at least twice a month for a continuous period of 12 months up to the date of application. Confirmation must be provided by the priest or minister at the church attended that the child has so attended at the church or previous church at least twice a month for a continuous period of 12 months up to date of the application.
- c) **Other Looked After and Previously Looked After Children** – A child not of church faith as defined above for whom the Local Authority provides accommodation by agreement with his or her parent/carer (Section 22 of the Children Act 1989) or who is subject of a care order under Part IV of the Act or who ceased to be so looked after because he or she was adopted or became subject to a residence order or special guardianship order as defined above.
- d) **Children with a Current Family Association** - A brother or sister attending the Endowed School when the child starts or, after giving priority for such children, at the time at which application is made defined as a natural brothers and sisters, adopted brothers and sisters, step brothers and sisters, foster brothers and sisters or children living as brothers and sisters in the same house. When we are able within the school's Published Admission Number (PAN) to offer a place to a child of multiple births (twins, triplets etc) we will offer places to all the children of that birth even if doing so takes the school above its PAN.





- e) **Children of Staff at the School** – Priority will be given to children of a member of staff who has been employed at the school for two or more years at the time at which the application is made and children of a member of staff who has been recruited to fill a vacant post for which there is a demonstrable skill shortage.
- f) **Children with Exceptional Compassionate, Social, Medical/Health or Special Access Needs** – Priority will be given to children under this criterion, which applies equally to such needs of the child's parents or carers, where there is on any of these grounds a demonstrable and significant need to attend the Endowed School. The school will comply with its legal obligations in particular those under the Equality Act 2010. The application must be supported by written evidence from an appropriately qualified person who where there are health or impairment issues must be a qualified medical practitioner. The evidence must demonstrate strong reasons why The Endowed is the most suitable school and the difficulties that would be caused if the child had to attend another school.
- g) **Distance/Nearness of Children's Home to School** - Remaining places will be offered to children according to how near their permanent residence is to the school, with those living closer to the school receiving a higher priority. 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. The school uses measurements provided by the Local Authority and further information on how distances are calculated, the definition of a child's home address, and how flats are treated for measurement of distance is available in the Admissions Booklets provided by the Local Authority. In the unlikely event that two or more children live at the same distance from the school and in all other ways have equal eligibility for the last available place at the school, then the names will be issued a number and drawn randomly to decide which child is given the place.

The same oversubscription criteria will be applied for **In Year Casual Admissions** and a supplementary information form will need to be completed in the circumstances outlined below. Any **In Year Application** must be made to the Headteacher.

### APPLICATIONS PROCEDURE FOR ADMISSION TO YEAR 3 IN SEPTEMBER 2019

**ALL** applications for admission **must** be made on the **Junior Common Application Form (JCAF)** which may be obtained from the school office, local infant schools or the Local Authority or you can fill one in online at [www.kent.gov.uk/ola](http://www.kent.gov.uk/ola). It is to be submitted to the Local Authority or any Kent Primary School by **15th January 2019**. **ONLY ONE JCAF SHOWING THE NOMINATED PREFERENCES MAY BE SUBMITTED FOR EACH CHILD; PHOTOCOPIES MUST NOT BE USED.**

**Please note** the following **additional important procedure** where it applies.

Where the parent or carer wishes the child to be considered for admission to the Endowed School under any of the following criteria, Church Faith, Current Family Association, Child of Member of Staff or Exceptional Compassionate, Social, Medical/Health or Special Access Needs, additional information should be provided on a **supplementary information form** which may be obtained from the school with the school's prospectus or from the Local Authority. **This supplementary information form should be returned to the Headteacher of the Endowed School at High Street, Whitstable, Kent CT5 1AY i.e. NOT to the Local Authority or any other school, by 15th January 2019. Failure to complete and return the form may affect the priority rating of the application.** Where you are not relying on any of these criteria your application will be considered on the information provided by you in the JCAF and there is no need to complete and return the supplementary information form.





WHERE A COMPLETED SUPPLEMENTARY INFORMATION FORM IS RETURNED THE SCHOOL IS NOT PERMITTED TO TREAT IT AS A VALID APPLICATION UNLESS THE PARENT OR CARER HAS ALSO SUBMITTED BY 15<sup>th</sup> JANUARY 2019 A COMPLETED JCAF NOMINATING THE SCHOOL AS ONE OF THE PREFERENCES ( SEE ABOVE).

### Late Applications

The school will use the process set out in the Local Authority's Admission Booklets.

### Withdrawal of Places

After a place has been offered the school reserves the right to withdraw the place in the following circumstances:

1. When a parent or carer has failed to respond to an offer within a reasonable time; or
2. when a parent or carer has failed to notify the school of important changes to the application information; or
3. the admission authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent or carer.

### Appeals

In accordance with the requirements of the Education Acts, the Governors will make arrangements, if required, for parents or carers to appeal to an independent appeal panel against the refusal of a place for their child in the School. Appeals must be lodged by no later than **21<sup>st</sup> May 2019**.

