

ADMISSIONS POLICY

SEPTEMBER 2016 ADMISSIONS YEAR

1. St John's is a Church of England primary school (with Academy Status). The Governing Body is the Admissions Authority and the Governing Body establishes an admissions committee to consider applications for admission.
2. It has been agreed with the Local Authority that the Published Admission Number (PAN) for this school is 60 and, in accordance with legislation, means that up to 60 children only may be admitted into Year R.
3. Children are not legally required to start school until the term in which a child reaches compulsory school age. However, the Governing Body has decided to admit children at the beginning of Term 1 of the academic year starting in the September following their fourth birthday.
4. Parents should be aware that before the application of oversubscription criteria, children with a statement of special educational need which names the school will be admitted. As a result of this the published admission number will be reduced accordingly.
5. The criteria, listed in order of priority, for selecting pupils should the number applying for admission exceed available places, shall be:
 - i) **'Children in Local Authority Care' ***
 - ii) **Church Affiliation: regular attendance* at St John's Church, Weaving OR St Mary the Virgin & All Saints, Boxley by the family. In order to qualify for consideration under this criterion you must:**
 - **Complete a Supplementary Information Form (SIF) which is available to download from the school website or can be collected from the school office. This form must be signed by the Minister of the Church attended, or a nominated representative to confirm that you are regular attendees at one of the two named churches.**
 - **Consult the maps of the two clearly stated areas to ensure that your residence is within the school's designated priority area OR within the Ecclesiastical Parish of Boxley. Maps are available to view on our website or in the school office.**
 - iii) **Children with brothers or sisters whose sibling(s)* attend the school now and will still be on roll at the time of entry, Sept 2016, provided that the family live within the designated priority area.**
 - iv) **Medical, health, social or special access criterion.***
 - v) **Child's Home Address * within the designated priority area.**

Residence within the designated priority area which is defined as: the properties to the east of New Cut Road from its intersection with Bearsted Road at the north end to its junction with Ashford Road at the south end. All properties to the north of Ashford Road from the junction with New Cut Road to the junction with Fauchons Lane. The area will then follow the westerly side of Fauchons Lane continuing along behind those properties in Hampson Way and Aldington Road until the intersection of Hampson Way with the public footpath leading to the top (or southerly end) of Bell Lane. This line continues along the Upper Chimes and Bell Lane until the intersection with Ware Street, this constitutes the easterly boundary. The area continues in a westerly direction along Ware Street and Bearsted Road to include all properties to the south of these roads until the junction with New Cut Road is reached. Priority will be given to those living nearest to the school. Distances in ALL cases will be measured by a straight line using the OS Address Point Data as supplied by the Kent Local Authority.
 - vi) **Children with brothers or sisters whose siblings(s)* attend the school now and will still be on roll at the time of entry, Sept 2016* who live outside the designated priority area.**
 - vii) **All other applications will be ranked on straight line distance from school using the OS Address Point Data as supplied by the Kent Local Authority.**

** Categories above – please refer to 'Definitions' on attached sheet*

6. All applicants are required to complete the Local Authority Admission Form (Common Application Form – CAF).
7. Parents/carers wishing to appeal against the decision not to offer a place to their child should write, in the first instance, to the Chairman of the Governing Body, as soon as possible after the decision has been relayed to them.
8. Parents requesting a place for their child in the Reception Year must apply before **tba**.
9. Decision letters will be posted to parents on **tba**.

Please note: after a place has been offered the school reserves the right to withdraw the place in the following circumstances:

- When a parent has failed to respond to an offer within a reasonable time; or
- When a parent has failed to notify the school of important changes to the application information; or
- The admission authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent/carer.

DEFINITIONS:

Children in Local Authority Care

A child 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.

Regular attendance is defined as a parent/carer or parents/carers of the child applying for a place at St John's School having attended Worship at one of the two Churches at least once a month for no less than two years prior to application or for as long as they have been resident in the designated priority area or the Ecclesiastical Parish of Boxley if they have moved house within the last two years prior to application.

Applicants who have moved into the area within the last six months but attended Worship at their local Church at least once a month prior to their move will be required to provide a reference from their Minister if they wish to be considered in category ii). SIF required.

Please note – applicants must consult the maps of the two areas – school designated priority area and Ecclesiastical Parish of Boxley – to ensure that they reside within one of the areas. These maps are available to view on our website or in the school office.

