

**St Katharine's Knockholt Church of England**  
**(Voluntary Aided) Primary School**  
**Admissions Policy**  
**2023/2024**

**Introduction**

- 1.1 The Governing Body of St. Katharine's Knockholt Church of England Primary School believes in equity of access for all children whose parents/carers wish them to attend the school. We therefore admit in careful accordance with the school admissions code. The Governing Body of St Katharine's Knockholt Church of England Primary School applies the mandatory guidance on admissions fairly and equally to all those who attend the school.

**Aims and objectives**

- 2.1 We are an inclusive school that welcomes children from all backgrounds and abilities.  
2.2 All applications will be treated individually and sensitively.  
2.3 The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the 30 places available, we apply the procedure set out below in order to determine whether a child can be offered a place or not. It is our wish to allow parents to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.

**3 How parents can apply for their child to be admitted to our school**

- 3.1 Parents and carers are invited to visit the school when they are considering schools for their child/ children. An appointment should be made with the Headteacher by contacting the school office. If after an initial visit or by contacting the school office, parents/ carers would like to keep in touch with the school until the time formal applications should be made, they may go on the mailing list. This list in no way assures entry to the school but is a way in which parents can be kept informed. It should also be noted that attendance at the Rainbow Pre-school does **not** ensure a place at St. Katharine's Knockholt Children are admitted to the Reception Class in the school year in which they have their fifth birthday. All Reception 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

All applications should be as follows

- 3.2 Applications for YrR admission are made directly to the Local Authority using the Common Application Form which is available on line , alternatively paper copies are obtainable from the school office or the Local Education Authority. As a Voluntary Aided School parents at St. Katharine's Knockholt C.E.P. School will also need to complete a St. Katharine's Supplementary Information Form available from the School Office if they wish to be considered under the faith criteria. The date for the return of the application form for the year 2023/2024` is **16th January 2023**. Late applications will be considered at the end of the allocation process.
- 3.3 Parents/carers will be informed, by the Local Education Authority, of the Governors decision on **19<sup>th</sup> April 2023**. An acceptance form will be requested to be returned by the **1<sup>st</sup> May 2023** so that parents who do not wish to take up the offer, release places that can be offered to other parents from the waiting list. If the acceptance is not received by the specified date, the place may be offered to someone else.
- 3.4 Places are offered for children to start in the September of the academic year in which they will be five years old. In exceptional circumstances this may be able to be deferred if requested by parents/carers.
- 3.5 Applications for places in year groups other than YrR or for entry into YrR after the closing date for applications, will be dealt with on an individual basis, and will depend on the number in the year group to which the child belongs. A place will only be offered if the published admission number for the `relevant age group' has not been reached.

**4 Oversubscription**

- 4.1 The published admission number for the year 2023/2024 is 30. The published admission number is reviewed by the Governors annually. A child with an EHCP that names St. Katharine's will be offered a place and the published admissions number reduced accordingly prior to the application of oversubscription criteria.
1. If there are more applications than the number of places, the oversubscription criteria below will be applied in priority order. The Admissions Committee will then provide the Local Education Authority with a list of all prospective pupils in rank order. 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.

## 4.2

Before the application of oversubscription criteria, children with an Education, Health and Care Plan (EHCP) which names the school will be admitted.

As a result of this the published admissions number will be reduced accordingly

The criteria are as follows:

- 1) Children who are Looked After Children or Previously Looked After Children. This includes Internationally adopted children or previously looked after children
- 2) Children who have siblings already attending St. Katharine's School at the time of entry to the school.
- 3) Children whose parents have been committed for over a year to the life and work of St. Katharine's Church, Knockholt, or London Road Evangelical Church, and who live within the parish boundary of Knockholt. (Evidence would be required.)
- 4) Other children who live within the parish boundary.
- 5) Children whose parents are committed for over a year to the life and work of St. Katharine's Church, Knockholt, London Road Evangelical and St. Margaret's Church, Halstead, who live outside the boundary of the parish of Knockholt. (Evidence would be required.)
- 6) Children whose parents are committed to the life and work of any other Christian Church for over a year, who live outside the boundary of the parish of Knockholt (Evidence would be required.)
- 7) Children who have Health or Special Access Needs that would be best met at St. Katharine's School. (Evidence would be required.)
- 8) All other children whose parents wish them to attend St. Katharine's Knockholt C.E. Primary School.

### **NOTES**

- Parents or guardians will be requested to provide an official clerical reference which supports their claim to be committed to the life and work of their church. That reference is not confidential and in the event of an appeal by the parent or guardians against the governing body's decision, will be known to all parties. Under these categories, pupils will be ranked according to the family's level of commitment to the church, as shown through: Frequency of attendance of one or both parents or guardians at Church worship (either Sunday or weekdays).  
(Places will be allocated in strict accordance with the order of the criteria set out above. All things being equal in any of the applied criteria, priority will be based on the nearness of home to St. Katharine's School. In the event that during the period specified for attendance at worship the church or, in relation to those of other faiths, relevant place of worship, has been closed for public worship and has not provided alternative premises for that worship, the requirements of these arrangements in relation to attendance will only apply to the period when the church, or in relation to those of other faiths, relevant place of worship, or alternative premises have been available for public worship)
- 9) **Looked After Children and Previously Looked After Children:** A child who is in the care of the Local Authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989. Or, any child who was previously in the care of the Local Authority and who is now adopted, subject of a Residence Order or Special Guardianship Order. A letter from the Children's Services Department confirming the child's status must be submitted at the time of application. This criteria also includes Internationally adopted children or previously looked after children
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- **Requests for admission outside of the normal year group:** A request should be made to the Headteacher as soon as possible in the admission 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 our ability to agree deferral. Parents are required to complete an application for the normal point of entry at the same time, in case their request is declined. This application may 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 CAF to the LA, with written confirmation from St Katharine's 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 our oversubscription criteria.

- **A sibling** means that there will be a brother or sister attending the school when the child starts. 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
- **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. 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.
- **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 St Katharine's Knockholt.

4.3 A place on a waiting list will be offered while we request confirmation that parents who have been offered places, wish to take them up.  
If, after the cut off date set for return of acceptances, we have additional places to offer those on the waiting list, each application on the waiting list will be considered by adhering strictly to the admissions criteria.

## **5 Appeal**

- 5.1 Appeals must be lodged by a date to be advised nearer the time, except where the initial application was a 'late application' in which case the appeal must be lodged within 21 days of the allocation decision being sent to the parents.
- 5.2 Parents have the right of appeal against the decision to refuse admission to any school listed on the Common Application Form. They can also appeal against any school allocated by the Local Education Authority, where the pupil could not be offered a place at any school on the parents' preference list.  
The decision letter sent to parents by any Admission Authority, which refuses a child admission must include details of the parents' right of appeal.

## **6 Infant class size**

- 6.1 We teach infant children (aged five to seven) in classes that have a maximum number of 30 children.

## **7 Admission of children below compulsory school age and deferred entry to school**

- 7.1 Where we have offered a child a place at St Katharine's Church of England Primary School:  
That child is entitled to a full time place in the September following their fourth birthday
- 7.2 The child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year in which it was made and
- 7.3 Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age

### **Admission of children outside their normal age group**

- 8.1 The parents of a Summer born child may choose not to send their child to school until the September following their fifth birthday and may request they are admitted out of the normal age group – to reception not Year 1.
- 8.2 Other applications - Parents may make to seek a place for their child outside of their normal age group will be dealt with on an individual basis taking into account the circumstances of the case and with the best interests of the child at the heart of any decision.

# Application for Admission in September 2023 to 2024

St. Katharine's Knockholt Church of England (V.A.)

Primary School

Please give your child's details:

Surname:	Forename(s):		
Address:	Date of birth:		Name(s) of persons with parental responsibility:
	Postcode:		
Contact Number:	Contact Number 2:		

1. Are you a member of a Christian church within the parish boundary of St. Katharine's Church, Knockholt? (Please tick relevant box)

No

Yes

(If yes please attach a clerical reference)

2. Do you live within the Parish boundary of Knockholt?

No

Yes

3. If you live outside the Knockholt parish boundary do you attend St. Katharine's Church Knockholt or St. Margaret's Church Halstead?

No

Yes

(If yes please attach clerical reference)

4. Has your child any health reasons for admission to this school? (Please attach medical evidence)

No

Yes

5. Which church do you attend?

How often do you attend church? (please circle)

Less than once a month

Once a month

Fortnightly

Weekly

Do you hold a position of office within the church? No

Yes

Please ensure you have enclosed a clerical reference to support this application if you wish to be considered under faith criteria.

In the event that during the period specified for attendance at worship the church or, in relation to those of other faiths, relevant place of worship, has been closed for public worship and has not provided alternative premises for that worship, the requirements of these arrangements in relation to attendance will only apply to the period when the church, or in relation to those of other faiths, relevant place of worship, or alternative premises have been available for public worship

The information on this form is correct to the best of my knowledge and belief

Signed:

Date: