



# **St. Mary of Charity Church of England Primary School**

## **Admissions Policy**

### VISION STATEMENT

Through our strong Christian values and faith in God, we will strive for:

Happy, confident individuals who are secure in who they are  
Successful, determined and imaginative learners  
Moral, tolerant and responsible citizens who respect diversity

"Empowered to Succeed"

**Written and Agreed: September 2019**

**Review Date: September 2020**

## Admissions Policy

Our vision, found on the front of this policy is central to everything that we do at St Mary of Charity Primary School. As part of our vision, we live and work by 7 key Christian values of:

Independence, Aspiration, Determination, Faith, Forgiveness, Respect, Honesty

### Introduction

St Mary of Charity Primary School became a member of Aquila the Diocese of Canterbury Multi Academies Trust on 1<sup>st</sup> August 2015. As an Academy, we are responsible for our admissions and can set our oversubscription criteria as a result. Our Published Admissions Number (PAN) for Year R is 30 children.

Before the application of oversubscription criteria, children with an EHCP (Education, Health Care Plan), which names the Academy, will be admitted. As a result of this, the published admissions number will be reduced accordingly.

### Oversubscription Criteria

If the number of places for the Academy is more than the number of spaces available, places will be allocated in the following priority order:

1. Children in the care of the Local Authority or have recently been adopted.\*
2. A brother or sister attending the school. In this context brother or sister means children who live as brother or sister in the same house, including natural siblings, adopted siblings, step siblings or foster siblings. \*\*
3. Children whose parents or carers attend St Mary of Charity Church at least once a month and have done so for a period of not less than 1 year. **In the event that during the period specified for attendance at worship the churches have been closed for public worship and have 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 churches or alternative premises have been available for public worship.** (Please note you will need to have the supplementary information form signed by the church minister and return this to the school - this information sheet can be viewed by parents on appeal.)
  - 3a) Children whose parents or carers attend any other Anglican Parish Church.
4. Children with specific needs and/or barriers to learning including:
  - I) Children of families with confirmed refugee status

II) Children with physical or medical needs where written evidence is available from a senior clinical medical officer and the child's GP or specialist showing that it would be detrimental to the child's health not to admit him/her to the school. Details of this must accompany the initial application.

III) Children where one or both parents have a disability that would make travel to a different school very challenging. Evidence from a registered health professional such as a doctor or social worker will need to be provided. Details of this must accompany the initial application.

IIII) Children from families associated with Military Services

5. Children whose parents or carers attend any other Christian Church affiliated to Churches affiliated to Churches together in England and have done so for a period of not less than 1 year. **In the event that during the period specified for attendance at worship the churches have been closed for public worship and have 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 churches or alternative premises have been available for public worship.** (Please note you will need to have the supplementary information form signed by the church minister and return this to the school - this information sheet can be viewed by parents on appeal.)

6. Any other children

In the event of any of the above criteria being oversubscribed, priority will be given based on distance as described above with those closest to being given higher priority.

#### Requests for admission outside of the normal age group

In special circumstances, and in accordance with the Department for Education's School Admissions Code, parents may seek a place for their child outside of their normal age group - for example, if the child is gifted and talented or has experienced problems such as ill health.

Such requests should be discussed with the Headteacher as early as possible in the admissions round associated with that child's date of birth. This will allow sufficient time for the academy to make a decision regarding the request before the closing date for applications and national offer day. Decisions to admit a pupil outside of their normal age group will be based on the circumstances of each case and based on what is in the best interests of the child concerned. We may request supporting professional evidence to assist in the decision-making. 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 our ability to make an informed decision.

If the request is agreed, the application will be considered for the year group sought and ranked alongside any and all other applications. There is no guarantee that a place will be offered at this stage. Parents should complete an application for the usual point of entry at the same time, in case their request is declined, or they do not receive a place in the year group requested. This application can be cancelled if the academy agrees to accept an application for entry into a different year group. Applications must be made via the Common Application Form to the Local Authority, with written confirmation from the Academy 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 the oversubscription criteria specified for that round.

Where a child has been educated out of their normal age group, it is important for the parent to consider that this is not binding when they transfer to secondary provision or any other school/academy. It will be for the admission authority of that school/academy to decide whether to admit the child out of their normal age group.

#### Additional Information

St Mary of Charity Primary School will follow the Local Authority procedures relating to waiting lists, appeals, and late applications. Further details are available on the Local Authority website [www.kent.gov.uk](http://www.kent.gov.uk) where parents can access the "Admission to Primary Schools in Kent" booklet.

Waiting lists will be help in over subscription criteria order.

In accordance with the requirements of the School Standards and Framework Act 1998, the Governors will make arrangements for parents to appeal against the refusal of the Governors to offer a place for their child in the school. Details of the procedure will be supplied by the Headteacher on request. This right does not apply if your child is refused admission for a place in a year group which is outside their normal age appropriate group.

This policy will be reviewed annually, and we will enter formal consultation should changes to the over subscription criteria be deemed necessary.



This form **MUST** be completed if you are choosing our school for religious reasons.

To be completed by Parents	
Name of Parents / Carers	
Child's name	
Child's date of birth	
Home Address	
Date moved to this address	
Contact telephone number	
Name of church attended	
Name of Vicar / Minister	
Address	
Contact Number	
To be completed by the Vicar / Minister	
<p>I confirm that the parents / carers of _____ have been attending my church weekly / fortnightly / monthly (please delete as appropriate) and have been doing so for a period of not less than a year / more than a year.</p> <p>In the event that during the period specified for attendance at worship the churches have been closed for public worship and have 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 churches</p>	

or alternative premises have been available for public worship.

Comments

Signed

Print Name

Date