### Waiting List

If a child is unsuccessful in obtaining a place because of oversubscription, the parent or carer may ask for the child's name to be placed on the school's waiting list. Applications must be made **by notifying the Local Authority** by no later than **13<sup>th</sup> May 2019**. On **12<sup>th</sup> June 2019** the Local Authority will, using the school's oversubscription criteria in the same order of priority, reallocate any places that have become available to those who have asked to go on the waiting list. Parents or carers may ask for the child's name to be kept on the school's waiting list should a place become available after 12<sup>th</sup> June 2019. The waiting list will be re-ranked in line with the school's published oversubscription criteria every time a child is added to the list. Waiting lists will be maintained until the end of the relevant academic year of admission. Placing a child's name on the waiting list does not affect the parent's or carer's right of appeal against a refusal to offer the child a place at the school.





NAME OF CHILD \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

**Important.** Where the parent or carer wishes the child to be considered for admission under the Church Faith criterion this **supplementary information form** and the **combined details of church attendance and Minister's Confirmation Form should be completed and returned to the Headteacher of the Endowed School at the above address NOT to the Local Authority or to any other school by 15<sup>th</sup> January 2019. Failure to do so may affect the priority rating given to the application.**

Where the parent or carer wishes the child to be considered for admission under the Current Family Association criterion, Child of Member of staff or Exceptional Compassionate, Social, Medical/Health or Special Access Needs criterion, this **supplementary information form should be completed and returned to the Headteacher of the Endowed School at the above address NOT to the Local authority or to any other school by 15<sup>th</sup> January 2019. Failure to do so may affect the priority rating given to the application.**

**THE SCHOOL IS NOT ENTITLED TO TREAT THIS AS A VALID APPLICATION UNLESS THE COMPLETED JUNIOR COMMON APPLICATION FORM HAS BEEN SUBMITTED BY 15<sup>th</sup> JANUARY 2019 (SEE APPLICATIONS PROCEDURE).**

I wish to give the following reasons in support of this application:-

<p>I can confirm that * _____ (* insert name of child) has attended worship or Sunday school at a Church which is part of Churches Together in England or the Evangelical Alliance or at Hamilton Road Evangelical Church at least twice a month for a continuous period of 12 months up to the date of the application. Please complete and sign the accompanying form with confirmation from and signed by a member of the clergy or minister at the church attended that the child has attended worship or Sunday school at the church or previous church at least twice a month for a continuous period of 12 months up to the date of the application.</p>
<p>Brother(s) or sister(s) (as defined in the admissions criteria) who will still be attending the school when the child starts or who are so attending at the time application is made – please state name(s) and date(s) of birth.</p>
<p>Child of Member of Staff (as defined in the admissions criteria).</p>
<p>Exceptional compassionate, social, medical/health or special access needs – continue overleaf if necessary. Supporting evidence is required including evidence in writing from a suitably qualified person (who where there are health or physical issues must be a qualified medical practitioner) setting out the strong reasons why the Endowed is the most suitable school and the difficulties which would be caused if the child had to attend another school.</p>

Full Name of parent/carer (BLOCK CAPITALS) \_\_\_\_\_

Signed \_\_\_\_\_  
Parent/ Carer

Address \_\_\_\_\_ Post Code \_\_\_\_\_

Contact Number(s) \_\_\_\_\_ Date \_\_\_\_\_







# Whitstable & Seasalter Endowed Church of England (Aided) Junior School

## **Church Faith Criterion – Details of Church Attendance and Minister’s Confirmation of Church Attendance (for Completion by Parent/Carer and Priest/Minister)**

If you are applying for admission under the Church Faith criterion, **please complete ALL the details required below, sign and submit this form to your priest/ minister** for confirmation of attendance and signature. It would be appreciated if you could supply a stamped addressed envelope for your Minister to return this form **to you**. Please allow **sufficient time** for your Minister to complete and return the form to you, **to enable you to submit to the Headteacher of the Endowed School with your supplementary information form.**

Name of Child\* .....

Name of Church\* .....

The child **has\*** / **has not\*** attended Church Worship or Sunday school at least twice a month continuously for at least the last 12 months (*\*This MUST be completed. Please delete as appropriate*)

Signed .....  
Parent/ Carer

Date.....

**To be completed by the Priest/Minister:- (Please note that in the event of an Appeal the parent or carer will be entitled to view a copy)**

I **can\*** / **cannot\*** confirm the above details of attendance supplied by the Parent/Carer are correct. (*\*This MUST be completed. Please delete as appropriate*)

Signature of Priest/Minister.....

Date.....



## REQUESTS FOR ADMISSION OUTSIDE OF THE NORMAL AGE GROUP

*(This does NOT apply to In Year Casual Admissions for which please see page 2)*

Requests for admission outside of the normal age group should be made to the Headteacher of each preferred school as early as possible in the admissions round associated with that child's date of birth. This will allow the school and admissions authority sufficient time to make a decision before the closing date. Parents are not expected to provide evidence to support their request to defer their application, however where provided it must be specific to the child in question. This might include medical or Educational Psychologist reports. 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 a school's ability to agree to deferral. Parents are required to complete a JCAF application for the normal point of entry at the same time, in case their request is declined. This application can be cancelled if the school agrees to accept a deferred application for entry into Year 3 the following year. Deferred applications must be made via paper JCAF to the LA, with written confirmation from each named 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 each school's oversubscription criteria.**

## Whitstable Team Ministry Parish Map

