

# LEYBOURNE SS PETER & PAUL C E PRIMARY ACADEMY



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## ADMISSIONS ARRANGEMENTS 2023-2024

Leybourne SS Peter and Paul CE Primary Academy is a single-form entry primary 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.

### *Admissions Arrangements – Reception Class*

The number of pupils admitted to the Reception class in each academic year is determined by agreement with the Local Authority and with regard to the school's facilities. In line with our Published Admissions Number of 30, the admissions limit in the Reception Class for academic year 2023/24 is 30 pupils.

### Over-subscription criteria

Where there are more applications than places, the Governors first allocate places in the following order of priority without reference to academic ability or the period of time on the school's enrolment register. These criteria and the definitions of each category have been revised to reflect good practice as defined in the School Admissions Code (2014).

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

A child under the age of 18 years for whom the Local Authority provides accommodation by agreement with their parents/carer (Section 22 of the Children Act 1989) or who is subject of a care order under Part IV of the Act. This criterion extends to previously looked after children - children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order. This also includes 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. Baptised children whose parents live in the civil parish of Leybourne and are at the heart of the worshipping community, worshipping at least three times per month and who are involved in the wider social and organisational life of the Church for at least two years at the time of application. The wider social and organisational life of the Church includes bible study groups and/or other activities of the church of Ss Peter and Paul Church Leybourne. It must be noted that attendance at Sunday Club by both parents on a Sunday does not constitute "worship". All applications under this criterion

*Nurturing the spark of God within*

*"Those who trust in the Lord will find new strength. They will soar high on wings like eagles" Isaiah 40:31*



must be accompanied by a reference written by the Parish priest, or in his / her absence by a Church Warden. (Should a family move into Leybourne during this two year period, a reference from the Parish priest of their previous Parish, based on the same criteria, is expected.)

3. Children who will, at the time of admission, have a brother or sister in the school. This applies where the family continue to live at the same address as when the sibling was admitted. It must be noted that if the family move house before an application for a place for a younger sibling is made, the new property must be within two miles of the school, or nearer to the school than the previous property as defined by the distance measurement criterion, in order for this link to be maintained. In this context, brother or sister means children who live as brother or sister in the same house, including natural brother and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters. If siblings from multiple births (twins, triplets, etc) apply for the school and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, we will offer a place to each of the siblings, even if doing so takes the school above its PAN. If the admissions are to Year R, and so result in a breach of class size legislation, the additional pupil(s) will be treated as “excepted” for a period of one year, as with excepted pupils as defined in the School Admissions Code.

4. Children whose parents live in the civil parish of Leybourne measured by straight line distance from the school, with those living nearer having priority. (The distance is measured between the child’s permanent address and the school measured in a straight-line using Ordnance Survey address point data. Distances are measured from a central point within the child’s home to a similarly defined point within the school as specified by Ordnance Survey. 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).

5. Children who will have, at the time of admission, a parent working as a teacher in the school. A teacher must have been employed at the school for two or more years at the time the application for admission is made and/or is recruited to fill a vacant post for which there is a demonstrable skill shortage.

6. Baptised children whose parents live outside the civil parish of Leybourne and are at the heart of the worshipping community in another Church of England parish, worshipping at least three times per month and who are involved in the wider social and organisational life of the Church of England for at least two years at the time of application. The wider social and organisational life of the Church includes Bible study groups and/or other activities of the Church of England. All applications under this criterion must be accompanied by a reference written by the Parish priest, or in his / her absence by a Church Warden.

7. Children whose parents live outside the civil parish of Leybourne measured by straight line distance from the school, with those living nearer having priority (The distance is measured between the child’s permanent address and the school measured in a straight-line using Ordnance Survey address point data. Distances are measured from a central point within the child’s home to a similarly defined point within the school as specified by Ordnance Survey. 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).

In the unlikely event that two or more children live at the same distance from the school and in all other ways have equal eligibility for the last available place at the school, then the names will be issued a number and drawn randomly to decide which child is given the place.

*Any child with an Education, Health and Care Plan (EHCP) naming the school will be given priority for admission. If there is a parent of a child with such a plan applying there will only be 29 places determined by the over subscription criteria.*

The school follows the admissions procedure established by the Local Authority (LA). Applications for Reception Class admission are made on the Kent LA Common Application Form. In addition, if applying for a church place, parents will need to complete the school's own Supplementary Information Form, available from the school office. Applications for admission to Reception class in 2023/2024 are to be returned in accordance with the guidance and dates published by the LA. The LA will notify parents on the outcome of their application for admission.

If you believe the school have made an error in applying the over-subscription criteria with regard to your application, you have a right to appeal. In the first instance you should contact the Admissions Clerk in the School Office who will provide you with advice on the procedure to be followed.

#### 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.

#### Admission to School – Reception Class

There is one intake for children starting school in the Reception Class, with all children whose birthdays fall between 1st September and 31st August being admitted in September. Entry is staggered for the first two weeks with the children divided into two groups according to age. All children will be in school full time by 18th September 2023. Parents and children will be invited to attend an introduction afternoon in the term

preceding entry to Reception Class. Children remain at the school until they have completed the academic year in which they reach the age 11.

#### 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.

#### Older Children and Casual Vacancies

Admissions of older children, casual vacancies and late applications to Reception will be considered on a case by case basis in accordance with the above criteria. A place will only be offered if the Planned Admission Number for the relevant age group has not been reached.

#### Waiting List

The school operates a waiting list for available places. For a child to remain on the waiting list, and to renew interest, parents need to telephone or e-mail the school in the first week of each new term. The school's Waiting List will be re-ranked, in line with the published oversubscription criteria, every time a child is added. If a place becomes available the school will work through the waiting list applying the over-subscription criteria. You should inform the school of any change in your circumstances, e.g. change of address, which might affect your position on the waiting list.

Tina Holditch  
Headteacher

**LEYBOURNE Ss PETER & PAUL C E PRIMARY ACADEMY**  
**Rectory Lane North, Leybourne, West Malling, Kent ME19 5HD**  
**Tel:01732 842008 Application for Admission to Primary School**

Supplementary Information Form

Name and Address of child:

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I am applying for a place under Category\_\_\_\_\_

*If you wish to apply for admission under Category 2, please contact the Leybourne Parish Priest for completion of the next section of this form.*

**For completion by Leybourne Parish Priest:**

The family named above wishes to make an application for their child to be admitted to Leybourne Ss Peter & Paul C E Primary Academy.

1. Is the child for whom the application is being made baptised into the Church of England? Yes/No
2. Are the parents at the heart of the worshipping community of Leybourne Ss Peter and Paul Church? \*Yes / No

Signature of Priest: ..... Print name: .....

Date: .....

\* This is defined as worshipping at least three times per month and being involved in the wider social and organisational life, including Bible study groups and other activities of the church of Ss Peter and Paul Church Leybourne, for at least two years at the time of application. It must be noted that attendance at Sunday Club by both parents on a Sunday does not constitute "worship".

**All applications under this criterion must be accompanied by a reference written by the Parish priest, or in his / her absence by a Church Warden.**

*If you wish to apply for admission under category 6, please contact your Parish Priest for completion of the next section of this form.*

The family named above lives outside the Parish of Leybourne and wishes to make an application for their child to be admitted to Leybourne Ss Peter & Paul C E Primary Academy.

1. Is the child for whom the application is being made baptised into the Church of England?

Yes/No

2. Are the parents at the heart of the worshipping community of your parish in the Church of England? \*Yes / No

\* This is defined as worshipping at least three times per month and being involved in the wider social and organisational life, including bible study groups and other activities of the Church of England, for at least two years at the time of application.

**All applications under this criterion must be accompanied by a reference written by the Parish priest, or in his / her absence by a Church Warden.**

Signature of Priest: ..... Print name: .....

Date: .....

Name of church: .....

Contact telephone number: .....

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**Declaration – to be signed for all applications**

I declare that the information I have given in this application is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, the Governors reserve the right to withdraw the offer of a place.

Signed ..... Name of child: .....

Date .....

Print name: ..... (Parent or person with legal responsibility)