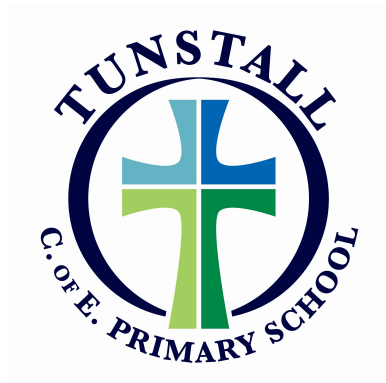


Tunstall C.E. (aided) School



Admissions Policy

The Governing Body of Tunstall School adopted this policy on:

Tunstall C. E. (Aided) Primary School

Admissions Policy and Procedure for Entry into Reception

Aims of this Policy:

1. To set selection criteria that are consistent with this Church of England aided primary school and are fair to the applicants.
2. To give new parents sufficient information and contact with the school to try and ensure that they have made the best possible decision about “the right school” for their situation.
3. To give the new entrants a good start to their schooling by giving them the experiences and personal contacts that will inspire confidence.

The School Admission Policy and procedure are set out in:

The School website on the Admissions page
The Admission Criteria and explanatory notes

Admissions Timetable

1. The school holds a list of children wishing to be sent admission information/school details.
2. In October of the year before entry into school details are sent to all interested families.
Details include:
 - a) Dates of school open days and how to book to attend.
 - b) How to apply for a place and where to find the appropriate forms on our website.
3. Open days are held in November. This gives parents and children the opportunity to look around the school and ask any questions.
4. All Tunstall Supplementary Information Forms (SIFs) must be returned to the school by the closing date.
5. RCAF's are to be submitted online.
6. In March the school is sent a total number of those applying for a place at Tunstall School (1st, 2nd and 3rd choices). The Headteacher and Governors will rank places in accordance with the over subscription criteria and sent to the LA. The ranking is checked by the Rector of Tunstall Church.
7. Places are offered by the LA and must be accepted or refused by the given date.
8. The school will then offer any available places to the next pupil on the ranking list.

Responsibility for Admissions

The Governors and Headteacher are responsible for admissions and for the operation of this policy.

The over subscription criteria are reviewed each year during the Summer Term and ratified by the Full Governing Body.

The school is part of the LA admission procedures and timetable.

Appeals Procedure

Parents wishing to appeal may do so in writing to the Chair of Governors. These appeals will be referred to the independent appeals panel. Parents have the right to see all correspondence relating to their application for admission.

Appendix 1. Tunstall Supplementary Application Form

Appendix 2. Admission Criteria and explanatory notes

Admission Criteria

For Admission to Tunstall School

Tunstall School is a Church of England Aided School and the admission of pupils is decided by the school's governors. The Published Admissions Number (PAN) for the school is 60 places. Where the school is oversubscribed governors will allocate places using the oversubscription criteria in the order laid out below. Before the application of over subscription criteria children with a Statement of Special Educational Need (SEN) or Education, Health and Care Plan (EHCP) which names the school will be admitted. As a result of this the published admissions number will be reduced accordingly.

1. **Children in Local Authority Care or Previously in Local Authority Care** – a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. 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).

2. **Children who will have a sibling in the school at the 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 and sisters, adopted siblings, step-brothers or sisters and foster brothers and sisters. The sibling link is maintained as long as the family lives 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 by the distance criteria.

3. **Children with Tunstall or Rodmersham Church affiliation for at least 1 year:**
Applications falling within category 3 will need to obtain the recommendation of their minister of religion confirming that children and either one or both parents have been affiliated with the church for a period not less than 12 months. See note regarding Membership.

4. **Children resident in the Ecclesiastical Parish of Tunstall. See notes.**

5. **Children with affiliations to other Anglican Churches within the Deanery of Sittingbourne:**
Applications falling within category 5 will need to obtain the recommendation of their minister of religion confirming that children and either one or both parents have been affiliated with the church for a period not less than 12 months. See note regarding Membership.

6. **Children with other Church affiliation at churches in membership with 'Churches together in Sittingbourne':**
Applications falling within category 6 will need to obtain the recommendation of their minister of religion confirming that children and either one or both parents have been affiliated with the church for a period not less than 12 months. See note regarding Membership.

7. **Children of staff:** Where the member of staff has been employed for at least two years at the time when the application is made; OR where the member of staff has been recruited to fill a vacant post for which there is a clear skill shortage.

8. Children with medical, health, social 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.

9. Nearness of children's homes 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. 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. When we apply the distance criterion for the school, these straight line measurements are used to determine how close each applicant's address is to the school.

Further information:

- a) Reference to parents includes either or both parents or a sole parent.
- b) A child's home address is considered to be a residential property that is the child's only or main residence (not an address that 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 weekdays.
- c) Following the offer of a school place, proof of permanent residence will be required as will a short birth certificate as proof of date of birth.
- d) In accordance with the requirements of the Education Act 1980 the Governors will make arrangements for the 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 Headteacher on request.
- e) In a tie breaker situation the nearness of an applicant's home to school will be the decider. If in the event more than one applicant has the same distance from home to school (as measured by the local authority) then a random selection will be applied.
- f) 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 intentionally misleading application from a parent.

- g) Parents of Reception age children have a right of deferment of entry or to take the place up part-time, until the term in which the child reaches compulsory school age. (2014 Admission Code)
- h) 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.
- i) The school's waiting list will be re-ranked, in line with the published oversubscription criteria, every time a child is added.

Under category – children with Church affiliation – the following considerations apply in assessing applications:

1. **The Ecclesiastical parish of Tunstall.** This is distinct from the civil parish and maps are held by the Diocese and the Rector on which the boundaries are marked.
2. **Membership of Tunstall and Rodmersham Church.** The minimum requirement to be attendance at Tunstall Church (or Sunday School, in the case of children) is once a month, and for at least one year prior to the date of the application, by the child and either one or both parents. The application must include a signed statement by the Rector confirming attendance.
3. **Membership of another Church.** The minimum requirement to be attendance at an Anglican Church (or Sunday school, in the case of children) within the deanery of Sittingbourne or a Church (or Sunday School or equivalent, in the case of children) which is a member of Churches Together in Sittingbourne is at least once a month and for at least one year prior to the date of the application, by the child or either one or both parents. The application must include a signed statement by the Minister or Pastor confirming attendance. Where a family has regularly attended a church in another area, and has moved to Sittingbourne within a year, such membership will be deemed to fulfil this requirement, *provided written confirmation is included from the minister of that church.*

Note: Churches Together in Sittingbourne includes the following:

- All Anglican churches of the Sittingbourne Deanery.
- The Sacred Heart Roman Catholic Church
- The United Reformed Church
- The Methodist Church
- The Baptist Church
- The Icthus Christian Fellowship
- The Sittingbourne Family Church
- The Salvation Army
- The Assemblies of God/Pentecostal Church

There will be variations in membership of Churches Together in different areas. The fact that a church is recognised as a member in one place does not necessarily mean that it will be in Sittingbourne. In the case of families moving to the area, Governors *may at their discretion and in consultation with the minister concerned*, take into consideration membership of such churches, but are not bound to do so.

The Governors recognise and agree that the school was created to provide education for the church of England Community and the wider village community within the Ecclesiastical Parish of Tunstall. We also recognise and agree that continuity of the provision of education within the family is of importance. If places are available they will be offered to every child who applies whether of our faith, another faith or no faith. However, in the event of over subscription places will be allocated according to our over subscription criteria which have been designed to reflect the priorities identified above and any statutory obligations prescribed by current government regulation.

Supplementary Application Form

Tunstall

Church of England (Aided) Primary School

Tunstall, Sittingbourne, Kent, ME10 1YG

Telephone: 01795 472895

E-mail: office@tunstall.kent.sch.uk

Please complete this form and return to Tunstall School

***Child's name in full:*.....**

***Child's date of Birth:*.....**

Parents' / Guardians name(s) in full, together with address and telephone number.

Name: _____

Address: _____

Postcode _____

Contact Number/s: _____

In the event that the school has too many applicants for the available places, we need the following information to process your application.

Under which category are you applying for a place at the school?

NB See Oversubscription Criteria enclosed

Category 1: Name of Local Authority with parental responsibility

Category 2: Name & age of sibling who will be in school at time of entry.

Category 3, 4, 5 & 6

Commitment to Church/ Sunday school attendance by child(ren) and / or parents:

Who attends?

Affiliation with the church has been since _____ (approximate date)

Please ask your Minister of Religion to complete this section.

To be completed by Church Minister or equivalent

Please confirm the answers given above:

Signed _____ Date _____ Tel No: _____
(Minister of Religion)

Of _____ Church

Category 8

Please write here, or attach a letter, explaining the grounds on which you wish to be considered for category 8:

Please write here details of the medical or social professional to whom reference can be made:

Name:

Position:

Address:

Tel. No: