

'...those who hope in the LORD will renew their strength.  
They will soar on wings like eagles; they will run and not  
grow weary, they will walk and not be faint.' Isaiah  
40:31



connect | nurture | aspire | learn | excel | hope



## Charing Church of England Primary School

### Admissions Policy for Entry 2022-23

Date of next Review: February 2022

**Our Vision** – *Our School is an inclusive family, proud of our faith in God and our friendship with our community. We develop respect, aspiration, curiosity, tolerance and determination. We are a creative, compassionate and confident team.*

***Confidence Determination Faith Friendship Respect***

***Living and Learning with Faith, Friendship and Fun.***

**Charing Church of England Primary School Admissions**  
**Policy for Entry 2022-23.**

**Introduction:**

As a school founded by the Church of England and part of Aquila, The Diocese of Canterbury Academies Trust Ltd, Charing Primary School has a distinctive Christian ethos at its heart. It aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice and encourages an understanding of the meaning and significance of faith, promoting Christian values through the experience it offers to all its pupils. We welcome applications from all members of the community, and we ask all parents to respect the Christian ethos of our school and its importance to our community.

Charing Church of England Primary School intends to admit 20 pupils to the Reception class each year. This Published Admission Number (PAN) applies to the year 2022-23.

The Governors have set a maximum class size of 30 pupils in Key Stage 1. Legislation states that no infant class may exceed 30 pupils.

Where parents wish to be given preference on the grounds of Christian commitment within their application for a place at this school, they should complete the school's supplementary information form which is available from the school office. This form must be completed and returned to the school together with all documentary evidence by February 1<sup>st</sup> 2022 so that the Admission Criteria can be applied.

**Oversubscription Criteria:**

In line with the DFE School Admissions Code, children with Statements of Special Educational Need which name Charing Church of England Primary School in the statement will be allocated a place at the school before the oversubscription criteria are applied. Where the number of applications for admission exceeds the places available, all applications will be considered in accordance with the oversubscription criteria below:

**1. Looked After Children / Children in Local Authority Care\***

1.1 Children who are in Local Authority Care or who have been adopted but were formerly in Local Authority Care.

\*A child in Local Authority Care is defined as a child who is looked after by the Local Authority within the meaning of section 22 of the Children's Act 1989.

**2. Vulnerable Children**

2.1 Children of families with confirmed refugee status.

2.2 Children with physical or medical needs where written evidence is available from the child's medical consultant and the child's general practitioner showing that it would be detrimental to the child's health not to admit him/her to the school. Details of this must accompany the initial application.

2.3 Children where one or both parents have a disability which would make travel to a different school difficult. Evidence from a registered health professional such as a doctor or social worker will need to be provided. Details of this must accompany the initial application.

2.4 Children eligible for the Service Premium. Evidence of this must accompany the initial application.

### **3. Sibling / Current Family Association**

A brother or sister is attending the school when the child starts and will continue to do so when the sibling is admitted.

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 distance criterion.

### **4. Location**

Children who live within the designated area of the Parish of Charing and live nearest to the school measured in a straight line from the school to the home address. The home address is the place where the child resides permanently with their parent or parents or legal guardians.

Where a child lives with parents with shared responsibility the 'home address' is considered to be the address at which they sleep for the majority of school nights.

If further advice is needed, please contact [primaryadmissions@kent.gov.uk](mailto:primaryadmissions@kent.gov.uk).

### **5. Christian commitment**

Children who, along with their parents or guardians, regularly attend public worship scheduled and advertised within the pattern of services within the G7 benefice. For casual admissions, i.e. families moving into the area, evidence of regular attendance at public worship within the pattern of services at an Anglican church in the family's previous home area will be required.

Regular attendance is taken to mean at least once a month, for a period of at least twelve (12) months.

### **Explanations:**

Where any of the above criteria are oversubscribed, children will be ranked within each category on the following basis:-

#### **(a) Confirmed refugee status**

According to the Equality and Human Right Commission, "Refugee status is granted to a person who has had a positive decision on their claim for asylum under the 1951 United Nations Convention Relating to the Status of Refugees (the Refugee Convention) and has been granted leave to remain in the UK. Refugees are forced to flee their countries because of fear of persecution, often as a result of direct state action."

### **(b) Medical / 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. Written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the particular school will be required.

### **(c) Service Premium**

The service premium is additional funding paid annually to schools under section 14 of the Education Act 2002 for the purposes of supporting the pastoral needs of the children of Armed Services personnel. It is paid to schools for those children who:

- have parent(s) who are currently serving in the UK regular armed forces;
- have parent(s) who served in the UK regular armed forces at any time in the last three years;
- have parent(s) who died serving in the UK regular armed forces and are in receipt of a pension under the Armed Forces Compensation Scheme or War Pension Scheme

We may request evidence of eligibility in order for a place to be offered under this criterion.

### **(d) Distance / 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 data. Distances are measured from a point defined as within the child's home to the point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody.

**Tie-breaker:** To decide between two applications that cannot otherwise be separated. (1.8) 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.

### **Summer born children:**

Reception children are usually admitted to the school for full-time education in September although this can be reviewed on an individual basis, taking into consideration each child's needs. Parents can request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age (5 years old). Parents can request that their child attends part-time until their child reaches compulsory school age. Discussions with the school are strongly recommended prior to making a decision.

### **Requests for admission outside of the normal age group:**

In particular circumstances, and in accordance with the Department for Education's School Admissions Code, parents may seek a place for their child outside of their normal age group - for example, if the child is gifted and talented or has experienced problems such as ill health.

Such requests should be discussed with the Head Teacher as early as possible in the admissions round associated with that child's date of birth. This will allow the school sufficient time to make a decision regarding the request before the closing date for applications. Decisions to admit a pupil outside of their normal age group will be based on the circumstances of each case and based on what is in the best interests of the child concerned. The school may request supporting professional evidence to assist in the decision-making. 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 our ability to make an informed decision.

If the request is agreed, the application will be considered for the year group sought and ranked alongside any and all other applications. There is no guarantee that a place will be offered at this stage. Parents should complete a request for the usual point of entry at the same time, in case their request is declined, or they do not receive a place in the year group requested. This application can be cancelled if the school agrees to accept a request for entry into a different year group. Applications must be made via the paper 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 oversubscription criteria specified for that round.

Where a child has been educated out of their normal age group, it is important for the parent to consider that this is not binding when they transfer to secondary or any other school/academy. It will be for the admission authority of that school/academy to decide whether to admit the child out of their normal age group.

### **Withdrawal of an offer:**

The Governing body reserve the right to withdraw an offer of placement but only under the following circumstances

1. It has been offered in error.
2. A parent has not responded within two weeks.
3. It is established that the offer was obtained through a fraudulent or intentionally misleading application.

The School will write to parents prior to any potential case for withdrawal. Parents will be offered the opportunity to respond as detailed on the KCC website

### **Appeals Procedure:**

Parents have a right of appeal to an independent panel against the decision of the Governing Body to refuse an application for a school place. Details of the appeals procedure are sent out with all refusal letters.

The school will provide procedures relating to waiting lists, appeals, and late applications. Information about appealing for a school place can be found on the KCC website.

<http://www.kent.gov.uk/education-and-children/schools/school-places/after-you-get-your-schooloffer>

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.

Queries about the Admission Policy should be addressed to the Head Teacher or Chair of Governors, c/o the School Office. The school will establish an independent Appeals Panel in accordance with the relevant Education Act, or will use the services of the Local Authority Independent Appeals Panel.

Arrangements for admissions and appeals will be reviewed and published each year.



Charing Church of England Primary School  
Supplementary Admission Application Form



Full name of child:	
Chosen name:	
Male / Female:	
Address:	
Postcode:	
Date of birth:	
Home telephone no:	
Mobile no:	
Email address:	
Names of parents / guardians:	
Names and date of birth of any siblings (including step, half, adopted or foster living at the same address at the time of admission to the school) attending Charing CEP School:	

Parents who wish to apply for a place under the Church criteria must also have the next section of the form completed by your minister or the person appointed by your church to validate school applications.

When signed and completed, please return form to Charing CEP School by February 2022 (for main round applications).

<b>Signed</b> :		<b>Date</b> :	
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Mother/father/or person with parental responsibility

## Form for Clergy

Section to be completed by parents or person with parental responsibility:

**Child's name:**

<b>Date of birth:</b>	
<b>Names of parents/guardians:</b>	
<b>Main weekday address:</b>	
<b>Name and address of place of worship:</b>	
<b>What denomination is your church?</b>	
<b>Signature of mother/father or person with parental responsibility</b>	
<b>Date</b>	

**To be completed by member clergy**

The parent(s), carers or guardians of this child are currently active members of my church and have been over the previous 12 months. Please tick [  ]

The child is currently a member of Church Club or equivalent Please tick [  ]

In the event that during the period specified for attendance at worship the churches have been closed for public worship and have 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 churches or alternative premises have been available for public worship.

Please add any further information to assist the Governors in fulfilling their admissions process.

Please note that parents wishing to appeal for a place may have the right to see all correspondence relating to their application and appeal.

**Signature of minister:** \_\_\_\_\_

Position: \_\_\_\_\_

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