



## **CHIDDINGSTONE CHURCH OF ENGLAND SCHOOL**

### **ADMISSIONS POLICY AND RELEVANT INFORMATION**

#### **Includes Early Years Foundation Stage**

*Chiddingstone Church of England School policies are approved, ratified and reviewed regularly by the Governing Body in the light of statutory requirements.*

**Last Reviewed February 2018  
Next Review Date February 2019**

Signed:

Christopher Darlington    Chairman of Governors

Date    19/02/2018

Signed:

Rachel Streatfeild    Headteacher

Date    19/02/2018

## **ADMISSIONS POLICY STATEMENT FOR ENTRY IN SEPTEMBER 2019**

Children reach compulsory school age at the beginning of the term after their fifth birthday. The authority's policy is to encourage schools to admit four year olds so that as many children as possible will have at least eighteen short terms in EYFS and Key Stage 1.

The number of places available is determined by the physical capacity of the school and is called the 'Published Admissions Number'. Our published admissions number (PAN) currently is 30. The law gives parents the right to state a preference for any school, but not automatic choice. If your preference is Chiddingstone Church of England School, a place will be offered if there are vacancies. Before the application of oversubscription criteria, children with an Education Health Care Plan (EHCP) or Statement of Special Educational Need (SEN), which names the school will be admitted. As a result of this, the PAN will be reduced accordingly. If the school is over-subscribed, the following criteria will be taken into account in the order listed below:-

- 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).
- Health & Special Access Reasons with reference to the Equalities Act 2010 as it applies to children and their parents/carers.
- Current Family Association\* within either the Ecclesiastical or the Civil Parish boundaries of Chiddingstone\*\*.
- Children of qualified teachers who have been employed at Chiddingstone Church of England School for two or more years at the time at which the application for admission to the school is made and/or are recruited to fill a vacant post for which there is a demonstrable skill shortage.
- Nearness of children's homes that are within either the Ecclesiastical or the Civil Parish boundaries of Chiddingstone\*\* using the distance between the child's permanent address and the school, measured in a straight line using ordnance survey address point data.
- Current Family Association\* outside either the Ecclesiastical or the Civil Parish boundaries of Chiddingstone\*\*.
- Nearness of children's homes that are outside either the Ecclesiastical or the Civil Parish boundaries of Chiddingstone\*\* using the distance between the child's permanent 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.

In the event that your application is unsuccessful, you have the right to place your child on the waiting list. This list will be re-ranked in line with the published oversubscription criteria, every time a child is added.

Parents of children who are offered a place in Reception class have the right to request deferment of entry or to take the place up part-time, until the term in which their child reaches compulsory school age (or Term 5 for summer born children). Please also see the policy for deferred entry below.

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 Current Family Association means that the child who wants a place will have a brother or sister (sibling) attending the same school when they start there and they live at the same address. "Brothers and sisters" means children who live as brother and sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters. The sibling claim will

stand if the family have continued to live at the same house as when the older sibling was admitted into the school, **OR** if the family have moved house but remain living within either the Ecclesiastical or the Civil Parish Boundary of Chiddingstone\*\*

If siblings from multiple births (eg: twins, triplets etc) apply for a school and the school reaches its PAN after admitting one or more (but not all) of the children, a place at the school will be offered to all of the multiple birth siblings. This is in line with the School Admission Code and, if doing so will take the school above its PAN and possibly result in breaching class size legislation, the children are to be treated as 'excepted' pupils. Unfortunately, if your older sibling is currently attending school in Year 6, you cannot claim a sibling link for your younger child as the older sibling will be transferring to secondary school in September 2019.

\*\* The Ecclesiastical and Civil parish boundaries of Chiddingstone are defined by the map attached to this policy.

### **ADMISSIONS POLICY FOR DISABLED CHILDREN**

The school is aware of the support arrangements and provisions within the county and the means of accessing them. Whenever children with disabilities are admitted, the school will endeavour to work with all agencies and the parents to enable such children to access the full curriculum. To this end the Governors have put in place an Accessibility Policy which will be updated on a regular basis. The school will endeavour to incorporate any changes that are necessary for access as new building projects are undertaken and will modify the existing premises when it is reasonable to do so.

### **ADMISSIONS POLICY FOR REQUESTS FOR DEFERRED ENTRY**

Parents have the right to request admission outside of the normal age group, e.g. for Summer Born children or in cases of delayed development. See the Department for Education's Guidance on the Admission of summer born children:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/389448/Summer\\_born\\_admissions\\_advice\\_Dec\\_2014.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/389448/Summer_born_admissions_advice_Dec_2014.pdf).

Requests 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 Chiddingstone Church of England School, as its own Admissions Authority, and all other preferred schools and local authorities, 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 Chiddingstone School's ability to agree to 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 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 Common Application Form (CAF) to Kent County Council's Admissions & Transport Department, 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. Please note that the decision to accept a deferral falls to the Headteacher and Governing Body and if a deferral is granted, it does not mean that a place for the following year is automatically on offer.

### **ADMISSIONS POLICY FOR IN YEAR APPLICATIONS**

This policy also applies to In Year Applications for places at the school in year groups other than Reception class. An In Year Casual Admission Form should be downloaded from the KCC website [here](#), completed and returned direct to the school. In the event that a place is not available, you will be informed in writing and, should you require, your child will be placed on the waiting list maintained by the school, again ranked in strict



accordance with our oversubscription criteria as set out in our Admissions Policy, as well as the Schools Admission Code 2012.

