



BRENCHEY & MATFIELD CE PRIMARY SCHOOL ADMISSIONS ARRANGEMENTS

Introduction

Brenchley and Matfield CE Primary School is a single-form entry school for children aged 4 -11 in the Diocese of Rochester, and an academy within the Tenax Schools Trust, which is the Admissions Authority for the school.

At Brenchley and Matfield Primary School we know how important it is for you to choose the right school for your child. We welcome visits and we look forward to welcoming you at any time to enable you to see lessons and learning - and experience the atmosphere of our school on a normal day. To book a visit to the school, please contact the school office on 01892 722929 / office@bmprimary.org.uk and an appointment for a tour with our Headteacher will be booked for you.

Places other than in Reception (Years 1 to 6)

If you are looking for a place other than in the Reception class please contact the school office on 01892 722929 / office@bmprimary.org.uk, as there are occasionally spaces available in other classes. Where places are not available we will maintain a waiting list which will be rank ordered using the oversubscription criteria below and places offered as they become available.

Admissions number (Years R to 6)

The school has a published admissions number (PAN) of 30. This means that up to 30 children may be admitted into Reception (Year R) each September. Class size for year R will be no more than 30, other than in the specific circumstances set out in the School Admissions Code.

The Local Authority Application Form

In September in the year before a child starts school, information is available from the Local Authority about admissions procedures and timescales. Our Local Authority is Kent County Council.

To apply for a place at Brenchley and Matfield Primary School, all applicants must complete an application form. This can be done online here www.kent.gov.uk/ola or paper form. Parents may name three schools in order of preference on the online application form which is then returned to the Local Authority (LA). This should be done by 15th January for starting in Year R the following September.

For more information, including deadlines for applications, please visit Kent County Council's Admissions Website at www.kent.gov.uk/primaryadmissions. Please ensure that you return your application and appropriate forms by the 15th January as all applications received after this date are considered late and ranked below other applications.

National Offer Day for primary schools is the 16th April. If you have any questions or would like support completing the application form, please do not hesitate to contact the school office on 01892 722929 / office@bmprimary.org.uk



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The Supplementary Form

In addition to the LA's Application Form, applicants for places at Brenchley and Matfield Primary School should complete a Supplementary Form. This is available from the School and should be returned to the school office. In the event that there are more than 30 first preference applications for places in Reception at Brenchley and Matfield Primary School, the applications will be ranked according to the oversubscription criteria set out below using the information given in the Supplementary Form. In light of COVID-19, please see appendix 1.

Oversubscription Criteria

These will be used to rank order applications if more than 30 are received, after the admission of pupils with an Education, Health and Care Plan naming the school.

1. Looked after children and all 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.
2. Children who live in the civil or ecclesiastical parishes of Brenchley and Matfield.
3. Children with a sibling in the school at the time of entry.
4. Children who have a Parent or Guardian who has worshipped at least twice a month on average at All Saints, Brenchley or St. Luke's, Matfield in the last 12 months.
5. Children who have a parent or guardian who has worshipped twice a month on average, in another C of E Parish Church.
6. Children of practising members of other Christian denominations affiliated to "Churches Together in England", with the same pattern of worship as above.
7. Other children.

Additional notes:

Category 2 Proof of address (eg copy of utility or Council Tax bill addressed to the parent showing the full postal address) will be required by the school.

Category 3 A sibling is defined as children who live in the same house as a brother or sister including natural, adopted, step or foster. All sibling links should be current pupils that will also be here when the new pupil starts.

Category 4 Signed letter from incumbent of either All Saints' or St Luke's confirming the stated attendance.

Category 5 Signed letter from relevant clergy confirming the stated attendance at other churches.

Tiebreaker

When deciding between applicants who have equal entitlement under any of the above criteria, priority will be given to those in order of distance from their home to the school measured by a straight line, the nearest being accepted first. We use the distance (in metres) as calculated by the Local Authority. Where only one parent/carers satisfies a criterion, the application will be treated equally with one where the requirement is met by two parents. Late applications are considered after all those applications received by the specified date. In the unlikely event that two or more



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children 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 a place.

Deferred entry

Parents of Reception age children have a right to defer entry, or to take the place up part-time, until the term in which the child reaches compulsory school age. Compulsory school age is set out in section 8 of the Education Act 1996 and the Education (Start of Compulsory School Age) Order 1998.

A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. Requests for admission outside of the normal age group should be made in writing to the Headteacher as early as possible in the admissions round associated with that child's date of birth. This will allow the school and admissions authority 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 the 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 CAF (Common Application Form) to the Local Authority, with written confirmation from the 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 the school's oversubscription criteria.

Parents must not assume that the decision of one school will transfer with the child to a different school as the decision rests with the individual admission authority.

Waiting lists

Brenchley and Matfield Primary School operates a waiting list for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate. Applications will be removed from the waiting list at the end of the academic year. The waiting list will be maintained by the Tenax Schools Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.



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Appeals

If you have not been offered a place at Brenchley and Matfield Primary School, the law entitles you to appeal against the decision to an Independent Appeal Panel. This panel is completely independent of the school and Local Authority. Appeals are now being held remotely via video link. The school will make suitable arrangements for any appellants without access to the necessary technology.

If you wish to appeal, please notify the Tenax Schools Trust (which is the Admissions Authority for the school) via enquiries@tenaxschoolstrust.co.uk and further details will be provided.

Appendix 1

As a church school, we use church involvement or attendance as part of our oversubscription criteria but in the current situation the Church of England have written a statement, noting some adjustments to these criteria:

“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 has been available for public worship.”

In the light of this statement, the Tenax Schools Trust has published the following guidance:

“In the light of this, and because of the widespread and variable disruption to public worship and church opening, including suspension of services which has occurred differently in different places, we will not be seeking evidence of church attendance for families applying for admission for any period from 20th March 2020 onwards. Local clergy are still asked to endorse the application forms of applicants who in normal circumstances would have attended or been involved in church life, but clergy in so doing are confirming only that the applicant concerned is known to them or that the family attended church up to 20th March 2020. There is no need to provide evidence relating to attendance at online services or other involvement from 20th March 2020 onwards as that period is being disregarded for the purposes of admissions.”



Brenchley and Matfield Supplementary Application Form

Form must be returned to school no later than 15 January for starting in Year R the following September in order to be considered for a place.
 Please complete all sections.

Pupil's legal surname	
Pupil's surname (if different from legal name)	
First names (please underline the name used)	
Date of Birth	
Birth Certificate enclosed & checked	
Parents / guardians / carers (insert as appropriate)	
Mr and Mrs / Mr / Mrs / Miss / Ms / Other (correspondence will be addressed to the applicants named here)	
Relationship to pupil	
Address	
Address (cont)	
Postcode	
Contact telephone number(s)	
I am applying for a place under category – insert number (see Admissions Arrangements)	
I enclose the relevant supporting documentation	
Applications under category 3 only Name of sibling/s currently at Brenchley & Matfield	
Signed	
Dated	

Provision of fraudulent information may lead to the withdrawal of an offer of a place