



**Snodland Church of England  
Primary School**

**Admissions Policy  
2018/2019**

**Headteacher**

**Mrs H Hunt**

**Chair of Governors**

**Rev'd H Broadbent**

**Date approved**

**December 2016**

**Review date**

**September 2017**

Snodland Church of England (Voluntary Aided) Primary School has a distinctive Christian ethos which lies at the heart of the school and provides an inclusive, caring and supportive environment where children learn and flourish in a setting shaped by Christian value. We welcome applications from all members of the community and we ask all parents/carers to respect the Christian ethos of our school and its importance to our local community.

The school provides for children between 4 and 11 years old, educational year groups Reception to 6 inclusive. The Published Admission Number is 60 and children are normally admitted to the Reception class in the school year in which they have their fifth birthday. All Reception children are admitted in September, at the start of the Reception year. Parents/carers of Reception age children have the right to deferment of entry or to take the place up part time, until the term in which the child reaches compulsory school age.

The Governing Body is required to abide by the maximum limits of 30 pupils per class for infant classes (5, 6 and 7 year olds).

To apply for a place at Snodland Church of England (Voluntary Aided) Primary School, parents/carers will need to complete a Common Application Form (CAF), which is available on line at [www.kent.gov.uk](http://www.kent.gov.uk) or from the School Admissions Team at the Local Authority (LA), and submit it online or return it to the LA on the date specified by them. Offers of places will be sent to parents/carers on the common offer date and notified by the LA. The school's Supplementary Information Form for the year in which your child would be due to start (SIF), which is available from the school, should also be completed and returned to the school on the same date as specified by the LA for the CAF to be returned. Offers of places will be sent to parents/carers on the common offer date and notified by the LA.

In line with the School Admissions Code, children with Statements of Special Educational Needs (SEN) or Education, Health and Care Plans (EHCP) that name Snodland Church of England (Voluntary Aided) Primary School will be admitted. As a result of this, the published admissions number will be reduced accordingly before places are allocated to other pupils. A Statement of Special Educational Need is a statement made by the Local Authority under Section 324 of the Education Act 1996 specifying the special educational provision required for that child. An Education, Health and Care plan is a plan made by the Local Authority under Section 37 of the Children and Families Act 2014 specifying the special educational provision required for that child.

If there are more applications for admission than there are available places, then places will be offered by the Governors in accordance with the following Criteria. The order of priority is as follows:

- 1) Children in Local Authority Care or Previously in Local Authority Care are defined as children 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) A brother or sister attending the school when the child starts. In this context brother or sister means children who permanently 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.*

- 3) Children whose parents or carers have an affiliation to the Church of England and live within the Civil Parish of Snodland. Written confirmation of this affiliation will be required from a minister of the church. (See Supplementary Information Form attached).

*Religious affiliations will be defined as a parent or guardian attending church on at least a monthly basis and for a period of not less than 6 months.*

- 4) Children whose parents or carers live in the Civil Parish of Snodland with those living nearer having priority. The distance is measured between the child's permanent address and the school measured in a straight line using Ordnance Survey 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 Ordnance Survey. The school uses measurements provided by the LA and further information on how distances are calculated is available in the Admissions Booklets provided by the LA.
- 5) Children whose parents or carers live outside the Civil Parish of Snodland and have attended Church of England worship on a monthly basis for at least 6 months at the time of application. Confirmation required from Minister – see SIF.
- 6) Children with at least one parent/guardian who is a practising member at any other Christian Church, (that is a member of Churches Together in Britain and Ireland or the Evangelical Alliance) evidenced by attendance at religious services on at least a monthly basis and for a period of not less than 6 months. Confirmation of having met this requirement must be provided by completion of a Supplementary Information Form (SIF) which is obtainable from the School Office and must be returned to the school duly signed by the date as specified by the LA for the CAF to be returned.
- 7) Children whose parents or carers live outside the Civil Parish of Snodland with those living nearer having priority. The distance is measured between the child's permanent address and the school measured in a straight line using Ordnance Survey 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 Ordnance Survey. The school uses measurements provided by the LA and further information on how distances are calculated is available in the Admissions Booklets provided by the LA.

A pupil's home address is considered to be a residential property that is the **child's only or main residence** and not an address at which the child might sometimes stay or sleep due domestic or special arrangements. The address must be the child's home address on the day you completed your application form and which is either:

- 1) Owned by the child's parents or carers OR

2) Leased to or rented by the child's parents or carers under a lease or written rental agreement.

If you live separately from your partner but share responsibility for your child, and the child lives at two different addresses during the week, we will regard the home address as the one at which the child sleeps for the majority of weekdays.

#### **NOTE:**

**Multiple Births** – if the last place goes to a child of a multiple birth family i.e. twins or triplets the school will follow the procedures as outlined in the Admissions to Primary School in Kent booklet – [kentonlineadmissions@kent.gov.uk](mailto:kentonlineadmissions@kent.gov.uk)

**Flats** – in the event of a pupil living in a flat the school will use the process outlined in the Local Authority's booklet to calculate the distance.

**Tie Breaker** – In the event of the criteria being oversubscribed, applications will be ranked in accordance with proximity of the child's permanent residence to the school with the closest being given higher priority. Distance will be measured using Ordnance Survey address point data as supplied by the LA. 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, (this process will be independently verified).

Requests for admission to Reception 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 or carers are required to complete an 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 R the following year. Deferred applications must be made via paper RCAF 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. Further advice is available at [www.kent.gov.uk/primaryadmissions](http://www.kent.gov.uk/primaryadmissions)

A waiting list will be kept of the applicants who are refused admission due to oversubscription and whose parents or carers make a written request to have their child's name to be placed on the waiting list. The list will be kept in the sequence of the criteria described above and re-ranked, in line with the published oversubscription criteria, every time a child is added. As and when places become available they will be offered to applicants. Names will be kept alongside any additional names throughout the year on the waiting list until the end of the academic year for which the application for admission was made.

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

- 1) when a parent or guardian has failed to respond to an offer within a reasonable time; or
- 2) when a parent or guardian 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 guardian.

**Closing Date** - The closing date for receiving this form and your Reception Common Application Form (RCAF) will be given in the booklet you receive from the LA.

### **In Year Admissions**

Applications for In-Year admissions are made directly to the school. If a place is available and there is no waiting list, the child will be admitted. If more applications are received than there are places available, then applications will be ranked by the governing body in accordance with the oversubscription criteria above. If a place cannot be offered at this time, then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list as outlined above.

### **Appeals**

Any request for an appeal should be made in writing to the Chair of Governors, care of the school, within 20 school days of being notified that a place has not been allocated. An independent appeals panel will then be convened to hear the appeal.

### **Fair Access**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Diocese and the governing body for the current school year. The governing body has this power even when admitting the child would mean exceeding the published admission number.

***Queries about the Admissions Policy should be addressed to the Headteacher or Chair of Governors c/o the school office.***