Current Family Association

A brother or sister in the same school at the time of entry where the family continue to live at the same address as when the sibling was admitted – or – if they have moved – live within 2 miles of the school, or have moved to a property that is nearer to the school than the previous property as defined by the 'Nearness' criterion (below).

In this context brother or sister means children who live as brother and sister in the same house, including natural brothers or sisters, adopted siblings, step brothers or sisters, foster brothers or sisters.

Medical, health, social or special access criterion.

'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 that 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 the particular school.** **Documents must be submitted at the time of application.**

Nearness of Children's Homes to School. (the address must be the child's home address i.e. they are living there, in January 2016)

- A child's home address is considered to be a residential property that is the child's only or main residence (not an address at which the child may sometimes stay or sleep) and which is either owned by the child's parent, parents or guardian or leased or rented to them under a lease or written rental agreement. Where partners live apart but share responsibility for the 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 week days.
- We use the distance between the child's permanent home address and the school measured in a straight line using the Ordnance Survey address point data. Distances are measured from a point defined within the child's home to a point defined as within the school as specified by Ordnance Survey. The same address point on the school site is used for everybody. When we apply the distance criterion in the event of oversubscription these straight line measurements are used to determine how close each applicant's address is to the school.
- 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.
- If siblings from multiple births (twins, triplets etc) apply for the school and the school would reach its Published Admission Number (PAN) after admitting one or more but before admitting all of those siblings, the Admissions Committee will offer a place to each of the siblings even if doing so takes the school above its PAN. If the admissions are to Year R 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 Admission Code.

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Proof of residence

Once a place has been offered parents are required to take 2 pieces of evidence of their address to schools when they accept their places. At least one needs to show the child's name. This can be by, for example:

- A child benefit letter, child tax and working tax credit (TC602), the child's medical card or a letter from a medical centre, hospital or GP to confirm the child's residence. The child should be named on the document.
- A utility bill and bank or credit card statement to verify the family's address
- These documents should not be more than 3 months old.

PLEASE NOTE THAT THE ABOVE ARE SUBJECT TO CHANGE IN FUTURE YEARS.

ST JOHN'S CHURCH OF ENGLAND PRIMARY SCHOOL (WITH ACADEMY STATUS)

Provender Way, Grove Green, Maidstone, ME14 5TZ.

☎01622 735916

SUPPLEMENTARY INFORMATION FORM FOR ADMISSION TO PRIMARY SCHOOL- 2016

This form must be completed and returned to the school if you are seeking a place under category ii) – please see notes on page 2 for further guidance.

(Please use BLOCK CAPITALS)

1. Please give details of your child:

SURNAME:	FORENAME(S):
ADDRESS: <i>(PROOF OF RESIDENCE WILL BE CHECKED POST OFFER-WE WILL REQUIRE SIGHT OF YOUR CHILD'S NHS CARD, HOSPITAL APPOINTMENT OR TRUST FUND STATEMENT AND A CURRENT –WITHIN 3 MONTHS – UTILITY BILL)</i>	
POSTCODE:	DATE OF BIRTH:
CONTACT TELEPHONE NUMBERS: <i>(PLEASE SUPPLY MORE THAN ONE IF POSSIBLE)</i>	
NAME(S) OF PERSON(S) WITH PARENTAL RESPONSIBILITY:	

2. If you are an *regular attender at either of the 2 named churches (St John's Church, Weaving OR St Mary the Virgin & All Saints, Boxley.) – *SEE BELOW. Please have the section below signed by the Minister, or a nominated representative.

✕The above named are regular attendees at St John's Church or St Mary the Virgin & All Saints, Boxley. This application is supported by the Minister of the church attended, or a nominated representative.

**Regular attendance is defined as a parent/carer or parents/carers of the child applying for a place at St John's School having attended Worship at one of the two Churches at least once a month for no less than two years prior to application or for as long as they have been resident in the local area.*

DECLARATION:

I/we, parent(s) of the above named child, confirm that:

- i. I/we are regular attendees at _____ (name of church attended)**
- ii. I/we confirm that we have consulted the maps of the two clearly defined areas, ie the school's designated priority area and the Ecclesiastical Parish of Boxley.**
- iii. I/we confirm that my/our place of residence lies within one of these areas.**
- iv. I/we understand that residence within one of the priority areas is subject to checking by the Admissions Officer at the school.**
- v. The information given on this form is correct to the best of my knowledge and belief.**

Signed

FOR OFFICE USE ONLY:

FORM RECEIVED – DATE:

COPY GIVEN/SENT AS RECEIPT – DATE: