

# Tunstall C.E. (aided) School



## Admissions Policy

### Tunstall CEP Vision

*'Thinking deeply, loving abundantly, serving graciously, for the Glory of God'*

*'A Place where everyone can flourish' (John 10:10)*

*'We believe that God's abundance is for everyone. Learning opportunities should be broad, inclusive and inspiring. Children must feel safe, secure and empowered to be risk takers. Creativity is nurtured and harnessed at every opportunity. We value each other's uniqueness with dignity and respect.'*

Date:

Review Date:

FRIENDSHIP, KINDNESS, SERVICE, FORGIVENESS, PERSEVERANCE, TRUTHFULNESS

## **DRAFT ADMISSION POLICY FOR 2023-24**

In accordance with our current vision and that of the school's founders, we aim to serve our community by providing an education of the highest quality within the context of Christian belief and practice. We encourage an understanding of the meaning and significance of spirituality and faith, promoting Christian values through the experience we offer to all our pupils.

### **Aims of this Policy**

1. To set selection criteria that are consistent with this Church of England (Voluntary Aided) Primary school and are fair to the applicants.
2. To give new parents sufficient information and contact with the school to try and ensure that they have made the best possible decision about "the right school" for their situation.
3. To give the new entrants a good start to their schooling by giving them the experiences and personal contacts that will inspire confidence.

### **The School Admission Policy and procedure are set out in:**

The School website on the Admissions page: [www.tunstall.kent.sch.uk/admissions/starting-school](http://www.tunstall.kent.sch.uk/admissions/starting-school)

Please also refer to [www.kent.gov.uk/primaryadmissions](http://www.kent.gov.uk/primaryadmissions)

### **Responsibility for Admissions**

The Governors and Headteacher are responsible for admissions and for the operation of this policy. The over subscription criteria are reviewed each year, following the timescale for consultation set out by the Department for Education (DfE) and any changes ratified by the Full Governing Body. The school is part of the LA admission procedures and timetable.

**We welcome applications from all members of the community** those of any religion or belief, including those of no faith and we ask all parents and carers to respect the Christian ethos of our school and its importance to our community.

The Governing Body is responsible for the admission of pupils to the school and admits a total of 60 pupils in two Reception classes every year. The admission number has been agreed between the Governing Body and the Local Authority (LA).

The Governing Body has decided to allocate 30 places as **Foundation places** (which represent the church foundation of the school) and 30 places as **Community places** (for those without church connection).

Parents who wish to apply for a **Foundation** place must also complete the school's **Supplementary Information Form (SIF)** and return it to the School Office. Failure to complete this will mean that the School cannot consider the application under the Foundation criteria. In such cases, the application will be considered under the next most appropriate criteria based on the information on the **Reception Common Application Form (RCAF)**. The Supplementary Information Form is available from Kent Local Authority website as well as the School's website and the deadline each year is the same for both forms.

Children with an Education, Health and Care Plan (EHP) which names the school will be admitted within the 60 place total and may therefore reduce the number of places available to be offered to other applicants.

## Summer-born children

Children born between 1 April and 31 August whose parents want them to defer their start date until the next academic year, should email [primaryadmissions@kent.gov.uk](mailto:primaryadmissions@kent.gov.uk) for more information.

## Deferred entry to Reception class / Part time entry

The School admits children to the Reception class in the September of the school year in which a child attains the age of 5 years. (The school year runs from 1 September to the 31st August.) All parents/carers are entitled to a full-time place for their child in the reception class from September, but may defer entry until the beginning of the term after their child is five years old (ie, when the child reaches compulsory school age) or until the beginning of the summer term whichever is earlier. Children may attend part-time until their child reaches compulsory school age. Parents/carers wishing to defer entry for their child and/or attend part-time must contact the Headteacher at the earliest opportunity to discuss the arrangements to reserve a place, however, the place cannot be reserved beyond the reception year.

## Co-ordinated admission arrangements

The School is part of the locally agreed co-ordinated admission arrangements and the timescales for applications to be received and processed are those agreed with the local authority. Parents must complete their local authority's online Reception Common Application Form via: [www.kent.gov.uk/education-and-children/schools/school-places/primary-school-places](http://www.kent.gov.uk/education-and-children/schools/school-places/primary-school-places). If applying for a place at this School, parents must name this School as one of the preferences.

