

# ST BOTOLPH'S CHURCH OF ENGLAND (VOLUNTARY AIDED) PRIMARY SCHOOL

## Governors' Arrangements for Admission to the School in September 2019

Published Admission Number 60

The Governors will consider the admission of children in accordance with the following criteria in order of priority. 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.

- 1. Children in Local Authority Care or Previously in Local Authority Care.** 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).
- 2. Siblings / Current Family Association.** A child who has a brother or sister attending the school when he/she starts. In this context brother or sister means 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. The sibling link is maintained as long as the family live at the same address as when the first child applied, or 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 nearness of home criterion.
- 3. Children whose parents/carers are regular worshipping members of the congregation of St Botolph's Church, Northfleet and St Mark's Church, Rosherville and who have been on the Church Electoral Roll for a period of at least one year.**
- 4. Children whose parents/carers are resident in the parish of St Botolph's, Northfleet and St Mark's, Rosherville, who are regular worshipping members of churches which are members of Churches Together in Gravesham or are regular worshipping members of other faith communities in the borough of Gravesham.** Please see notes below relating to faith based priority.
- 5. Children whose parents/carers are resident in the parish of St Botolph's, Northfleet and St Mark's, Rosherville, based on nearness of home.** We use the distance 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. In the case of distances from flats, the school will use the process defined below in 'Tiebreaker'.
- 6. Other Children based on nearness of children's home to school.** We use the distance 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. 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 case of distances from flats, the school will use the process defined below in 'Tiebreaker'.

### ***Notes relating to the application of the faith criteria (3 and 4):***

Parents seeking priority through the faith criteria will need to meet the minimum requirements to be placed in the specific category described below. Once this is confirmed by the relevant church/religious representative, parents will be ranked in accordance to the distance criteria above within each category.

1. Parents who attend their place of worship twice a month and have done so for a period of not less than 2 years. This must be confirmed by the relevant religious representative.
2. Parents who attend their place of worship twice a month and have done so for a period of not less than 1 year. This must be confirmed by the relevant religious representative.

3. Parents who attend their place of worship on at least a monthly basis and have done so for a period of not less than 2 years. This must be confirmed by the relevant religious representative.
4. Parents who attend their place of worship on at least a monthly basis and have done so for a period of not less than 1 year. This must be confirmed by the relevant religious representative.

***Evidencing commitment to faith:***

This evidence will need to be supported by the Parish Priest(s) or minister(s) of the church(es) or places of worship concerned with the submission of a 'Supplementary Information Form' available only from the school. More than one form may be submitted to support attendance at previous places of worship. If parents/carers have recently moved churches N.B. Governors will make their decision based on the information supplied on this form alone.

The 'Supplementary Information Form' must be returned to the Head Teacher at school by the closing date for the return of 'RCAP' forms to the Local Authority. Failure to complete and return the 'Supplementary Information Form' may affect the priority ranking of the application.

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 Head Teacher on request.

Parents who wish to apply for admission for their child(ren) should contact the school office where their child's name will be placed on the enrolment list, to ensure that they receive a supplementary application form. During November/December of the school year prior to the proposed admission, the parents will receive full details of the application procedure by post from the school. Prospective parents should therefore inform the school of any change of address.

***Clarification of the Child's Home Address:***

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 the 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.

***Multiple Births procedures:***

When multiple births within a family would cause the 'infant class size limit' to be exceeded, the school will use the process defined below in 'Tiebreaker'.

***Tiebreaker:***

If any category is oversubscribed, applicants will be ranked according to nearness of their home to the school. If in the event that more than one applicant has the same distance from home to school (as measured by the Local Authority), then a random selection will be applied. Since a block of flats has a single address point of reference, 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.

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

The school will follow 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, and are available from the school on request.

Please see supplementary Information Form (SIF) overleaf.



## Supplementary Information Form – September 2019

To be completed and returned to: The Head Teacher  
St Botolph's CE Primary School  
Dover Road  
Northfleet  
Kent DA11 9PL

**by date of return for the Reception Common Application Form**

☎: (01474) 365737 e-mail: office@st-botolphs.kent.sch.uk

### **Section A: To be completed by all applicants**

Name of child: \_\_\_\_\_ DOB: \_\_\_\_\_

Name of Parent(s)/Carer(s) \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Telephone No: \_\_\_\_\_

- I am applying under Category 1.
- I am applying under Category 2. Sibling name: \_\_\_\_\_
- I am applying under Category 3 and Section B of this form has been completed
- I am applying under Category 4 and confirm that my child is resident in the parish of St Botolph's, Northfleet and St Mark's, Rosherville. Section C of this form has been completed
- I am applying under Category 5 and confirm my child is resident in the parish of St Botolph's, Northfleet and St Mark's, Rosherville.
- I am applying under Category 6.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### **Section B: To be completed by those wishing to apply under Category 3**

**The following to be completed ONLY by a Priest/Minister:**

Name of Church: \_\_\_\_\_

Name of Priest/Minister: \_\_\_\_\_

Address of Church: \_\_\_\_\_

Telephone No: \_\_\_\_\_

- I confirm that the parents/carers of the child above have been on the Church Electoral Roll for a period of at least one year.

**N.B. In signing this form, you are confirming that the attendance of the child's parent(s)/carer(s) at church services is accurate at the date of signing.**

Signature of Priest/Minister: \_\_\_\_\_ Date: \_\_\_\_\_

**Section C: To be completed by those wishing to apply under Category 4**

**The following to be completed ONLY by a Priest/Minister/Religious Leader:**

Name of Place of Worship: \_\_\_\_\_

Name of Priest/Minister/Religious Leader: \_\_\_\_\_

Address of Place of Worship: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Please ✓ which category of commitment to your place of worship best describes the attendance patterns of the child's parent(s)/carer(s):

- Twice a month for more than 2 years
- Twice a month for a period of at least 1 year but less than 2 years
- At least monthly for more than 2 years
- At least monthly for a period of at least 1 year

**N.B. In signing this form, you are confirming that the attendance of the child's parent(s)/carer(s) at your place of worship is accurate at the date of signing.**

- My church is a member of 'The Churches Together in Great Britain and Northern Ireland'

Signature of Priest/Minister: \_\_\_\_\_ Date: \_\_\_\_\_

Please note under the terms of the Appeals Procedure parents wishing to appeal have the right to see all correspondence relating to their application for admission.

**OFFICE USE ONLY (initial and date)**

**Date form received:..... Initials:.....**

**Category    1       2       3       4       5       6**

# PARISH OF ST BOTOLPH'S AND ST MARK'S

