



'Academies in Christ'  
Part of the Archdiocese of Southwark



# Primary Schools Admissions Policy 2024-25

## 1. Introduction

This policy applies to admissions to primary schools within the Kent Catholic Schools Partnership ("the Trust") from 1 September 2024. It has been agreed by the Trust Board, as the admissions authority, after due consultation including with the Archdiocese Education Commission and Kent County Council. The schools included are:

Holy Family Catholic Primary School, Maidstone  
More Park Catholic Primary School, West Malling  
Our Lady of Hartley Catholic Primary School  
St Augustine's Catholic Primary School, Hythe  
St Augustine's Catholic Primary School, Tunbridge Wells  
St Edwards Catholic Primary School, Sheerness  
St Gregory's Catholic Primary School, Margate  
St John's Catholic Primary School, Gravesend  
St Joseph's Catholic Primary School, Aylesham  
St Joseph's Catholic Primary School, Broadstairs  
St Joseph's Catholic Primary School, Northfleet  
St Margaret Clitherow Catholic Primary School, Tonbridge  
St Mary's Catholic Primary School, Deal  
St Mary's Catholic Primary School, Whitstable  
St Peter's Catholic Primary School, Sittingbourne  
St Richard's Catholic Primary School, Dover  
St Simon of England Catholic Primary School, Ashford  
St Teresa's Catholic Primary School, Ashford  
St Thomas' Catholic Primary School, Sevenoaks  
Stella Maris Catholic Primary School, Folkestone

These schools are part of the Archdiocese of Southwark. Their mission is to provide a Catholic education for all Catholic children in their area and for any other child whose parent or carer wishes their child to have such an education.

## 2. Planned Admission Numbers

The Trust plans to offer the following number of places in year R in each school:

School	Planned Admission Number
Holy Family Catholic Primary School, Maidstone	30
More Park Catholic Primary School, West Malling	30
Our Lady of Hartley Catholic Primary School	30
Stella Maris Catholic Primary School, Folkestone	30
St Augustine's Catholic Primary School, Hythe	30
St Augustine's Catholic Primary School, Tunbridge Wells	30
St Edwards Catholic Primary School, Sheerness	30
St Gregory's Catholic Primary School, Margate	45
St John's Catholic Primary School, Gravesend	120
St Joseph's Catholic Primary School, Aylesham	30
St Joseph's Catholic Primary School, Broadstairs	30
St Joseph's Catholic Primary School, Northfleet	30
St Margaret Clitherow Catholic Primary School, Tonbridge	60
St Mary's Catholic Primary School, Deal	30
St Mary's Catholic Primary School, Whitstable	60
St Peter's Catholic Primary School, Sittingbourne	30
St Richard's Catholic Primary School, Dover	30
St Simon of England Catholic Primary School, Ashford	30
St Teresa's Catholic Primary School, Ashford	30
St Thomas' Catholic Primary School, Sevenoaks	30

## 3. Oversubscription criteria

### Children with an Education, Health and Care Plan (EHCP)

The admission of pupils with with an EHC Plan is dealt with by a completely separate procedure. The procedure is integral to the making and maintaining of EHC plans by the pupil's home local authority. Details of this separate procedure are set out in the SEND code of practice. All children whose education, health and care (EHC) plan names one of the schools will be admitted before any other places are allocated.

In the event that any of the schools receive more applications than the planned admission number, places will be offered in rank order set through the following criteria:

1. Looked after Catholic children or looked after children in the care of Catholic families, previously looked after Catholic children who have been adopted or who become the subject of a residence or guardianship order, and Catholic children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A copy of the baptismal certificate or evidence of reception into the Catholic Church must accompany the Supplementary Information Form (SIF). See notes 1 and 2.

2. Baptised Catholic children. A copy of the baptismal certificate or evidence of reception into the Catholic Church must accompany the Supplementary Information Form (SIF). *See note 2.*
3. Other looked after children, previously looked after children who have been adopted or who have become the subject of a residence or guardianship order, and children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. *See note 1*
4. Children who will have siblings at the school at the date of entry. *See note 3*
5. Children of staff. *See note 4*
6. Children enrolled in the catechumenate and children whose families are members of other Christian denominations. *See note 5*
7. Children of other faiths. *See note 6*
8. Other children.

The following order of priorities will be applied when applications within any of the above categories exceed the places available and it is necessary to decide between applications within each category.

- i. Priority will first be given to children with a sibling (see note 3) in the school at the time of admission
- ii. **For Category 2 above for St Joseph's Primary, Northfleet and St Thomas' Primary, Sevenoaks ONLY:** If the number of applications exceeds the number of places available, the applications will be placed in rank order of the frequency and duration of the family's attendance at mass over the last three years. Firstly, those who attend Mass weekly, then once a month etc. This evidence must be provided by completion of the Supplementary Information Form by the child's parents/carers, endorsed by a priest at the Catholic church(es) where the family normally attends mass. If the family has moved very recently, the form can be signed by a priest at their previous church(es).
- iii. **For Category 6 and 7 above:** If the number of applications exceeds the number of places available, priority will be given to those applicants who have shown commitment to their faith for at least three years. This evidence must be provided by completion of the Supplementary Information Form by the child's parents/carers, endorsed by a minister or faith leader of the faith community where the family normally attends. If the family has moved very recently, the form can be signed by a minister or faith leader at their previous place of worship
- iv. The proximity to the school from the applicant's home address, the distance measured in a straight line from the school entrance by the Local Authority. Distance for the purposes of these criteria is measured 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. Evidence of residence will be required. The same address point on the school site is used for everybody. In the unlikely event that there are two or more applications of equal eligibility for the last available place at the school a random selection will be applied. This process will be independently verified.

### 3.1 Notes

#### *Note 1*

**Looked after children** are children who, at the time of making an application to a school are:

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.

A **previously looked after child** means such children who were adopted (or subject to child arrangement orders or special guardianship orders) immediately following having been looked after and 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.

A child is regarded as having been **in state care outside of England** if they were in the care of or were accommodated by a public authority, a religious organization, or any other provider of care whose sole or main purpose is to benefit society.

*Note 2*

**Catholic children** includes members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome. A baptismal certificate or evidence of reception into the Catholic Church must be provided with the Supplementary Information Form.

*Note 3*

**Siblings** are defined as natural and adopted brothers and sisters, and children who live as a brother and sister in the same house, including stepbrothers or sisters and foster brothers and sisters.

*Note 4*

**Children of staff** applies in either or both of the following circumstances:

- Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made,
- Where the member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage.

*Note 5*

**Catechumens** refer to a person who is preparing to become a Catholic usually by way of the Rite of Christian Initiation of Adults and children of catechetical age. Younger children may be initiated through an adapted version sometimes referred to as the Rite of Christian Initiation of Children (RCIC). Evidence should be provided by a parish priest (or equivalent) and should state when the preparation started and when baptism or reception into the Catholic church will take place. The date of baptism or reception must be set and be prior to the date of admission.

**Other Christian denominations** are denominations that are members of Churches Together in England or the Evangelical Alliance. Evidence of membership of the church or faith community must be provided by a minister or faith leader on the supplementary information form.

*Note 6*

**Children of other faiths** means children who are members of other world faith-based communities. Evidence of membership must be provided by a priest, minister or religious leader of a designated place of worship on the supplementary information form.

*Note 7*

**Family** means the child together with at least one parent or guardian attending Mass or the relevant form of worship.

*Note 8*

**Home** refers to the permanent home address at which the child lives for the majority of his/her time. It is considered to be a residential property that is the child's only or main residence and not an address at which your child might sometimes stay or sleep due to your own domestic or special arrangements. The address must be the pupil's home address on the day you completed the application form and which is either:

- owned by the child's parent, parents or guardian, or

- leased to or rented by the child's parent, parents or guardian under a lease or written rental agreement.

**Proof of address will be requested at the time of acceptance of a place.**

## **4. Supplementary Information Form**

In addition to applying online through a local authority website or on a paper Reception Common Application Form (RCAF) all applicants must complete a Supplementary Information Form (available on the school websites or from each school's Admissions Officer), and send this to the Admissions Officer at the school by no later than 15 January 2024. Not doing so may lead to your child being placed in a lower priority category than they should.

**EVIDENCE OF BAPTISM For Catholic, Other Christian or Other Faith children, a copy of a baptismal certificate or evidence of membership must accompany the Supplementary Information Form.**

## **5. Application Procedure for entry to Year R through KCC Co-Ordinated System**

All applications for entry to year R will be processed through the Kent County Council Co-Ordinated System see [www.kent.gov.uk/primaryadmissions](http://www.kent.gov.uk/primaryadmissions)

## **6. In Year or Casual Applications**

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

Applications made too late for the Kent co-ordinated system, in-year applications for year R and applications for entry to years 1-6 must be made on the In Year Casual Application Form (IYCAF) available on school websites.

The same policy and procedure (apart from the timetable) applies to these applications. This form must be sent to the school's Admissions Officer with a Supplementary Information Form. They will be considered under the same policy set out above. If there are spaces available in the year group you are applying for, your child will be offered a place. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Parents will be notified of the outcome of an in-year application in writing within 15 school days.

## **7. Appeals**

Parents whose applications for places are unsuccessful, may appeal to an Independent Appeal Panel set up in accordance with sections 88 and 94 of the School Standards and Framework Act 1998. Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be sent to the Admissions Officer at the school address. Appellants have the right to make written and oral representations to the Appeal Panel.

## **8. Waiting List**

Parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list. The criteria listed in Section 3 will be used to rank children on the waiting list. The school's waiting list will be re-ranked, in line with the published oversubscription criteria, every time a child is added. Placing a child's name on the waiting list does not prevent parents from exercising their right to appeal against the decision not to offer a place.

All schools participate in the Local Authority's Fair Access Protocol to allocate places to vulnerable and other children in accordance with the School Admissions Code. Admitting pupils under the protocol may require the school to admit above the published admission number for the relevant

year group and may mean that a child directed to the school by the Local Authority will take precedence over those children already on the waiting list.

The waiting lists for Year R will remain operational until at least the end of December 2024.

## **9. Requests for admission outside the normal age group ('summer born' children)**

Parents of 'summer born' children (ie. whose fourth birthdays fall between 1 April and 31 August), may request not only that their admission is deferred until the following September, but also that their child is then admitted into Reception, not into the child's normal Year 1 age group. In deciding whether to agree to any such request, the Executive Principal/Headteacher will consider the child's best interests and will follow the provisions of the School Admissions Code and any Department for Education guidance; it will take into account the parents' views and any supporting evidence provided, but it is for the Executive Principal/Headteacher to decide in light of their knowledge and experience of the education of very young children whether to accept or decline the request. Parents of a summer born child who wish to defer the start of school until the child reaches compulsory school age and to request admission to Reception instead of to Year 1 should apply at the usual time BUT should include with the Supplementary Information Form a written request for admission out of the normal age group, explaining why it would be in the child's interests to be admitted to Reception rather than Year 1 and include copies of any relevant and appropriate professional evidence (eg from a Speech and Language Therapist or Educational Psychologist). The school will consider the request as soon as possible and will inform the parents of its decision before primary national offer day. If their request is agreed, their application for the normal age group may be withdrawn before a place is offered. If their request is refused, the parents must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in-year application for admission to Year 1 for the September following the child's fifth birthday. Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year. The application will be treated in the same way as usual applications and will be subject to the Oversubscription Criteria for that year ie a place in the following year cannot be guaranteed.

## **10. Entry to years other than anticipated**

If an application is made for admission other than to the child's expected year group, the Executive Principal/Headteacher will decide if this is educationally the best option for the child; the application will then be considered against the number on roll for that year group using the standard policy. The expectation is that children will be admitted in the year with their peers of the same age. Only in exceptional circumstances will this not apply, and this is at the discretion of the Executive Principal/Headteacher.

## **11. Admission of children below compulsory school age**

Where a child below compulsory school age is offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday. Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year the offer was made for.

Where the parents wish, children may attend part-time (3 days per week) until later in the school year but not beyond the point at which they reach compulsory school age.

## **12. Challenging behaviour**

A child will not be refused admission on behavioural grounds in the normal admissions round or at any point in the normal year of entry. There may be certain cases where admission is refused

where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

Where an in-year application for a year group that is not the normal point of entry is received and the school does not wish to admit the child because it has good reason to believe that the child may display challenging behaviour, admission may be refused. In such cases the school will refer the child to the Fair Access Protocol. A refusal on the grounds of challenging behaviour will only be made if the school has a particularly high proportion of either children with challenging behaviour or previously permanently excluded pupils on roll compared to other local schools and it considers that admitting another child with challenging behaviour would prejudice the provision of efficient education or the efficient use of resources.

Admission will not be refused on the grounds of challenging behaviour to looked after children, previously looked after children and children with EHC plans listing the school.

### **13. Fair Access Protocol**

The Trust participates in Kent County Council's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

## SUPPLEMENTARY FORM FOR PRIMARY ADMISSION IN 2024

Please complete all sections.

I understand that I also have to complete the Kent County Council (or other Council if resident in another county Reception Common Application Form (RCAF)		Please tick
Child's Surname		
Child's Forename		
Date of Birth		
Address (incl postcode)		
Telephone		
Email (please print)		
Full name of Parent(s)	1.	
	2.	
Name of Legal Guardian (if different from above)		
Parent/Guardian Address (if different from above)		

	Yes	No
<p>1. Is your child a baptised Catholic?</p> <p><i>You must enclose a copy of your child's baptism certificate with this form and <b><u>complete the Reference for Mass Attendance Form</u></b> which can be found at the end of this form . Photocopies are acceptable but will be retained by the school.</i></p> <p>If yes, please state date and place of baptism: _____</p>		
<p>2. Catechumenate (see note 5 of policy). Is your child not yet baptised Catholic but enrolled in a programme and has a date for their baptism confirmed?</p> <p>If yes, please state the date of baptism: _____</p> <p><i>You <u>must</u> also obtain a letter from the parish priest confirming this information and your child's baptism date.</i></p>		
<p>3. Does your child have a sibling on roll at the school at the time of admission?</p> <p>If yes, please give name of sibling and current year group:</p> <p>Name: _____ Year Group: _____</p>		



	Yes	No
<p>4. Are you a current member of staff and been employed at the school for the last two years?</p> <p>If yes, please confirm your full name and employment start date here:</p> <p>_____</p>		
<p>5. Are you a member of another Christian Denomination? (Please see note 5 of the policy for definition)</p> <p><i>Please ensure that you include a copy of the child's baptism certificate or proof of dedication (if applicable) with this form</i></p>		
<p>6. Are you a member of another Faith? (See note 6 of the policy)</p> <p><i>Please ensure that you include a copy of the child's baptism certificate or proof of dedication (if applicable) with this form</i></p>		
<p>7. Has your child and at least one parent/carer been a committed member of another Christian Denomination or another Faith for at least 3 years?</p> <p><i>If you have ticked yes, please ask your minister or other senior figure in your faith community to complete the Reference of Faith Membership attached to this form.</i></p>		
<p>I confirm that the information I have provided on this form is accurate and truthful:</p> <p><b>Signed:</b> _____ (Parent/Carer)</p> <p>Full name of Parent/Carer (please print) _____</p> <p><b>Date:</b> _____</p>		

**For office use only:**

Date Supplementary Form received by Admissions Officer: \_\_\_\_\_

Copy of Baptismal Certificate received: Yes ☐ No ☐

Mass Attendance Reference Yes ☐ No ☐

Sibling: Yes ☐ No ☐

Member of Staff: Yes ☐ No ☐

Reference for Faith Membership: Yes ☐ No ☐

## Reference for Mass Attendance

St Joseph's Primary in Northfleet and St Thomas' Primary in Sevenoaks gives a degree of priority in admissions to children from Catholic families. If the number of Catholic applicants exceeds the number of places available, the applications will be placed in rank order of the frequency and duration of the family's attendance at Mass over the last three years. Firstly, those who attend Mass weekly, then once or twice a month and so on. The purpose of this reference is for that practice to be confirmed by a priest at the church where the family normally worships.

<b>To be completed by Parent/Carer:</b>	
Name of child:	
Name of Parent(s)/Carer(s):	
Address:	
I confirm that we/my child have attended Mass (please tick):	Weekly: <input type="checkbox"/> Fortnightly: <input type="checkbox"/> Monthly: <input type="checkbox"/> Occasionally: <input type="checkbox"/>
For how long has your attendance followed this pattern of attendance:	_____ Years _____ Months

<b>To be completed by Priest:</b>	
I confirm that the above family are known to me and have attended Mass (please tick):	Weekly: <input type="checkbox"/> Fortnightly: <input type="checkbox"/> Monthly: <input type="checkbox"/> Occasionally: <input type="checkbox"/>
They have followed this pattern of attendance for:	_____ Years _____ Months
Any comments:	
Signed:	
Full name of Priest giving reference:	
Position in Parish or other Mass centre:	
Address:	
Email or mobile contact number:	

## Reference for Other Faith Membership (Non-Catholics)

The Trust gives a degree of priority in admissions to children from families who are committed members of a denomination or faith other than the Roman Catholic Church (or a Catholic Church in communion with the See of Rome). We define committed as meaning that the child and at least one Parent or Carer, has been participating in the worship or communal prayer services or activities of the faith community for at least three years. The purpose of this reference is for that practice to be confirmed by a minister or other senior figure within the faith community. Attending another faith centre can be included as part of the three years if the referee is satisfied of such participation in that other faith community.

<b>Name of child:</b>	
<b>Name of Parent(s)/Carer(s):</b>	
<b>Address:</b>	

**I confirm that the child and parent/carers named above have been active participants in worship or communal prayer services or activities within our faith community for at least three years prior to the date of the person giving this reference:**

Yes ☐ No ☐

<b>Signed:</b>	
<b>Full name of referee:</b>	
<b>Position in church or faith centre:</b>	
<b>Address of church or faith centre:</b>	
<b>Email or mobile contact number:</b>	

Please comment below, if appropriate, only to clarify the participation in worship or other church activities over the last three years:

*Please return this form to the Parent/Carer who will send it to the Admissions Officer*