



BISHOP CHAVASSE
Church of England Primary School

Admission Arrangements

Applications for children due to start primary and junior School in September 2018 open on 6 November 2017 and close on 15 January 2018.

Bishop Chavasse Primary School is a 4 – 11 two form entry Church of England School in the Diocese of Rochester, and an academy within the Tenax Schools Trust.

Admissions number

The School has a published admissions number of 60. This means that up to 60 children may be admitted into Reception (Year R) in September 2018.

The Local Authority Application Form

To apply for a place at Bishop Chavasse Primary School, all applicants must complete the application form for admissions 2018. This can be done in paper form or [online](#).

Parents may name up to three schools in order of preference on the online application form which is then returned to KCC.

The Supplementary Form

As a Church of England School, when we are oversubscribed, we will allocate up to 25% of our places (15 places annually) to children from families with a commitment to the Christian faith, after admitting children in public care. Remaining places will be open enrolment, available to those in the local community of all faiths and none.

Should you choose Category 2 (children from families with a commitment to the Christian Faith) you will need to complete the **Category 2 Supplementary Form** in addition to KCC's Application Form. This is available from the School and should be returned to the school office.

In the event that there are more applications for places in Reception than there are spaces available, the applications will be ranked according to the oversubscription criteria set out below using the information given in the Supplementary Form.

For more information, including deadlines for applications, please visit

<https://www.kent.gov.uk/education-and-children/schools/school-places/primary-school-places>

Please ensure that you return your application and appropriate forms by the date given by KCC as all applications received after this date are considered late and ranked below other applications.

If you have any questions, please do not hesitate our school office on 01732 676 040 or office@bishopchavasseschool.org.uk

If you would like us to help you complete your admissions form, we would be delighted to support you with this.

Oversubscription Criteria

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.

These will be used to rank order applications if more are received than there are places available after the admission of pupils with an education, Health and Care plan naming the school.

1. Looked after children and all previously looked after children. A 'looked after child or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
2. Children from families with a commitment to the Christian Faith. No more than 15 children will be admitted under this category. The definition of this is a child who has a parent worshipping regularly (at least twice monthly on average) in a Church of England Church and who has done so for at least two years up to the time of application. If fewer than 15 applications are received that meet this criteria, the remaining spaces will revert to categories 3 and 4. If more than 15 applications are received, applicants will be rank ordered by distance from the school. A Category 2 Supplementary Form must be completed and returned, and cannot be completed online.
3. Siblings. Children who, when they start school, will have at least one sibling-attending the school. A sibling is a full, half or step brother or sister living permanently in the same household, including an adoptive or foster brother or sister.
4. Children who need to attend for compelling medical or social reasons. Such applications should be accompanied by evidence from a doctor or social worker that demonstrates that the needs of the child can only be met by attendance at Bishop Chavasse Primary School.
5. Other children.

Tie break

In all of the above criteria children will be ranked in order of their distance from the school. Distance measurements will be provided by the Kent County Council and will be 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. 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. When we apply the distance criterion for the school, these straight line measurements are used to determine how close each applicant's address is to the school.

Random allocation will be used as a tie-break to decide who has highest priority for admission if the distance between a child's home and the academy is equidistant in any individual case. However, if children of multiple births (twins and triplets) are tied for the final place, those siblings will be admitted over OAN as permitted by infant class size rules.

Where only one parent/guardian satisfies a criterion, the application will be treated equally with one where the requirement is met by two parents.

Deferred entry for infants

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. Requests for admission outside the child's expected year group must be made to the Headteacher before the autumn closing date for normal applications.

The process for requesting such an admission is as follows:

With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request. This request, along with the admissions form, should go directly to the Headteacher.

Parents will submit any evidence in support of their case with the application, for instance from a medical practitioner, Headteacher etc. Some of the evidence a parent might submit could include:

- whether the child is 'summer born' and is seeking admission to a year group other than reception (or is seeking admission to reception rather than year 1);
- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a year 1 child for a reception place will be considered alongside applications for reception. Parents should complete a normal application in addition, in case their request is declined.

If the request for admission outside expected year is agreed, a CAF must be submitted to the LA with copies of the written agreement from the school.

Waiting lists

Bishop Chavasse will operate a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate. Applications will be removed from the waiting list at the end of the academic year. The waiting list will be maintained by the Tenax Schools Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Appellants should contact the admissions officer by May 18th for information on how to appeal. Information on the timetable for the appeals process is on our website at www.bishopchavasseschool.org.uk.



Category 2 Supplementary Form

This form is only to be completed when a parent is seeking admission for a child under **Category 2** in the Application Form for Admission 2018. Please complete all sections and return to the school.

Church attended by
parent/guardian

Name of parish priest,
minister or local
religious leader

Please indicate how frequently you attend your place of worship, and for how long you have done so.

	How many times per month?	For how many years?
Parent (1)		
Parent (2)		

I confirm that the information given above is true and complete.

Signature of parent/guardian _____ Date _____
(only 1 signature required)

Endorsement by priest, minister or local religious leader

By signing this form, you are endorsing the information given by the applicant above. Please therefore do no sign it until it has been completed by the applicant. Please initial any alterations that have been made by the applicant.

I hereby confirm that all the information given above is true. I understand that in the interests of fairness only the information contained in this form will be used to apply the school's admission criteria.

Signature of priest, minister
or local religious leader

Position

Date

Parents should return the **Category 2 Supplementary Form, in addition to an Application Form to KCC Admissions, by Jan 15th, 2018.** Please return completed form to the Office, 2A Baker Lane, Tonbridge, Kent, TN11 0FB. *For any applications where the church of the parent has changed within the past 2 years, please provide evidence from the previous church or a letter of explanation.*