## Admissions Timetable

1. The school holds a list of children wishing to be sent admission information/school details.
2. In October of the year before entry into school details are sent to all interested families.  
Details include:
  - a) Dates of school Community days and how to book.
  - b) How to apply for a place and where to find the appropriate forms on our website.
3. Open days are normally held in November. This gives parents and children the opportunity to look around the school and ask any questions.
4. All Tunstall Supplementary Information Forms (SIFs) must be returned to the school by the published closing date.
5. Reception Common Application Forms are to be submitted online.
6. In March the school is sent a total number of those applying for a place at Tunstall Church of England Primary School (1st, 2nd and 3rd choices). The Headteacher and Governors will rank places in accordance with our published over subscription criteria and sent to the LA. The ranking is checked by the Governors' Admissions Committee and sent to the Local Authority.
7. Places are then offered by the LA and must be accepted or refused by the given date.
8. The school will then offer any available places to the next pupil on the ranking list.
9. Dates for appeals against decisions made can be made by the date set by the LA. Governors will consider each appeal carefully as soon as possible after that date.

## Oversubscription Criteria

These differ slightly depending on the kind of place applied for – **either Foundation or Community**.

## Foundation Places

The Governing Body has designated **30 places each year as Foundation places**. Foundation places will be offered to children whose parents are worshippers in an Anglican or other Christian Church, which is a full member of Churches Together in England (CTE) or the Evangelical Alliance (EA) in the Tunstall, Sittingbourne or Swale area. Written evidence of applicants' commitment to their place of worship will be required at the time of application on the School's Supplementary Information Form, which must be returned to the School; this evidence must be endorsed by a priest or minister.

If there are more qualifying applicants than Foundation places, then places will be allocated according to the following criteria in order of priority.

## Foundation Criteria

- 1) Looked after children or previously looked after children (see note 1);
- 2) Children with an acute and professionally supported medical or social need for a place at this school (see note 2);
- 3) Children with a sibling attending the school at the time of the child's admission (see note 3);
- 4) Children of staff who have been permanent part of the school team for two or more years and have a clerical reference for attendance at a church for longer than 12 months. (see note 4)
- 5) Children of a parent/carer who is a worshipper at a church affiliated to 'Sittingbourne Churches Together' for at least 1 year or that is a full member of Churches Together in England (CTE) or The Evangelical Alliance (EA) in the SWALE area. Applications falling within this category will need to obtain the recommendation of their minister of religion confirming that children and either one or both parents have been affiliated with the church for a period not less than 12 months. See note regarding Membership. (see note 4);

If there are fewer applicants than the number of Foundation places, any unfilled places will become additional Community places at that same site. Unsuccessful qualified applicants for Foundation places will be considered for any Community places remaining unfilled at the end of the re-allocation procedure.

**"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 arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship"**

## Community Places

The Governing Body has designated **30 Community places** to be offered to pupils who do not qualify for a Foundation place, but whose parent(s)/ carer(s) have chosen the school for the type of education it provides. Parent(s)/ carer(s) applying for a Community place do so knowing that the school aims to provide an education based on Christian values.

If there are more applicants than community places, places will be allocated according to the following criteria. These are stated in order of priority:

## Community Criteria

- 1) Looked after children or previously looked after children (see note 1);
- 2) Children with an acute and professionally supported medical or social need for a place at this school (see note 2);
- 3) Children with a sibling attending the school at the time of the child's admission (see note 3);
- 4) Children of staff who have been permanent part of the school team for two or more years;
- 5) Children in order of nearness of child's home to school site for which an application is made (see note 6)

If there are fewer applicants than the number of Community places, any unfilled places will become additional Foundation places. Unsuccessful qualified applicants for Foundation places will be considered for any Community places remaining unfilled at the end of the allocation procedures.

## Tiebreaker

In the event of oversubscription in any of the above Foundation and Community criteria, priority will be determined in order of nearness from the home to the school, with those living nearest to the school being given the highest priority. In the event that two or more applicants live the same distance from the school and there are insufficient places to admit all applicants, places will be allocated by the drawing of lots.

## Notes

- 1) Looked after children are children who are in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions as defined by Section 22(1) of the Children Act 1989 at the time of making an application to the school. Previously looked after children are children who were looked after immediately prior to being adopted, or who became subject to a residence order, (now termed child arrangement order under the Children & Families Act 2014), or special guardianship order. The Governors will require written confirmation that the child is looked after, or previously looked after and will be so at the time of making an application to the school.
- 2) This must be supported by written evidence, e.g. from a specialist health professional, doctor, social worker, or other care professional which sets out the reasons why this school is the most suitable school and the difficulties that would be caused if the child had to attend another school. The admission decision will be considered by the school's governing body. Advice will be sought from medical and teaching professionals where appropriate.
- 3) Qualifying siblings are brothers or sisters living at the same address and attending the school at the time of the child's admission. This includes natural brothers and sisters, adopted siblings, step-brothers or sisters and foster brothers and sisters. The sibling link is maintained as long as the family lives at the same address as when the first child applied, or has moved closer to the school than when the first child was admitted.
- 4) Clerical references for the foundation places must confirm that parents are worshippers (members) who have attended church on at least two occasions within each month for 12 consecutive months immediately prior to the closing date for applications. Those who have recently moved to the area and who worshipped previously in a different church will be asked to supply a reference from that church.
- 5) Distance is measured in a straight line using the distance between the child's permanent home address and the school, 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. Should two applicants live an equal distance from the school, including instances where more than one applicant lives in a multi- occupancy building, the offer of a place will be decided by random allocation. If your child resides equally between both parents, we consider the principal home address as being the address at which your child is registered whilst attending Early Years provision, with a GP and, if applicable, the address of the parent who is in receipt of Child Benefit or Child Tax Credits for your child.

### **In Year Casual and Other Year Group Admissions**

The Governing Body is also responsible for in-year admissions. Parents/carers wishing to apply in-year must complete an **In Year Application Form (IYAF)** available on the school website and return this to the School. The same oversubscription criteria will be applied as for Reception class admissions as does the appeals procedure.

### **Admissions Appeals Procedure for Entry to Reception**

Parents wishing to appeal may do so in writing to the Chair of Governors. Please send the form with any supporting documentation to the Chair c/o the School Office, clearly marked 'Admissions Appeal'. These appeals will be considered by a specially convened Appeals Panel and parents notified in writing of the outcome.

*Appeals are in accordance with the School Standards and Framework Act 1998 and parents who are not offered a place for their child have the right to appeal to an independent appeal panel. Parents wishing to appeal should obtain an appeal form from the school. The form should be sent to reach the Chair of Governors, c/o the School, within 20 school days of the date of the letter confirming the governors' decision not to offer a place. The specific dates change year to year. Appeals can only be heard after the Kent Reallocation day (usually in June).*

Should an appeal be unsuccessful, the Governing Body will not consider a further application from those parents within the same academic year unless there have been significant and material changes in their circumstances.

### **Right to Withdraw Places**

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

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

### **Waiting list**

The School operates a waiting list, which is ordered in accordance with the oversubscription criteria. The waiting list is held until the end of each academic year in which the child starts. Parents may request in writing to join the waiting list. If an application is received and a child is added to the waiting list, the list will be re-ranked in accordance with the oversubscription criteria. Parents will need to re-apply each academic year if they wish their child's name to remain on the school's waiting list.

### **Fair Access**

The School is committed to taking its fair share of pupils who are hard to place in accordance with the locally agreed fair access protocol. Pupils admitted under the protocol will take priority over any children on the waiting list and those awaiting an appeal. Admitting a child via the protocol, may mean, on occasion, admitting above the planned admission number.

### **Education out of normal (chronological) age group**

Children are normally educated in school with others of their age group; however, in exceptional circumstances parents/carers may seek a place outside of their child's normal age group. Decisions will be made on the basis of the circumstances of each case. Parents/carers must state clearly why they feel admission to a different year group is in the child's best interests and may provide recent professional evidence to support this. Further details of how to make such a request are available from the school.

***Reception class applications for the next academic year must be submitted by 15th January 2023.***

## **USEFUL WEBSITES**

Canterbury Diocesan Board of Education (CDBE)

<https://www.canterburydiocese.org/childrenandschools/admissions/>

Church locator

[www.achurchnearyou.com](http://www.achurchnearyou.com)

Churches Together in England (CTE)

<https://www.cte.org.uk/>

Department for Education (DfE)

<https://www.gov.uk/government/publications/school-admissions-code--2>

Evangelical Alliance (EA)

<https://www.eauk.org/>

Kent County Council (KCC)

<https://www.kent.gov.uk/education-and-children/schools/school-places/primary-school-places#tab-4>

Thinking deeply, loving abundantly, serving graciously, for the Glory of God  
**Tunstall CEP Admissions Flow Chart**

Please complete the online application and the Tunstall Supplementary Form which should be handed directly to the school office



Looked after children or previously looked after including adopted from abroad.

Children with acute and professionally supported medical or social need for a place in the school

Children with a sibling in the school on the day the child will start the school

Children of staff who have been a permanent part of the school team for two years or more and have a clerical reference for regular attendance at a church for longer than 12 months.

Children of a parent or carer who is a worshipper at a church affiliated to 'Churches together in Sittingbourne' or that is a full member of Churches Together in England (CTE) or The Evangelical Alliance (EA) in the SWALE area

Is it a Foundation or a Community place you are applying for?  
 (Foundation places are for families who have committed, church connection)



Please complete the online application.

Looked after children or previously looked after including adopted from abroad.

Children with acute and professionally supported medical or social need for a place in the school

Children with a sibling in the school on the day the child will start the school.

Children of staff who have been a permanent part of the school team for two years or more

Other places will be allocated on distance from the school

**'We believe that God's abundance is for everyone. Learning opportunities should be broad, inclusive and inspiring. Children must feel safe, secure and empowered to be risk takers. Creativity is nurtured and harnessed at every opportunity. We value each other's uniqueness with dignity and respect'**

*"A Place where everyone can flourish"*

(John 10:10)

" 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 arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship"



## SUPPLEMENTARY INFORMATION FORM FOR ADMISSION TO TUNSTALL C of E (VA) SCHOOL

### COMPLETION INSTRUCTIONS

#### **PRIMARY APPLICATIONS**

- ALL APPLICANTS applying for a primary place at Tunstall C of E (VA) School must name that school as one of their preferences on their child's online Reception Common Application Form via the Local Authority. It is not enough to only submit this form to our school, an application to your local authority must be made. Please refer to your local authority's website for application deadline dates.
- If you are applying under the Foundation Criterion (church commitment) you must also complete this Supplementary Information Form and return it, along with a letter from your church, as per the attached example, either in person or by post directly to the school office.
- If you are applying under the Community Criterion you do not need to complete this supplementary form.



## CHURCH COMMITMENT

*Our Admissions Policy states that applications for under the Foundation criterion will only be accepted from those churches who are Church of England, or who are a member of Churches Together in Britain and Ireland ([www.ctbi.org.uk](http://www.ctbi.org.uk)) or the Evangelical Alliance ([www.eauk.org](http://www.eauk.org)). These churches must be based in the SWALE, SITTINGBOURNE or TUNSTALL area.*

Name of Minister			
Name of Church:			
If your church is not Church of England, please confirm the denomination of your church.			
Do you attend church services at least twice a month? (please tick below)	Have you worshipped in this church for at least 12 months? (please tick below)		
Yes <input type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If you have worshipped at this church for less than 12 months, please supply the name of your previous church and minister:			
Signature of Parent/Carer:			
Name (printed):			
Date:			

<b>CHILD INFORMATION</b>			
Surname:		First Name(s):	
Gender:	Male / Female	Date of Birth:	
Year group applying for:		Name of current or most recent school/nursery:	
<b>FAMILY INFORMATION</b>			
Full Name of Parent(s) or Carer(s)		Home Address <i>(including post code)</i>	
Relationship to child:		Telephone No.	
email address:			
<b>SIBLINGS (brothers/sisters/step-siblings/half-siblings)</b>			
<b>Full Name</b>	<b>Date of Birth</b>	<b>School currently attending</b>	

**In order for your application to be considered under the Foundation Criterion, it must be accompanied by a letter on headed paper from your church, as detailed below.**

Please provide a letter on your church **HEADED PAPER** that contains **ALL** of the details listed below. Do not write on this sample letter - a new letter should be prepared.

If you do not provide a church letter, or if **ANY** of the details below are missing, your letter will not be accepted and your child will be considered instead for a Community place based on distance from the chosen school campus to your home address.

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SAMPLE LETTER TO ACCOMPANY SUPPLEMENTARY APPLICATION FORM

To: Admissions, Tunstall C of E(VA) School

Date

I write to confirm that [insert child's name and date of birth] along with their family [insert parent/carers names] worship at our church.

I can confirm that the family have been worshipping at our church for [please insert length of time] and attend [please insert how often they worship, i.e. daily, weekly, fortnightly, monthly, infrequently].

Please state if your church is either Church of England, or another denomination, and whether or not they are a full member of Churches Together in Britain and Ireland (CTBI), or a full member of the Evangelical Alliance (EA).

Church leader signature and title