

## **Bennett Memorial Diocesan School**

### **Oversubscription Criteria for admission 2021**

The planned admissions number (PAN) is 300. In the event of oversubscription Governors will offer places to applicants who meet the following oversubscription criteria. Before the application of oversubscription criteria children with a statement of special educational need or Education (SEN) or 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. Places are then offered to categories A1 and then A2 first. All other applicants will then be ranked in order using the oversubscription criteria B-H below. If there are places unfilled after the allocation of places to those who meet the oversubscription criteria, and after the allocation of reserved places, other places will be offered in order of distance of the child's normal address from the school address.

A1 **Children in public care<sup>1</sup>**

A2 **Children of Staff at Bennett Memorial School employed by the Tenax Schools Trust<sup>2</sup> (up to 8 places)**

B **Children from Church of England families at the heart of the church.** The definition of this is a child who has one or both parents worshipping regularly (by which is meant at least three times per month on average) in an Church of England church<sup>3</sup> and who have done so for at least two years<sup>4</sup> up to the time of application. If applications which meet these criteria exceed the number that can be offered, applicants with a sibling at Bennett in September of the year of admission will be ranked before those without a sibling, and then within each group applicants will be ranked by distance from the school.

*The number admitted under category B will not exceed 168. Category B applications not admitted because of this cap will be re-ranked at the top of category E applications.*

*Before the rank ordering by distance is applied within Category B, places will be allocated to applicants attending parishes located in each of the deaneries of Malling (6 places), Sevenoaks (6 places) and Shoreham (6 places), as defined by the Diocese of Rochester. If there are more applicants than deanery places, each will be rank ordered by distance from the school, and the closest offered places. If there are fewer applicants, the unused places revert to the overall allocation for this category.*

C **Children from non-Church of England Christian families at the heart of the church.** The definition of this is a child who has one or both parents worshipping regularly (by which is meant at least three times per month on average) in any non-Church of England Christian church and who have done so for at least two years<sup>4</sup> up to the time of application. If applications which meet these criteria exceed the number that can be offered, applicants with a sibling at Bennett in September of the year of admission will have priority, and then within each group applicants will be ranked by distance from the school.

D **Children from non-Christian faith backgrounds** – a maximum of 15 places are available for children from non-Christian faith backgrounds who wish their child to benefit from a Church of England education. To be considered for one of these reserved places, they will require a reference from their local religious leader stating that they are observant members of their faith, and that they worship publicly with their faith community on a regular basis, according to the norms and customs of that faith. If applications which meet these criteria exceed the 15 places that can be offered, applicants with a sibling at Bennett in September of the year of admission will have priority, and then within each group applicants will be ranked by distance from the school.

E **Children from Church of England families attached to the church.** The definition of this is a child who has at least one parent who attends an Church of England church<sup>3</sup> at least monthly, or takes part in one form of service to the church on at least a monthly basis, and who has sustained this pattern of commitment for at least two years<sup>4</sup>. If applications which meet these criteria exceed the number that can be offered, applicants with a sibling at Bennett in September of the year of admission will have priority, and then within each group applicants will be ranked by distance from the school.

F **Children from non-Church of England Christian families attached to the church.** The definition of this is a child who has at least one parent who attends a non-Church of England Christian church at least monthly, or takes part in one form of service to the church on at least a monthly basis, and who has sustained this pattern of commitment for at least two years<sup>4</sup>. If applications which meet these criteria exceed the number that can be offered, applicants with a sibling at Bennett in September of the year of admission will have priority, and then within each group applicants will be ranked by distance from the school.

G **Children from Church of England and non-Church of England Christian families known to the church.** The definition for this will be a child who has at least one parent who attends any Christian church on an occasional basis, less frequently than once a month, but at least as frequently as three times a year, or who takes part in a regular form of service to the church, less often than once a month but at least three times a year. If applications which meet these criteria exceed the number that can be offered, applicants with a sibling at Bennett in September of the year of admission will have priority, and then within each group applicants will be ranked by distance from the school.

H **Children from families with church attendance of less than three times a year or no church attendance.** If applications which meet these criteria exceed the number that can be offered, applicants with a sibling at Bennett in September of the year of admission will have priority, and then within each group applicants will be ranked by distance from the school.

## **Notes**

<sup>1</sup> Children in public care are defined as 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). Please attach documentary evidence

<sup>2</sup> Up to 8 places will be offered to the children of staff at Bennett Memorial School employed by the Trust where:

- a) the member of staff has been employed for two or more years at the time at which the application for admission to the school is made, or
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

If applications which meet these criteria exceed the number that can be offered, applicants with a sibling at Bennett in September of the year of admission will be ranked before those without a sibling, and then within each group applicants will be ranked by distance from the school.

<sup>3</sup> Local Ecumenical Partnerships (LEPs) of which the Church of England is a member will be considered as Church of England churches for this purpose.

<sup>4</sup> If during this time the family has relocated, or changed the church at which they worship, supporting evidence from the previous church must be provided.

## **Distance**

Distance for the purposes of these criteria is measured 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 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. 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. In the unlikely event that there are two or more applications of equal eligibility for the last available place at the school a random selection will be applied.

## **Normal Address**

The child's normal address is considered to be the residential property that is the child's only or main residence and not an address at which your child might sometimes stay or sleep due to your own domestic arrangements. The address must be the pupil's home address on the day you completed your application form.

## **Parents**

Wherever the term 'parents' or 'parent' is used in these criteria, it refers equally to carers or guardians. No distinction is made between children who have one or two parents.

## **Siblings**

Siblings throughout this document are defined as 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.

## **Waiting list**

A waiting list of no more than 10 is held for each year group. The waiting list is ranked according to the oversubscription Criteria. Applications will be removed from the waiting list on 31<sup>st</sup> January each year unless contact has been received from the parents in the last 6 months.

## **Appeal**

Any applicant not offered a place on 1<sup>st</sup> March will have the right of appeal. Appeals will be heard in accordance with the Appeals Code by an independent panel. All information on how to appeal for a place at Bennett will be sent to parents by the LA at the same time as the offer of a place at another school.

## **Withdrawal of places**

After a place has been offered the school reserves the right to withdraw the place in the following circumstances:

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

## **Admission arrangements for children to be taught outside their expected yeargroup**

Requests for admission outside the child's expected yeargroup must be made to the Headteacher as far as possible before the autumn closing date for normal applications. There is no requirement to provide evidence, but evidence provided may support a decision. Any evidence must be specific to the child in question. 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 paper CAF must be submitted to the LA with copies of the written agreement from the school.

## **Statements of Special Educational Needs and Education, Health and Care Plans**

Before the application of the oversubscription criteria, children with a Statement of Special Educational Needs or an Education, Health and Care Plan which names Bennett will be admitted. As a result of this the published admissions number will be reduced accordingly.

# **Admissions Policy for the Sixth Form**

## **For entry in September 2021**

### **Section 1 – General Principles**

Bennett is a Christian School in the tradition of the Church of England and in the sixth form, as elsewhere, learning and development are underpinned by Christian belief and values. Bennett offers a range of academic and vocational qualifications for sixth form students as described in the prospectus. Some of these require minimum grades at GCSE. Our policy is to ensure that students accepted into the sixth form are placed on appropriate courses where they are likely to succeed. For this reason, we ask all applicants to attend a guidance interview with appropriate staff to discuss the most suitable courses of study.

We accept applications from students wishing to transfer from another school into the Bennett Sixth Form. The same course entry criteria apply to these students as to Bennett students wishing to follow the same courses. The planned admissions number for external students is 10. However, in most years we admit more than this because there is space on the courses and because applicants meet our criteria.

### **Section 2 – Definitions and details**

#### **Admission number in year 12**

The numbers of external applications we receive vary from year to year. We exceed our minimum number if preferred courses of study are not oversubscribed and the external applicant has met the relevant entry requirements. For example, in 2015 we admitted 20 external applicants. The deadline for external applications is the beginning of term in January.

#### **Academic requirements**

- To begin A level courses you must have a minimum of 4.00 average score at GCSE including at least 3 grades at 5.5 or grade 4s in English and Maths. For some courses a higher threshold is required.
- If you wish to study Biology, Chemistry, Physics or Psychology you will need to have achieved an average of 5.5+ at GCSE and at least a 6+ in at least 2 sciences at GCSE, including those to be studied at A level.
- If you want to study English Language you will need to have achieved an average of 4+ and at least 5+ in GCSE English Language.
- If you want to study English Literature you will need to have achieved an average of 5.5+ and at least 5+ in GCSE English Literature.
- If you want to study French, German, Spanish or Latin you will be expected to have achieved at least a 5 grade in that language at GCSE and an average of 5.5+ at GCSE overall.
- If you wish to study Mathematics you will need to have achieved an average of 5.5+ at GCSE and at least a 7 grade in Mathematics GCSE.
- If you wish to study Computing, you will need to have achieved an average of 5.5+ at GCSE and at least a 6+ grade in Computing GCSE.
- If you wish to study Music or Physical Education you will need to have achieved an average of 5.5+ at GCSE.
- If you wish to study Product Design you will need to have achieved an average of 5.5+ at GCSE and at least a B/5 grade in Product Design or a related GCSE.
- If you wish to study Fine Art, Photography or Textiles you will need to have achieved at least a 5 grade in the corresponding GCSE.
- If you wish to study Geography or History, you will need an average of 4+ at GCSE and at least 3 grade 5s.
- If you wish to study L3 Digital Publishing or Sports Diploma you will need to have achieved an average of 3.5+ at GCSE and at least a grade 5 in the A level subject, you wish to study alongside the diploma.
- If you wish to study the ICT BTEC National, you will need to have achieved at least an average of 3.5+ at GCSE.
- Subjects where it is not essential to have a GCSE in the same subject are Psychology, ICT BTEC National, History, Geography, Physical Education, Theatre Studies, Philosophy, Photography and Media Studies.

Meeting the requirements of any course is no guarantee that the applicant will automatically be offered a place on his or her preferred courses for reasons of scheduling and group size.

We will require external applicants to provide copies of results slips before taking up places.

Entry into year 13 for external applicants will depend on the courses required, availability of space in that group and the compatibility of different specifications, and module results from year 12. We require convincing evidence that the applicant will go on to complete the course successfully.

#### **Oversubscription Criteria for External Applications**

- Children in public care<sup>1</sup>
- Distance from the school

#### **Right to appeal**

If an application is refused there is a statutory right of appeal to the Independent School Appeals Panel. Further details of how to appeal will be provided with the letter explaining why the application has been refused. Appeals may be lodged either by the parent or the student.

#### **Waiting list**

No waiting list is held for external applications to the sixth form. Applicants meeting the criteria who are not offered places because there is no space are advised to reapply later in the same year. If places are then available their applications may be successful.

#### **Ethos statement for sixth form application form**

*Bennett is a Church of England school. The school's aim is to provide a high quality academic education underpinned by strong Christian values, supported across the curriculum, including through Christian worship. In the sixth form all students are expected to support this ethos. A core studies programme is provided for all students which incorporates a range of areas, including religious and ethics education, and all students are expected to take part in the core programme as directed. A range of extracurricular opportunities are offered, and these are considered a vital part of learning and development in the sixth form. A professional standard of personal presentation and conduct is considered essential for membership of the Bennett sixth form, as described in the prospectus. In signing this statement, parents and students are acknowledging support for this ethos and indicating a clear preference for it in their sixth form education.*

#### **Distance**

Distance for the purposes of these criteria is measured between the child's normal address and the school in a straight line using Ordnance Survey address point data. Distances are measured from a central point within the child's home to a similarly defined point within the school specified by Ordnance Survey. The school uses measurements provided by Kent LA and further information on this is available from booklets provided by Kent. In the unlikely event that there are two or more applications of equal eligibility for the last available place at the school a random selection will be applied.

<sup>1</sup> *Children in public care are defined as children under the age of 18 for whom the Local Authority provides accommodation by agreement with their parents or carers (Section 22 of the children Act 1989) or who ceased to be so because they were adopted or who is the subject of a care order under Part IV of the Act*



## Supplementary Form for Admission 2021

This is required in addition to the Common Application Form (CAF). Please complete all sections.

Child's Surname	<input type="text"/>
Child's Forename(s)	<input type="text"/>
Date of Birth	<input type="text"/>
Address	<input type="text"/>
	<input type="text" value="Postcode"/>
Telephone	<input type="text"/>
Email (please print)	<input type="text"/>
Full name of Parent(s)	<input type="text" value="1"/>
	<input type="text" value="2"/>
Name of legal guardian (if different from above)	<input type="text"/>
Church attended by parent(s)	<input type="text"/>
Name of parish priest, minister or local religious leader	<input type="text"/>
Name(s) and school year of any brothers and sisters if they attend Bennett	<input type="text"/>

### Ethos statement

Bennett is a Church of England school. Parents of any background are welcome to apply for a place here and all applications will be considered according to the criteria attached. The school's aim is to provide a high quality academic education underpinned by strong Christian values, supported across the curriculum, including through Christian worship and religious studies. The school is characterised by an emphasis on learning to live together as a community in the light of Christian belief and values, and by developing strength of character and self confidence through a wide range of extra curricular activities and opportunities.

## Bennett Memorial Diocesan School

### Oversubscription Criteria for admission 2021

The planned admissions number (PAN) is 300. In the event of oversubscription Governors will offer places to applicants who meet the following oversubscription criteria. Before the application of oversubscription criteria children with a statement of special educational need or Education (SEN) or 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. Places are then offered to categories A1, A2 and then A3 first. All other applicants will then be ranked in order using the oversubscription criteria B-H below. If there are places unfilled after the allocation of places to those who meet the oversubscription criteria, and after the allocation of reserved places, other places will be offered in order of distance of the child's normal address from the school address.

- A1 Children in public care<sup>1</sup>
- A2 Child of Staff at Bennett Memorial School employed by the Tenax Schools Trust<sup>2</sup> (up to 8 places)
- B Children from Anglican families at the heart of the church. The definition of this is a child who has one or both parents worshipping regularly (by which is meant at least three times per month on average) in an Anglican church<sup>3</sup> and who have done so for at least two years<sup>4</sup> up to the time of application. If applications which meet these criteria exceed the number that can be offered, applicants with a sibling at Bennett in September of the year of admission will be ranked before those without a sibling, and then within each group applicants will be ranked by distance from the school. The number admitted under category B will not exceed 168. Category B applications not admitted because of this cap will be re-ranked at the top of category E applications. Before the rank ordering by distance is applied within Category B, places will be allocated to applicants attending parishes located in each of the deaneries of Malling (6 places), Sevenoaks (6 places) and Shoreham (6 places), as defined by the Diocese of Rochester. If there are more applicants than deanery places, each will be rank ordered by distance from the school, and the closest offered places. If there are fewer applicants, the unused places revert to the overall allocation for this category.
- C Children from non-Anglican Christian families at the heart of the church. The definition of this is a child who has one or both parents worshipping regularly (by which is meant at least three times per month on average) in any non-Anglican Christian church and who have done so for at least two years<sup>4</sup> up to the time of application. If applications which meet these criteria exceed the number that can be offered, applicants with a sibling at Bennett in September of the year of admission will have priority, and then within each group applicants will be ranked by distance from the school.
- D Children from non-Christian faith backgrounds – a maximum of 15 places are available for children from non-Christian faith backgrounds who wish their child to benefit from a Church of England education. To be considered for one of these reserved places, they will require a reference from their local religious leader stating that they are observant members of their faith, and that they worship publicly with their faith community on a regular basis, according to the norms and customs of that faith. If more than 15 such applications are received, applicants with a sibling at Bennett in September of the year of admission will have priority, and then within each group applicants will be ranked by distance from the school.
- E Children from Anglican families attached to the church. The definition of this is a child who has at least one parent who attends an Anglican church<sup>3</sup> at least monthly, or takes part in one form of service to the church on at least a monthly basis, and who has sustained this pattern of commitment for at least two years<sup>4</sup>. If applications which meet these criteria exceed the number that can be offered, applicants with a sibling at Bennett in September of the year of admission will have priority, and then within each group applicants will be ranked by distance from the school.
- F Children from non-Anglican Christian families attached to the church. The definition of this is a child who has at least one parent who attends a non-Anglican Christian church at least monthly, or takes part in one form of service to the church on at least a monthly basis, and who has sustained this pattern of commitment for at least two years<sup>4</sup>. If applications which meet these criteria exceed the number that can be offered, applicants with a sibling at Bennett in September of the year of admission will have priority, and then within each group applicants will be ranked by distance from the school.
- G Children from Anglican and non-Anglican Christian families known to the church. The definition for this will be a child who has at least one parent who attends any Christian church on an occasional basis, less frequently than once a month, but at least as frequently as three times a year, or who takes part in a regular form of service to the church, less often than once a month but at least three times a year. If applications which meet these criteria exceed the number that can be offered, applicants with a sibling at Bennett in September of the year of admission will have priority, and then within each group applicants will be ranked by distance from the school.
- H Children from families with church attendance less than three times a year or no church attendance. If applications which meet these criteria exceed the number that can be offered, applicants with a sibling at Bennett in September of the year of admission will have priority, and then within each group applicants will be ranked by distance from the school.

## Notes

<sup>1</sup>Children in public care are defined as 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). Please attach documentary evidence

<sup>2</sup>Up to 8 places will be offered to the children of staff at Bennett Memorial School employed by the Trust where:

- a) the member of staff has been employed for two or more years at the time at which the application for admission to the school is made, or
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

If applications which meet these criteria exceed the number that can be offered, applicants with a sibling at Bennett in September of the year of admission will be ranked before those without a sibling, and then within each group applicants will be ranked by distance from the school.

<sup>3</sup>Local Ecumenical Partnerships (LEPs) of which the Church of England is a member will be considered as Anglican churches for this purpose.

<sup>4</sup>If during this time the family has relocated, or changed the church at which they worship, supporting evidence from the previous church must be provided.

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

**Forms should be in either hard copy or scanned and emailed, photographed forms are not acceptable.**

## Definitions

### Distance

Distance for the purposes of these criteria is measured 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 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. 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. In the unlikely event that there are two or more applications of equal eligibility for the last available place at the school a random selection will be applied.

### Normal Address

The child's normal address is considered to be the residential property that is the child's only or main residence and not an address at which your child might sometimes stay or sleep due to your own domestic arrangements. The address must be the pupil's home address on the day you completed your application form.

### Parents

Wherever the term 'parents' or 'parent' is used in these criteria, it refers equally to carers or guardians. No distinction is made between children who have one or two parents.

### Siblings

Siblings throughout this document are defined as 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.

### Waiting list

A waiting list of no more than 10 is held for each year group. The waiting list is ranked according to the oversubscription criteria. Applications will be removed from the waiting list on 31st January each year unless contact has been received from the parents in the last 6 months.

### Appeal

Any applicant not offered a place on 1st March will have the right of appeal. Appeals will be heard in accordance with the Appeals Code by an independent panel. All information on how to appeal for a place at Bennett will be sent to parents by the LA at the same time as the offer of a place at another school.

### Withdrawal of places

After a place has been offered the school reserves the right to withdraw the place in the following circumstances:

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

### Admission arrangements for children to be taught outside their expected yeargroup

Requests for admission outside the child's expected yeargroup must be made to the Headteacher as far as possible before the autumn closing date for normal applications. There is no requirement to provide evidence, but evidence provided may support a decision. Any evidence must be specific to the child in question. 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 paper CAF must be submitted to the LA with copies of the written agreement from the school.

### Statements of Special Educational Needs and Education, Health and Care Plans

Before the application of the oversubscription criteria, children with a Statement of Special Educational Needs or an Education, Health and Care Plan which names Bennett will be admitted. As a result of this the published admissions number will be reduced accordingly.

## Under which category do you wish your application to be considered?

Please tick (✓) below the category from the attached oversubscription criteria which best fits your circumstances.

	Category	A1	Children in or who have ever been in care (please attach documentary evidence)
	Category	A2	Child of Staff at Bennett Memorial School employed by Tenax Schools Trust (up to 8 places)
	Category	B	Children from Anglican families 'at the heart of the church' (up to 168 places)
	Category	C	Children from non-Anglican families 'at the heart of the church' (no limit)
	Category	D	Non-Christian faith background (up to 15 places)
	Category	E	Children from Anglican families 'attached to the church' (no limit)
	Category	F	Children from non-Anglican families 'attached to the church' (no limit)
	Category	G	Children from Anglican or non-Anglican Christian families 'known to the church'
	Category	H	Children from families with church attendance less than three times a year or no church attendance

The following section should be completed by all applicants, except those applying in category A or H, where its completion is optional. If application under category A is unsuccessful, any information given below will be used to place an applicant in another category.

**Please indicate how frequently you as the parent(s) attend your place of worship, and for how long you have done so. Only one parent's attendance is required to meet the criteria.**

	How many times per month?	For how many years?
Parent		
Parent		

**I confirm that I have read the oversubscription criteria and the information given above is true and complete.**

Signature of parent ..... Date.....  
**(Only one parental signature is required)**

## Endorsement by priest, minister or local religious leader (categories B-G)

**By signing this form you are endorsing the information given by the applicant above. Please therefore do not 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**

**Deanery (if Anglican)**

**Date**

**Parents should return the Supplementary form for Admissions to Bennett Memorial School by 31 October. Forms should be in either hard copy or scanned and emailed, photographed forms are not acceptable.**

The form should now be sent to the school by the parents. Please remember to attach the following documents (as applicable):

- For applications in Category A1 attach documentary evidence
- For any applications where the church of the parent has changed within the past 2 years, evidence from the previous church or a letter of explanation.
- Note that in the event of appeal, this form will be seen by the appeals panel.
- All information must be given at the time of application; the Trust's Admission Committee does not follow up on missing information.