

'From Acorns to Oaks: Learning and Growing Together.'

Admissions Policy for September 2024



At our school, we embrace creation in our rural setting, striving to learn, contribute and achieve.

As #TEAMELHAM, we respect, support and inspire each other.

We are a community that holds each other to high standards, helping everyone to be the best they can be, held safe in the loving hands of God.

Our Narrative

New Living Translation John 6:5-14 Jesus Feeds the Five Thousand

5 Jesus soon saw a huge crowd of people coming to look for him. Turning to Philip, he asked, "Where can we buy bread to feed all these people?" **6** He was testing Philip, for he already knew what he was going to do.

7 Philip replied, "Even if we worked for months, we wouldn't have enough money^[a] to feed them!"

8 Then Andrew, Simon Peter's brother, spoke up. **9** "There's a young boy here with five barley loaves and two fish. But what good is that with this huge crowd?"

10 "Tell everyone to sit down," Jesus said. So they all sat down on the grassy slopes. (The men alone numbered about 5,000.) **11** Then Jesus took the loaves, gave thanks to God, and distributed them to the people. Afterwards he did the same with the fish. And they all ate as much as they wanted. **12** After everyone was full, Jesus told his disciples, "Now gather the leftovers, so that nothing is wasted." **13** So they picked up the pieces and filled twelve baskets with scraps left by the people who had eaten from the five barley loaves.

14 When the people saw him^[b] do this miraculous sign, they exclaimed, "Surely, he is the Prophet we have been expecting!"^[c]

Elham Church of England Primary School

Elham Church of England Primary School is a Church of England Voluntary Aided Primary School catering for children between the ages of 4 and 11 years. The school prides itself on being a church school with 3 specific values (respect, support and inspire) based on the fundamental beliefs in one God, Jesus Christ, the Holy Spirit and the Anglican tradition.

Introduction

This policy complies with statutory regulations and the code of practice and in cases of conflict, these regulations will apply.

As a Church of England Aided School, it is hoped that parents who wish their children to attend will be in sympathy with, and participate in, the Christian teaching provided.

Procedures

An annual Open Day takes place at the end of Term 2 and parents are invited to contact the school for further information. Parents are also invited, should they wish, to make an appointment to see the Headteacher to view and learn more about the school (with or without their child) before making their application. Applications should be made directly to the local authority, and parents are to apply online at www.kent.gov.uk/ola

Pupils will be admitted to the Reception Year before their fifth birthday, usually entering at the start of the academic year (September 2024 to July 2025).

The Published Admissions Number (PAN) for the Reception Year in September 2024 is 20.

Oversubscription Criteria

Where the school is named in a child's Statement of Special Educational Needs or an Education Healthcare plan, the child will be admitted to the school and the Published Admission Number (20) will be reduced accordingly before others are considered for the remaining places available.

The School will offer places in accordance with the following criteria in this order:

1. Looked After Children in Local Authority Care or previously Looked After Children (who have been adopted or become subject to a residence order 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) at the time of making an application to a school.

A previously looked after child means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and 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.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

2. Children resident in the Parish of Elham who have worshipped regularly in St Mary's Church, Elham, or that is a member of Churches Together in England. Regular attendance (i.e. not less than once per month over a period of at least six months) by either or both parents/guardians is to be verified by the incumbent of the Church. It is expected that this level of attendance will be maintained if a place is offered. Attendance at Church is defined as being involved in the act of teaching or worship.

3. Sibling / Current Family Association. A brother or a sister attending Elham CEP School; in this context, brother or sister means children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters. The sibling link is maintained as long as the family live at the same address as when the first child applied, has moved closer to the school than when the first child was offered a place or has moved to an address that is less than 2 miles from the school using the distance measured by the method outlined in the distance/nearness of children's home to school criterion.

4. Children resident in the Parish of Elham. If a pupil's home address is considered to be a 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 or special arrangements. The address must be the pupil's home address on the day you completed your application form and which is either:

- i) owned by the child's parent, parents or guardians, or
- ii) leased or rented by the child's parent, parents or guardians under a lease or written rental agreement.

If you live separately from your partner but share responsibility for your 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 weekdays.

5. Children from families who live outside of the Parish who have a parent or guardian who has worshipped regularly in St Mary's Church, Elham, or that is a member of Churches Together in England. Regular attendance (i.e. not less than once per month over a period of at least six months) by either or both parents/guardians is to be verified by the incumbent of the Church. It is expected that this level of attendance will be maintained if a place is offered. Attendance at Church is defined as being involved in the act of teaching or worship.

6. Medical / Health and Special Access Reasons. These 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 Elham CEP School. Equally, this priority will apply to children whose parents/guardians' physical or mental health or social needs mean that they have a demonstrable and significant need to attend Elham CEP School. Such claims must be supported by written evidence from a suitably qualified medical or another practitioner who can demonstrate a special connection between these needs and the school.

7. Nearness of children's homes to school. The distance between the child's permanent home address and the school is 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.

Tie Breaker

In the unlikely event that two or more children cannot be separated and, in all other ways have equal eligibility for the last available place at school, the names will be allocated a number and drawn randomly. This process will be independently supervised.

Appeals

Parents have the right to appeal against any refusal to admit their child. If parents wish to appeal, they must write to the School. Details of the procedure will be supplied by the Headteacher. Appeals will be dealt with in accordance with the Code of Practice.

Waiting Lists

Parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list for six months from the date of initial refusal. Placing a child's name on the waiting list does not guarantee a place will become available. If a place subsequently becomes available at Elham CEP School, the child to be offered the place will be selected in accordance with the over-subscription criteria detailed above.

Waiting lists will be reordered in accordance with the oversubscription criteria whenever a child joins or leaves the waiting list.

Deferred Entry into Reception

Where an offer has been made, the school will provide for the admission of all children in the September following their fourth birthday. Parents can choose to defer the date their child is admitted to the school until later in the school year, but not beyond the start of the term after their child reaches compulsory school age and not beyond the beginning of the final term of the school year. This means that children born between 1st April and 31st August (also known as "summer born") must start school at the beginning of the summer terms at the latest if they are to keep their offer. Where parents wish, children may attend part-time until later in the school year, but not beyond the start of the term after their child reaches compulsory school age.

Parents/carers must apply in writing to the Headteacher about deferred entry into school.

Deferred Entry into Year 1

Where parents wish for their summer-born child to defer entry until the start of Year 1, they must refuse their offered place, which may be offered to a different child, and then reapply through in "In Year" process. These applications should be made during the last month of Reception Year. These In Year applications will be assessed against the normal In Year admissions oversubscription criteria. Parents should note that their child will only be allocated a Year 1 place if the application meets the admissions oversubscription criteria and the school does not exceed its published admissions number.

Admission of children outside of their normal age group

Parents may request that their child is admitted to a year group outside their normal age range, for instance, where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling. All such requests will be considered on their merits and either agreed or refused on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is as follows:

With the application, parents should request that the child is admitted to another year group (state which one) and explain the reasons for that request.

Parents will submit any evidence in support of their case with the application, for instance, from a medical practitioner, Headteacher etc. Some of the evidence a parent might submit could include the following:

whether the child is 'summer born' and is seeking admission to a year group other than the Reception Year (or is seeking admission to a year group other than Year 1);

- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated outside of their normal age group; and
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The school will consider each case on its merits, considering the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed upon before final offers are made and the reason for any refusal.

Request for admission out of the normal year group will be considered alongside other applications made simultaneously. An application from a child who would 'normally' be a Year 1 child for a Reception Year place will be considered alongside applications for the Reception Year.

Right to withdraw a place.

After a place has been offered, Elham CEP 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 based on a fraudulent or intentionally misleading application from a parent.

This policy was approved by the Governing Body on: 29th March 2023

Trevor Gasson _____ (Chair of Governors)

Dan File _____ (Headteacher)

This policy will be reviewed by the Full Governing Body on an annual basis