

# COLLIERS GREEN CE VA PRIMARY SCHOOL

## ADMISSIONS POLICY and PROCEDURES for 2018

Our planned admissions number is 16.

The governors have stated that admissions should be made in accordance with the following policy: (in order of priority)

### **1. Children in Local Authority Care (Looked After Children).\***

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) at the time of making an application to a school.

### **2. Children who will have siblings that will be attending the school at time of entry.**

A brother or sister attending the school when the child starts. In this context brother or sister means children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, step brothers and 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 distance/nearness of children's home to school criterion.

### **3. Children for whom Colliers Green is the nearest maintained Primary school.**

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 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.

Regarding applicants living in the same block of flats, we would rely on the local authority information provided in the Admissions Booklet.

See Number 8 below for distance criteria.

### **4. Children living in the Parish of St. Dunstan's who attend worship at St Dunstan's Church at least once per month and have done so for a period of not less than 12 months.**

### **5. Children living in the Parish of St Dunstan's who attend a church of any other Christian denomination on at least a monthly basis and have done so for a period of not less than 12 months.**

### **6. Children living in the Parish of St Dunstan's (a map is available for viewing at the school office on request).**

**7. Children living outside the Parish of St. Dunstan's who attend a church of any other Christian denomination on at least a monthly basis and have done so for a period of not less than 12 months.**

**8. All other children**

Distance will be used as a tiebreak if any of the above criteria are oversubscribed. 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.

Distances will be measured using 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.

Colliers Green School follows the procedures outlined in Kent's Admission to Primary School booklet which is distributed in the autumn term.

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

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

Parents are advised to notify the school in writing should they wish to be placed on a waiting list if the school is oversubscribed. They will remain on this list until the start of the school year in September. Late applications are recorded by the school and held until the start of the school year.

If a place becomes available, all children on the list relating to the relevant year group will be assessed in accordance with the above criteria, irrespective of when they were placed on the list.

Before the application of oversubscription criteria children with an EHC Plan which names the school will be admitted. As a result of this the published admissions number will be reduced accordingly.

Please note that the school has a supplementary information form (attached). Parents who wish to be given priority under the oversubscription criteria for LAC, Sibling or Faith criterion will need to complete the form.

In accordance with the requirements of the Education Act 2002 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. Parents wishing to appeal for a place at the school should in the first instance write to the:

Clerk to Governors  
FAO The Headteacher  
c/o Colliers Green CEP School

Colliers Green  
Cranbrook  
TN17 2LR

Parents of Reception age children have the right to defer entry or take up their place with our School on a part time basis until the term in which the child reaches compulsory school age. If you wish to discuss this further please make an appointment to see the Headteacher.

[www.gov.uk/government/publications/school-admissions-code--2](http://www.gov.uk/government/publications/school-admissions-code--2)

**Supplementary Information Form**

Name of Child \_\_\_\_\_

Date of Birth \_\_\_\_\_

Address of Child's main residence

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Parent / Guardian Address (if different to above)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent Guardian Contact number(s)\_\_\_\_\_

Is the child in the care of the Local Authority Yes / No \* delete as appropriate  
If yes, please attach a copy of the care order.

Will there be a sibling in the school at time of entry Yes / No \*delete as appropriate  
If yes please state name of sibling \_\_\_\_\_ D.O.B \_\_\_\_\_

If applying under the faith criterion, please ask your minister to complete the following section.

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

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

I can confirm that the above child is known to me and attends my church at least once per month and has done so for a period of not less than 12 months.

Yes / No \* delete as appropriate

Signature of Minister \_\_\_\_\_

Date \_\_\_\_\_

Once complete please return this form at the school no later than the closing date for the Reception Common Application Form