

## ADMISSIONS POLICY 2017

**Review Body:** Policies Committee  
**Policy type:** Statutory  
**Review Period:** 1 year  
**Reviewed:** Term 1 2015/16  
**Next Review:** Term 1 2016/17  
**Last public consultation:** 12/10/2015-27/11/2015

### Signed Chair of Governors:

### Date:

- The school admits reception pupils who are 4 years old by 31st August at the start of the school year in September.
- Fordcombe is a Church of England Aided school and as such, gives priority to practising Christian families. We provide children with a high standard of education in a secure Christian environment.
- Before the application of oversubscription criteria, children with a Statement of Special Educational Need or Education, Health and Care Plan which names the school will be admitted. As a result of this, the published admissions number will be reduced accordingly.
- Other SEN children are considered strictly within the oversubscription criteria below.
- The school's standard reception intake is 15 (PAN, Published Admission Number) and the total school roll will be around 105 children.
- The school believes that education should be a partnership between home and school to enable children to make the most of their time at Fordcombe CEP School.

### Admissions Procedure for September 2017

#### 1) Application Process and Timetable

- Parents of reception children are encouraged to register an interest in a place at the school at any time. However, application for a place should be made on the new Common Application Form by the end of 16/01/2017 for entry into school in September 2017.
- The Common Application Form encourages parents to identify three possible primary schools for their child in order of preference. Note: if parents are practising Christians, a supplementary form should be completed and returned to the school by 16/01/2017.  
All applications, irrespective of the level of preference, are then forwarded to the appropriate schools, who rank them in accordance with their over subscription criteria (see 2 below). This ranked list is then returned to the Local Authority (LA), who then allocates places in line with parental preference.
- Parents will be informed on 18/04/2017 (National Offer Day) what place has been allocated for their child.

#### 2) Oversubscription Criteria

It is school policy to offer entry to the school in response to parental choice. However, if the demand for places is in excess of those available, then applications are put into priority order in accordance with the following criteria:

- a) Children in Local Authority Care / Looked After Children / Previously Looked After Children

- b) Children with siblings attending the school at the time of entry.
- c) Children whose parents or guardians live in the Parish of Fordcombe (see Appendix 1).
- d) Children for whom Fordcombe is the nearest school.
- e) Children from outside the areas described in c and d whose families are practising Christians.
- f) Children who have or whose parents/guardians have health and special access requirements.
- g) Any other child.

**Notes to above criteria:**

1) Children in Local Authority Care/Looked After Children / Previously Looked After Children - a child under the age of 18 years for whom the local authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act. This applies equally to children who immediately after being looked after by the local authority ceased to be so because they became subject to an adoption, residence or special guardianship order. (As defined by Section 46 of the Adoption and Children Act 2002 or Section 8 or 14A of the Children Act 1989)

2) Siblings are those children who live in the same family unit as children already on the roll of the school. 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.

3) If it is necessary to prioritise within any criteria this will be done on the basis of the distance. Children living nearer to the school will be given a higher priority. Nearness of children's homes to school - the distance between the child's permanent home address and the school, measured in a straight line using Ordnance Survey 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 Ordnance Survey. The same address point on the school site is used for everybody. 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.

4) In the case of the need to action criteria e above, parents or guardians will be required to provide a clerical reference to support their claim of involvement with the Christian church. Any reference will not be confidential and in the event of any appeal by parents or guardians, will be known to all parties.

5) Health and Special Access Reasons – 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'/guardians' 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.

6) In the event of any of the above criteria being oversubscribed, priority will be given based on distance as described above with those closest being given higher priority. In the unlikely event that two or more 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 the place.

**3) 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. The school's Waiting List will be re-ranked in line with the published oversubscription criteria, every time a child is added.

#### **4) Right of Appeal**

If a child has not gained a place at the school and the parents or guardians wish to appeal against that decision, they should contact the Head teacher in the first instance who will advise them how to proceed.

#### **5) Visits to the school**

Prospective parents or guardians are very welcome to visit the school and should make an appointment with the Headteacher if they wish to see the school in session.

In the term before a reception child starts school, they will be invited to come along to meet the reception teacher and spend two afternoons in the classroom. At the same time, parents or guardians are invited to meet other prospective parents, members of the Parents' Guild and School Governors.

#### **6) Admission Arrangements Outside of Expected Year Group**

Fordcombe C of E Primary School will follow Kent procedures for handling out of expected year group applications.

Requests for admission outside of the normal age group should be made to the Headteacher of each preferred school 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 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 CAF to the LA, 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.

#### **7) Parental Right to Defer Entry**

- Parents have the right for their child to defer entry until the term following their fifth birthday (but not beyond the beginning of the final term).
- Parents also have the right that their child starts part-time.
- Every child is entitled to a full-time place from the September following their fourth birthday.
- Children must secure the offered place by starting school on the prescribed day following his/her fifth birthday (or on his/her fifth birthday if it falls on a prescribed day), but not beyond the beginning of the final term. The prescribed days are 31<sup>st</sup> December, 31<sup>st</sup> March and 31<sup>st</sup> August.
- Children born between the 1<sup>st</sup> April and 31<sup>st</sup> August (summer born), must start school at the beginning of the April term if they wish to keep their offer of a place. Where parents wish for their summer born child to defer entry until the start of Year 1, they must refuse the offered place, which may be offered to a different child and then re-apply through the in-year process. These applications should be made during the last month of Reception year.

The school would strongly recommend that parents take up the place from September for Reception, in order that pupils can be fully supported by the class teacher and school as they learn how to interact with each other, with adults and learn the skills necessary to thrive as they move into Key Stage 1.

