

## HEVER CHURCH OF ENGLAND AIDED PRIMARY SCHOOL: ADMISSIONS ARRANGEMENTS FOR SEPTEMBER 2024



Hever Church of England Aided Primary School has a distinctive Christian ethos which is at the heart of the school and provides an inclusive, caring and supportive environment where children learn and flourish in a setting shaped by our core Christian values of Love, Respect and Wisdom. We welcome applications from all members of the community and we ask all parents/guardians to respect the Christian ethos of our school and its importance to the local community. This does not affect the right of any parents to apply and be considered for a place for their child at Hever Church of England Aided Primary School. Parents wishing to send their children to the school are advised to make an appointment to meet the Headteacher for a tour of the school. To apply for a place at Hever Church of England Aided Primary School, parents will need to complete and return two separate forms. **The school's Supplementary Information Form should be completed and returned to the school (along with a letter from the Minister for faith priority places), and a Kent Reception Common Application Form (RCAF) also needs to be submitted online or returned to Kent County Council by the January deadline.**

Usually all children will enter school at the beginning of September. Once the children start at Hever Church of England Aided Primary School they will attend full time within the first three weeks, following three short visits in the term preceding entry. However, parents do have the right to defer their child's school place or to take up the place part-time until the start of the term in which their child reaches compulsory school age, if they wish. More information about deferring a place can be found at the end of this document.

### **The Governing Body of Hever Church of England Aided Primary School admits children within the following framework:**

The Published Admission Number for pupils in each new year group at Hever Church of England Aided Primary School is set at 30. As a Church of England Aided School, the Governing Body is the admissions authority, not the Local Authority (LA), and therefore has its own over-subscription criteria. Before the application of oversubscription criteria, children with a Statement of Special Educational Need (SEN) or with an Education, 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 before spaces are allocated to other pupils. In the event of there being more applications than places available, the Governing Body will apply the Over-Subscription Criteria in the following order, with the highest priority being group 'A':

- A) Looked After Children or previously Looked After Children, including 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 (defined overleaf).
- B) Children of parent(s) (defined overleaf) or carer(s) who live in the Ecclesiastical Parishes of Hever, Four Elms, Markbeech and Cowden, whose families are practising Christians (defined overleaf).
- C) Siblings (defined overleaf) of children on roll at 31<sup>st</sup> August 2024 whose families are practising Christians (defined overleaf).
- D) Children who live in the Ecclesiastical Parishes of Hever, Four Elms, Markbeech and Cowden whose families are not practising Christians but desire a place for their child within a Church school and will accept and positively uphold the Christian character and ethos of the school.
- E) Children of members of the teaching staff of the school, provided the member of staff has a contract of employment at the school at the time at which the application for admission to the school is made and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- F) Children of parent(s) or carer(s) from outside the areas described in (B) whose families are practising Christians (defined overleaf).
- G) Siblings (defined overleaf) of children on roll at 31<sup>st</sup> August 2024, whose families are not practising Christians (defined overleaf).
- H) Medical, Health, Social and Special Access needs (subject to recommendation and confirmation by a medical practitioner) (defined overleaf).
- I) All others.

Please note that in the event of one particular category being oversubscribed, priority will be given to children who live closest to the school in the case of categories A, D, G, H and I. In the cases of categories B, C and/or F being oversubscribed, priority will be given according to church attendance first, followed by distance of home addresses if necessary. The distance 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. The school uses measurements provided by the LA and further information on how distances are calculated is available in the Admissions Booklets provided by the LA. In the event of a tie-breaker situation, when more than one applicant has the same distance from home to school (as measured by the LA), then the names will be issued a number and drawn randomly to decide which child should be given the place. A map is attached for parents wishing to view the area of the Ecclesiastical Parishes of Hever, Four Elms, Markbeece and Cowden.

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 the child might sometimes stay or sleep due to individual domestic or special arrangements. The address must be the pupil's home address on the day the application form is completed and which is either:

- owned by the child's parent, parents or guardian; or
- leased to, or rented, by the child's parent, parents or guardian under a lease or written rental agreement.

For parents who live separately but share responsibility for the child, and the child lives at two different addresses during the week, the home address will be regarded as the one at which the child sleeps for the majority of weekdays.

A block of flats has a single address point reference, so applicants living in the same block will be regarded as living the same distance away from the school. In the unlikely event that two or more children live in the same block and 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.

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, (for example, a false claim to residence), which effectively denied a place to a child with a stronger claim. Proof of address is required for all applications.

### **Waiting List, Appeals and Late Applications**

The school follows the Local Authority procedures relating to waiting lists, appeals and late applications: further details are printed in the Admission to Primary Schools in Kent booklet. In the event of places being available after the first round of offers, the school will apply its 2024-2025 Admission Arrangements to all those on the waiting list at the time of allocating the places. Parents who are not offered a place at the school may ask for their child's name to be placed on the school's waiting list which is re-ranked in line with the published oversubscription criteria each time a child is added. An annual review of the waiting list is undertaken to confirm whether or not parents wish to remain on it.

### **Fair Access**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Diocese and the governing body for the current school year. The governing body has this power even when admitting the child would mean exceeding the published admission number.

The Governing Body reserves the right to withdraw the offer of a school place where false evidence is received in support of an application, where parent(s)/guardian(s) have failed to respond to an offer within a reasonable period of time or where parent(s)/guardian(s) have failed to notify the school of important changes to the application.

Queries about the Admissions Policy should be addressed to the Headteacher or Co-Chairs of Governors c/o the school office.

### Definitions and notes to the Over-Subscription Criteria:

- A Statement of Special Educational Need (SEN) is a statement made by the LA under Section 324 of the Education Act 1996 specifying the special educational provision required for that child. An Education, Health and Care Plan (EHCP) is a plan made by the LA under Section 37 of the Children and Families Act 2014 specifying the special educational provision required for that child.
- Looked After Children or previously Looked After Children – 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).
- 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.
- Practising Christians - Faith priority places are offered in the following order:
  - Parents who attend a church, that is a member of either Churches Together in Britain and Ireland or the Evangelical Alliance, at least twice a month, for a period of not less than two years. (B1/C1/F1)
  - Parents who attend a church, that is a member of either Churches Together in Britain and Ireland or the Evangelical Alliance, at least twice a month, for a period of not less than one year. (B2/C2/F2)

Families must be able to provide evidence of this from their minister through the completion of a clerical reference. This must be returned to the Headteacher by the same closing date as for the return of the 'RCAF' forms to the local authority. In the event of categories B, C and/or F being oversubscribed, places will be allocated according to church attendance first and then distance of home address, if necessary. In the event that during the period specified for attendance at worship the church 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 alternative premises have been available for public worship.

- Siblings – a brother or sister in the same school at the time of admission to the school, 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 distance measurement criterion (above). In this context sibling means children who have a brother, sister or step or half siblings including fostered and adopted siblings living at the same home address attending Hever Church of England Aided Primary School at the time of admission. The School reserves the right to ask for proof of relationship. Extended family (e.g. cousins) living in the same house do not qualify as siblings. If siblings from multiple births (twins, triplets etc) apply for Hever School and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the school 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 class size legislation, the additional pupil(s) will be treated as 'excepted' for a period of one year, in line with the School Admission Code.
- Parents – for the purpose of education law, the Department for Education considers a 'parent' to include:
  - All biological parents, whether they are married or not;
  - Any person who, although not a biological parent, has parental responsibility for a child or a young person – this could be an adoptive, a step-parent, guardian or other relative;
  - Any person who, although not a biological parent and does not have parental responsibility, has care of a young child or young person.
  - A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who look after the child, irrespective of what their biological or legal relationship is with the child.

- 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 they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents'/carers' physical or mental health or social needs mean 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.

### Requests for Deferred Entry

Children born between the 1<sup>st</sup> April and 31<sup>st</sup> August (also known as 'summer born') must start school at the beginning of the April term if they wish to keep their offer. 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 the In Year process, recognising that a place may not be available. These applications should be made during the last month of Reception Year.

Parents have the right to request admission outside their child's normal age group. Such requests should be made to the Headteacher as early as possible in the admissions round associated with that child's date of birth. This will allow the school sufficient 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 a 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 RCAF to KCC, 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.

### Requests for In-Year Admissions

Whilst a child is at primary school, parents may wish to move their child from one school to another. This is known as an in-year admission. There is no guarantee that a preferred school will be able to offer the child a place. In the first instance, parents can contact other schools to ascertain whether or not the schools have any spaces. An In-Year Casual Admission Form (known as an IYCAF) will need to be completed for each child and for each school that parents choose to apply to.

A school should offer a place in writing within 15 school days if:

- they have all the information they need;
- they have a place available;
- the child meets the entry requirements;
- no other child has a higher priority for the place.

If a school is not able to offer a place, parents can:

- call 03000 41 21 21 or email [kentinyearadmissions@kent.gov.uk](mailto:kentinyearadmissions@kent.gov.uk) to find out which other schools have places available;
- join the school's waiting list;
- make an appeal

In-Year applications will be processed in the same way as all applications and offers will be made in accordance with each school's oversubscription criteria.

## APPLICATION FOR ADMISSION 2024-2025

If your child is entering Reception, **this admission form must be completed and returned** to Hever CEP School in **addition to** the Reception Common Application Form being completed online or on paper and returned to the Local Authority. Please complete all sections:



Child's Surname:

Child's Forenames:

Parent/Carer's Surname (if different):

Address (including postcode): This address will be used on all future correspondence unless otherwise notified. Please use house numbers and names where applicable.

Date of birth:

Male/Female\* (*\*please delete as appropriate*)

Religion:

Name of person(s) with parental responsibility:

.....

Contact Numbers:

.....

Please answer the following questions:

1. Is this child a Looked After Child or Previously Looked After Child?      Yes/No  
If yes, please provide details..
2. Do you live within the Ecclesiastical parishes of Hever, Four Elms, Markbeech and Cowden and consider your family to be **practising Christians?** (See admission policy for definition). If so, please pass the attached letter to your Minister, who must provide a written reference.
3. Do you live outside the area as defined in section 2 and consider your family to be **practising Christians?** (See admissions policy for definition.) If so, please pass the attached letter to your Minister, who must provide a written reference.
4. Which church do you attend?
5. Do you live within the Ecclesiastical parishes of Hever, Four Elms, Markbeech and Cowden?
6. Will there be a brother or sister in this school when you want your child to start?      Yes/No  
If yes, please give their name and the year they started. Sibling's name: ..... Year started: .....
7. Has your child any health reasons for admission to this school? (please attach medical evidence)

**You will be required to provide an original short birth certificate and proof of address (for yourself and your child) once an offer of a place has been made. Failure to produce this information may result in an offer being withdrawn.**

Signature of parent/guardian ..... Date .....

Headteacher: Mrs H Bligh

Dear Minister

We would be grateful if you would supply a written reference on behalf of the applicant giving you this letter.

In order for us to be able to apply our admissions criteria fairly, please would you take note of the following definitions and include in your reference whichever is appropriate:

*Faith priority places are offered in the following order:*

- \* *Parents who attend a church, that is a member of either Churches Together in Britain and Ireland or the Evangelical Alliance, at least twice a month, for a period of not less than two years;*
- \* *Parents who attend a church, that is a member of either Churches Together in Britain and Ireland or the Evangelical Alliance, at least twice a month, for a period of not less than one year.*

In the event that during the period specified for attendance at worship the church 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 alternative premises have been available for public worship.

Thank you for your time and cooperation.

Yours sincerely

Helene Bligh  
**Headteacher**



**CLERICAL REFERENCE 2024-2025:** To be completed by the Applicant:

Name of child / date of birth

Name of Parent/Guardian / HomeAddress / Tel. No.

Parish Church / Name of Church

Priest / Minister / Tel. No.

I confirm that we have attended Church twice monthly for the last two /one (please delete as appropriate) years.

**CLERICAL REFERENCE 2024-2025:** To be completed by the Priest / Minister:

	Yes	No
Is the applicant's child/family part of your Church community and have they attended Church twice monthly for the last <b>two</b> years. (Please tick relevant box)		
Is the applicant's child/family part of your Church community and have they attended Church twice monthly for the last <b>one</b> year. (Please tick relevant box)		

Additional comments in support of the application:



