

## **Platt C.E Primary School**

*Learning together, Forgiving one another and Caring for all.*



### **Admissions Policy Academic Year 2024-2025**

Platt 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 values. We welcome applications from all members of the community and we ask all parents/guardians to respect the Christian ethos of our school and its importance to our local community.

There is one intake for children starting school for the first time.\* A child is entitled to a full-time place in the September following their 4<sup>th</sup> birthday. Parents/guardians who are considering sending their child to the school are invited to make an appointment to meet the Headteacher and visit the school while it is in session. Children starting school for the first time will be invited to spend time in the Reception class in the term preceding their admission.

\* Parents/guardians 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 published admission number for the school is 30 and therefore the Governing Body will offer up to 30 pupils a place in the Reception class in the academic year 2024-2025. The school provides for children between 4 and 11 years old, educational year groups Reception to year 6 inclusive.

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 Platt Church of England Voluntary Aided Primary School, parents/guardians must complete the Kent Primary Common Application Form (CAF), which is available from the School Admissions Team at Kent County Council (KCC) and return it to KCC by the published deadline.

In addition parents/guardians must complete Section 1 of the school's Supplementary Information Form which is available from the school office. For faith based applications (please see the oversubscription criteria below) Sections 2 and 3 must also be completed. The Supplementary Information Form must be returned to the school office duly signed by 12<sup>th</sup> January 2024.

If the school is not oversubscribed all applicants will be offered a place.

#### **Criteria for Admissions**

The highest priority will be given to:

Any child with a Statement of Special Educational Needs (SEN) or Education, Health and Care Plan (EHCP) naming Platt 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 education provision required for that child.

Reviewed: 03/2023

Agreed FGB Meeting: 28/03/2023

Next Review: Consultation October 2023



### **Oversubscription Criteria**

Where the number of applications for admission exceeds the number of places available, all applications will be considered in accordance with the oversubscription criteria in the following order of priority:

- a) Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Children in Local Authority Care or Previously in Local Authority Care – 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).

- b) Children with particular 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. Places will be allocated under this criterion to children whose mental or physical impairment means they have a demonstrable and significant need to attend Platt Church of England Voluntary Aided Primary School or to children whose parents' or guardians' physical or mental health or social needs means they have a demonstrable and significant need to attend Platt Church of England Voluntary Aided Primary School. Medical, health, social or special access reasons must be supported with written evidence from an appropriately qualified medical professional, health professional, social worker or other care professional. The evidence must demonstrate the reasons why the school is the most suitable school and the difficulties that would be caused if the child had to attend another school.
- c) Children who already have a brother or sister in the school at the time of admission. 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.
- d) Children whose parents/guardians live in the parishes of Platt and Addington (please see Diocese of Rochester maps in Appendix 1 and Appendix 2). Those living closest to the school will have priority (please see Distance below).
- e) Children with at least one parent/guardian who is a practising member at St Mary's Parish Church, Platt or St Margaret's Parish Church, Addington, evidenced by attendance at religious services at least fortnightly for two years preceding the application for a school place. Confirmation of having met this requirement must be provided by completion of the Supplementary Information Form.
- f) Children whose parents are committed to the life and work of another Christian church (that are either members of Churches together in Britain and Ireland or the Evangelical Alliance), or place of worship in other Faiths, evidenced by attendance at religious services at least fortnightly for two years preceding the application for a school place. Confirmation of having met this requirement must be provided by completion of the Supplementary Information Form.  
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 [admissions] 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.

- g) Children who have a parent who is a relevant member of the staff of Platt Church of England Voluntary Aided Primary School. A parent will be considered a relevant member of the staff if he or she has been employed at the school for two or more years at the time at which the application for admission to the school is made or has been recruited to fill a vacant post for which there is a demonstrable skills shortage.
- h) All other children

### Multiple Birth Procedures

If siblings from multiple births (twins, triplets, etc) apply for a school and the school would breach its PAN after admitting one or more, but before admitting all of those siblings, the school will offer a place to each of those siblings, even if doing so takes the school above its PAN. If the admissions are to the Reception year, and so result in a breach of infant class size legislation, the additional pupil(s) will be treated as “excepted” for the time they are in an infant class or until the numbers fall back to the current infant class size limit, as defined in the School Admissions Code.

### Permanent Residence and Tie Break

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. In the event of any of the above criteria being oversubscribed, priority will be given based on distance as described below 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.

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

- Owned by the child’s parent(s) or guardian(s), OR
- Leased to or rented by the child’s parent(s) or guardian(s) under a lease or written rental agreement.

Where there are shared responsibilities for the child, and as a consequence the child lives at two different addresses during the week, the home address will be regarded as the one at which the child sleeps for the majority of weekdays. Proof of residence is required, e.g. child allowance documentation, council tax. Please note the school reserves the right to withdraw the place if a child is not resident at this address by the offer day and offer that place to next child on the waiting list.

### Distance

Nearness of children's home to school - we use the distance between the child’s permanent home address (see Permanent Residence and Tie Break) 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.

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Further information on how distances are calculated is available in the Admissions Booklet provided by the Local Authority. In the case of distances from flats, the school will use the process defined in Tie Break.

### Waiting Lists

A waiting list will be kept of the applicants who are declined admission due to oversubscription and whose parents make a written request to have their child's name 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 on the waiting list until the end of the academic year for which the application for admission was made

The school follows the Local Authority procedures relating to waiting lists, appeals and late applications.

### 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 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.

The Governing Body reserves the right to withdraw the offer of a school place where false evidence is received in support of an application, where parent(s)/guardian(s) have failed to respond to an offer within a reasonable period of time or where parent(s)/guardian(s) have failed to notify the school of important changes to the application.

Queries about the Admissions Policy should be addressed to the Headteacher or Chair of Governors, care of the school office.

*This document was approved for public consultation at the Full Governing Body meeting of 17/10/16. The public consultation ran from 08/12/16 to 31/01/17.*

Reviewed: 03/2023

Agreed FGB Meeting: 28/03/2023

Next Review: Consultation October 2023



**Supplementary Information Form**

**Admissions for the Academic Year 2024/25**

Please complete this form in **BLOCK CAPITALS** after reading the school's Admissions Policy

**ALL parents/guardians should complete Section 1 of this form.**

**Sections 2 and 3 should only be completed if applying for a Faith place at the school (please refer to the school's Admissions Policy for the oversubscription criteria).**

**Section 2 should be completed by the parent/guardian. Please ask your Religious Leader to complete Section 3. Completed, signed forms including the Religious Leader's declaration (if applicable) should be returned to the Headteacher by: 12<sup>th</sup> January 2024**

**Section 1 - Pupil Information: To be completed by Parent/Guardian**

Surname of child: .....

First name of child: .....

Date of birth of child: .....

Name of parent(s)/guardian(s) giving surname first:

.....

.....

Home address: (include proof of residence, e.g. child allowance documentation, council tax)

Please refer to the school's Admissions Policy for definition of home address

.....

.....

Telephone home: ..... Telephone mobile: .....

I confirm that the information given above is correct and that I have read the school's Admission Policy

☐

Signature: .....



Please print name: .....

Date: .....

**Section 2 - Church Information: To be completed by parent/guardian if applicable**

Name and denomination of Church/Place of Worship which parent/guardian attends:

.....

Have you attended religious services at this place of Worship  
at least fortnightly?

☐

Yes

☐

No

And for at least two years prior to this application?

☐

Yes

☐

No

Name of Church of England Parish in which you live: .....

Name, address and telephone number of Religious Leader (who can confirm attendance)

.....

.....

.....

If you have moved recently, please give the name, address and telephone number of your  
previous Religious Leader (who can confirm attendance)

.....

.....

.....

I confirm that the information given above is correct and that I have read the school's Admission Policy.

☐



Signature: .....

Please print name: .....

Date: .....

**Section 3 - Declaration of Religious Membership: To be completed by Religious Leader**

Name of place of Worship that the parent/guardian attends: .....

If not an Anglican Church please state the denomination: .....

Is the Church a member of Churches Together in Britain and Ireland and or the Evangelical Alliance?

☐

Yes

☐

No

If yes please supply Churches registration/membership No: .....

Can you confirm that the parent/guardian has attended religious services at the place of Worship mentioned above:

At least fortnightly

☐

Yes

☐

No

For at least two years prior to this application

☐

Yes

☐

No

*(The frequency of Worship above should agree with that specified in the School's Admission Policy)*

Signed: .....

Please print name: .....

Date: .....