#### **Notes relating to the application of the faith criteria:**

Parents seeking priority through the faith criteria will be split into four categories based on levels of commitment to the church. Parents will need to meet the minimum requirements to be placed in the specific category described below. Once this is confirmed by the relevant church representative, parents will be ranked in accordance to the distance criteria above within each category.

1. Parents who attend church twice a month and have done so for a period of not less than two years. This must be confirmed by the relevant church representative.
2. Parents who attend church twice a month and have done so for a period of not less than one year. This must be confirmed by the relevant church representative.
3. Parents who attend church on at least a monthly basis and have done so for a period of not less than two years. This must be confirmed by the relevant church representative.
4. Parents who attend church on at least a monthly basis and have done so for a period of not less than one year. This must be confirmed by the relevant church representative.

**Evidencing commitment to faith:**

This evidence will need to be supported by the Parish Priest(s) or minister(s) of the church(es) concerned with the submission of the 'Supplementary Information Form' (Minister's form) which is available from the school directly or from the school's website ([www.fordcombe.kent.sch.uk](http://www.fordcombe.kent.sch.uk)).

More than one form may be submitted to support attendance at previous churches. If parents/guardians have recently moved churches Governors may make their decision based on the information supplied by the previous church.

The 'Supplementary Information Form' must be returned to the Head teacher at school by the closing date for the return of 'RCAF' 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 to register an interest in the school.

Full details of the application procedure are available from the Local Authority.

Prospective parents should inform the school of any change of address.

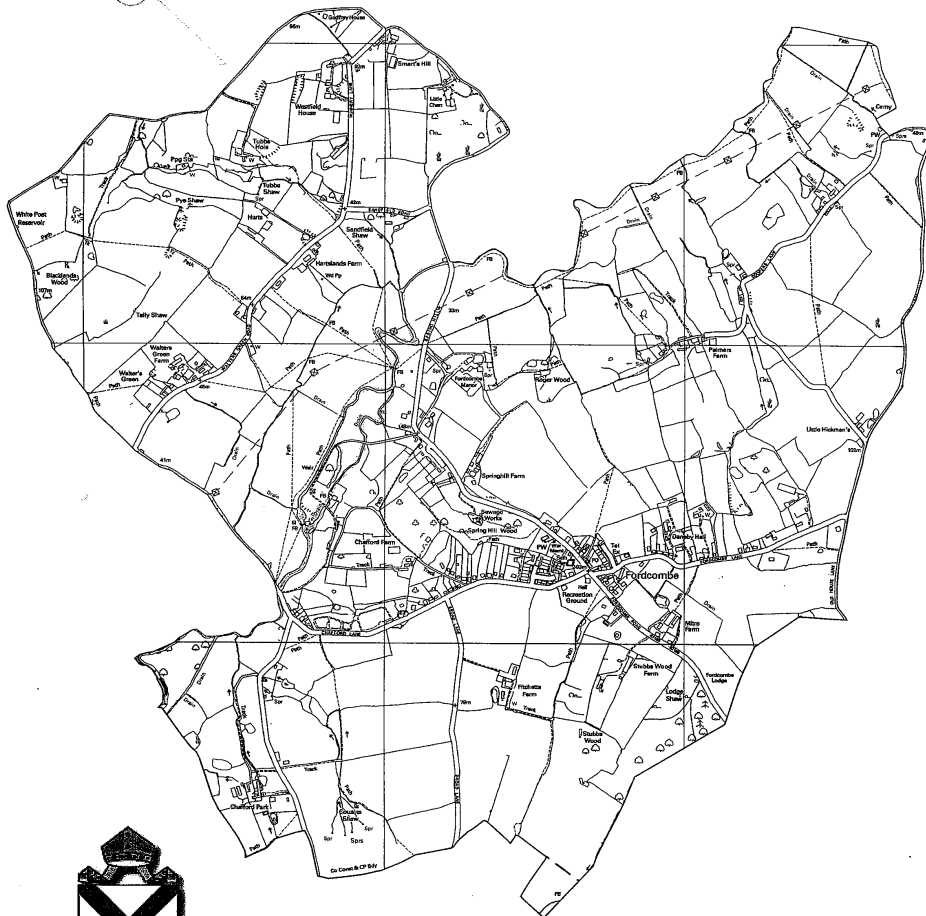
## Appendix 1

# Map of Fordcombe Parish

Deanery of Tonbridge



Fordcombe:  
St Pater



**Fordcombe Church of England Primary School**

**Supplementary Information Form – for September 2017 - Minister Form**

To be completed and returned to:

**The Green, Fordcombe, Tunbridge Wells, Kent, TN3 0RY  
Telephone/Fax 01892 740224, e-mail [office@fordcombe.kent.sch.uk](mailto:office@fordcombe.kent.sch.uk)  
Headteacher: Mr C Blackburn BSc (Hons) PGCE NPQH**

Name of child: \_\_\_\_\_ D.O.B. \_\_\_\_\_

Name of Parent/s \_\_\_\_\_  
Guardian/s \_\_\_\_\_

Address \_\_\_\_\_

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

**The following to be completed ONLY by the Rector/Minister:**

Name of Church attended \_\_\_\_\_

Name of Minister \_\_\_\_\_

Address of Minister \_\_\_\_\_

Telephone number of Minister \_\_\_\_\_

Please confirm which category of commitment to the church best describes the church attendance patterns of the parent(s)/guardian(s)

Twice a month church attendance for more than 2 years [  ]

Twice a month church attendance for a period of at least 1 year but less than 2 years [  ]

At least monthly church attendance for more than 2 years [  ]

At least monthly church attendance for a period of at least 1 year [  ]

**N.B. In signing this form, you are confirming that the attendance of the parent at church services is accurate at the date of signing.**

My church is a member of 'The Churches Together in England and Wales'

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.

Signature of minister:

Date: