



**IDE HILL CHURCH OF ENGLAND PRIMARY SCHOOL  
GOVERNING BODY ADMISSION POLICY FOR ACADEMIC YEAR  
SEPTEMBER 2021**

**Reviewed: March 2020  
Next Annual Approval: September 2020**

This policy is subject to review and evaluation by the Headteacher and Governing Body.

Signed:..... Date: .....  
Headteacher, Mrs Louisa Hillman

Signed:..... Date: .....  
Chair of Governors, Mrs Sally Houston

Ide Hill Church of England Voluntary Aided School are pleased to offer places to children from Reception to Year 6. At Ide Hill CE School, we nurture all God's children. We are very proud of the unique combination of spirit, success and setting that makes us such a special place to learn, grow and achieve. Our school is both distinctively Christian and distinctively caring. Surrounded by teachers, volunteers and families, children develop in confidence, resilience and determination through our school vision

***"Do all things in Love"*** 1 Corinthians 16:14

At Ide Hill Church of England Primary, we seek the 'abundant life' that Jesus promised (John 10:10) - pupils and staff flourish. From the tiny Saplings in Reception to the mighty Oaks of Year 6, children are nurtured through the learning and experiencing of respect, responsibility and love - and the greatest of these is love (1 Corinthians 13:13).

We welcome applications from all members of the community and we ask all parents/guardians to respect the Christian ethos of our school and its importance to our local community.

Our current Published Admission Number for September 2021 is 22.

The admission area for Ide Hill Church of England Primary School is the area within a radius of 2 miles of the school as shown on the Ordnance Survey map available at the school (**see Appendix 1**).

This admissions policy applies to either:

- a) Children starting School in the Reception Class in September 2021, where September 2021 follows their fourth birthday. Reception children are entitled to a full time place.
- b) Children applying for a place in any class throughout the academic year 2021

NB: In addition to the Local Authority Application Form Ide Hill Church of England Primary School requires a Supplementary Form (**see Appendix 2**) to accompany every application which must be returned DIRECTLY to the school. **Failure to submit this supplementary form by the Kent County Council Admission Deadline MAY adversely affect your application.** The supplementary form (**Appendix 2**) can be downloaded from the school website: <http://www.idehill.eschools.co.uk/website> or a paper copy may be obtained from the school office.

Additionally, all applications under faith criteria **must** also be accompanied by a written reference from your Vicar/Minister (**Appendix 2**).

### Admission Criteria

Before the application of oversubscription criteria, children with a statement of special educational need or Education (SSEN), Health and Care plan (EHCP) which names the school will be admitted. As a result of this, the published admission's number will be reduced accordingly.

If the school is over-subscribed, the governing body will apply the following criteria in the following order:-

1. Children in Local Authority Care or previously in Local Authority Care (see note 1, **Appendix 3**)
2. Children with siblings attending the school at time of application (see note 2, **Appendix 3**)
3. Children who live within a one mile radius of the school (see note 3, **Appendix 3**)

In the event of over subscription for the above criteria then, as a Church of England School, preference will be given first to those whose parents / guardians are worshippers at a Church of England Church, and secondly to those who are worshippers at another Christian Church, as evidenced by a returned supplementary form and clerical reference. This is not dissimilar to other church schools admission criteria.

4. Children who live within the admission area and whose parent(s)/guardian(s) are regular worshippers at their Church of England Parish Church (see note 4, **Appendix 3**).

Faith priority places are offered in the following order:

- Parents who attend church twice a month and have done so for a period of not less than two years.
- Parents who attend church twice a month and have done so for a period of not less than one year.
- Parents who attend church on at least a monthly basis and have done so for a period of not less than two years.
- Parents who attend church on at least a monthly basis and have done so for a period of not less than one year.

This must be evidenced by completion of the Supplementary Church Form (**Appendix 2**) and endorsed with a clerical reference, including any relevant additional information from your Vicar/Minister (**Appendix 2**). It is the applicant's responsibility to ensure that both the Supplementary Church Form and the clerical reference are submitted to the School by the deadline. If either of these forms is not submitted by the deadline, your child will not be considered eligible under faith criteria.

5. Children who live within the admission area and whose parent(s)/guardian(s) are regular worshippers at other Christian Churches.

Faith priority places are offered in the following order:

- Parents who attend church twice a month and have done so for a period of not less than two years.
- Parents who attend church twice a month and have done so for a period of not less than one year.
- Parents who attend church on at least a monthly basis and have done so for a period of not less than two years.
- Parents who attend church on at least a monthly basis and have done so for a period of not less than one year.

This must be evidenced by completion of the Supplementary Form (**Appendix 2**) and endorsed with a clerical reference, including any relevant additional information from your Vicar/Minister (**Appendix 2**). It is the applicant's responsibility to ensure that both the Supplementary Church Form and the clerical reference are submitted to the School by the deadline. If either of these forms is not submitted by the deadline, your child will not be considered eligible under faith criteria.

6. Children who live within the admission area, whose parent(s)/guardian(s) are not church worshippers, but would like their child to be educated at a Church of England Voluntary Aided School.

7. Children who live outside the admission area whose parent(s)/guardian(s) are regular worshippers at their Church of England Parish Church. This requires endorsement by the Priest/Minister of your attendance at Church.

Faith priority places are offered in the following order:

- Parents who attend church twice a month and have done so for a period of not less than two years.
- Parents who attend church twice a month and have done so for a period of not less than one year.
- Parents who attend church on at least a monthly basis and have done so for a period of not less than two years.
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8. Children who live outside the admission area and whose parent(s)/guardian(s) are regular worshippers at other Christian Churches. This requires endorsement by the Priest/Minister of your attendance at Church.

Faith priority places are offered in the following order:

- Parents who attend church twice a month and have done so for a period of not less than two years.
- Parents who attend church twice a month and have done so for a period of not less than one year.
- Parents who attend church on at least a monthly basis and have done so for a period of not less than two years.
- Parents who attend church on at least a monthly basis and have done so for a period of not less than one year.

This must be evidenced by completion of the Supplementary Form (**Appendix 2**) and endorsed with a clerical reference, including any relevant additional information from your Vicar/Minister (**Appendix 2**). It is the applicant's responsibility to ensure that both the Supplementary Form and the clerical reference are submitted to the School by the deadline. If either of these forms is not submitted by the deadline, your child will not be considered eligible under faith criteria.

9. Children, who live outside the admission area, whose parent(s)/guardian(s) are not church worshippers but would like their child to be educated at a Church of England Voluntary Aided School who do not meet any of the above criteria. *These applications will be ranked by distance.*
10. *All other applications will be ranked by distance.*

Tie-breaker: In the event of a tie-breaker, where we have to choose between two or more children in the same category as each other, with the same distance from home to school (as measured by the LA), a decision will be made by drawing lots, which will be carried out by the Admissions Committee, in the presence of an independent witness.

#### **How to apply for a place at Ide Hill Church of England Primary School**

Complete the Local Authority Application Form and return via the Local Authority by the **deadline**

Complete Ide Hill School's Supplementary form (please see Appendix 2) and send it to ***Ide Hill School, Sundridge Road, Ide Hill, Sevenoaks, TN14 6JT***

Faith applications require a written reference from your Vicar/Minister (please see Supplementary Form Appendix 2). Please note that failure to submit a supplementary form directly to the school **will** adversely affect the application - see admissions criteria 10.



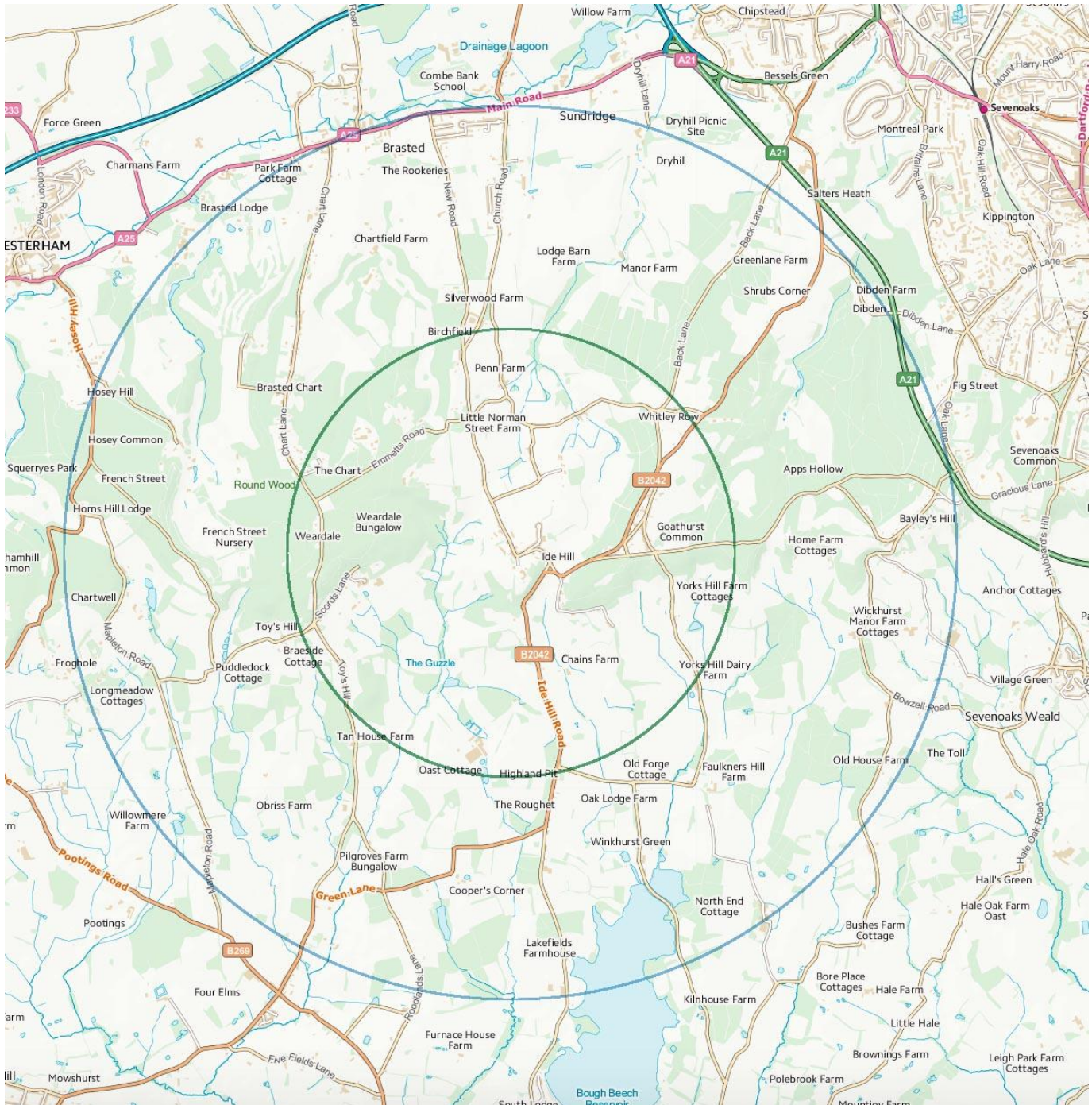
**APPENDIX 1: ADMISSIONS AREA**



**IDE HILL CHURCH OF ENGLAND PRIMARY SCHOOL – ADMISSIONS AREA**

**Green = 1 mile 'as the crow flies'**

**Blue = 2 miles 'as the crow flies'**



APPENDIX 2: SUPPLEMENTARY FORM AND VICAR/MINISTER REFERENCE



IDE HILL CHURCH OF ENGLAND PRIMARY SCHOOL  
APPLICATION SUPPLEMENTARY FORM

This form should be completed in conjunction with the school's current admissions policy and the Local Authority Application Form. Please complete the information below and return it to the School Secretary, Ide Hill CE Primary School, Ide Hill, Kent, TN14 6JT.

Deadline for application: **January 2021**

Pupil Details:			
Surname:		Forename(s):	
Date of Birth:		Gender:	
Parent / Carer's surname (if different):			
Name of current Preschool / Nursery:			

Family Details	
Please note that this address will be used for all future correspondence unless otherwise notified.	
Pupil's main address:	Name of person(s) with Parental Responsibility:
Postcode:	Daytime Contact Number:
Evening Contact Number:	Emergency Contact Number:

Please answer the following questions:	Yes	No
1. Does your child have an Education Health and Care Plan (EHCP)?		
2. If you have answered yes to number 1, does the EHCP name Ide Hill School?		
3. Is the pupil in Local Authority Care or Adopted from Care?		
4. Is there a sibling at Ide Hill CE School at the time of submitting this application?		
5. Do you have a preference for your child to be educated at a Church Aided School?		

<b>Faith</b>	
Ide Hill School uses an oversubscription criterion which includes Faith priority. Please answer the following questions:	
Name of pupil's main place of worship:	
Denomination:	
I would like the my child's religion to be recorded as:	
Name of Rector / Minister at named place of worship:	
If you also regularly attend at a second place of worship, please provide details:	

<b>Steps required to complete this application</b>	
Parents / Carers are required to provide documentation in support of this application. Please tick each statement that applies to your application as confirmation that you have read and understood the steps that you must take to complete this application.	
	I understand that this application must be received by the school before the application deadline shown at the top of the first page.
	I understand that it is my responsibility to check that the school has received my application form before the deadline date.
	I understand that I must provide the following supporting evidence for my application once an offer has been made by the school (via Kent County Council): <ul style="list-style-type: none"> <li>• Birth Certificate</li> <li>• Proof of my child's address (e.g passport, doctors registration etc).</li> </ul>
	I understand that failure to produce the supporting evidence listed above will result in the offer being withdrawn.
<b>For Faith Priority only:</b>	
	I understand that it is the responsibility of the Parent / Carer to obtain a clerical reference from their Minister / Rector in support of this application.
	I understand that it is the responsibility of the Parent / Carer to submit it to the school together with this form before the application deadline shown.
	I understand that if I cannot provide this information faith criteria cannot be applied to this application.





IDE HILL CHURCH OF ENGLAND PRIMARY SCHOOL

Ide Hill, Sevenoaks, Kent TN14 6JT

Tel: 01732 750389 Email: [office@ide-hill.kent.sch.uk](mailto:office@ide-hill.kent.sch.uk)

Website: [www.idehill.eschools.co.uk](http://www.idehill.eschools.co.uk)

Headteacher: Louisa Hillman BA(hons) NPQH

Dear Minister / Rector,

Name of Child:	
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The above named child has applied for a place at Ide Hill Church of England Primary School. As a Voluntary Aided School, we are able to apply our own criteria for oversubscription which includes pupils regular attendance at church. I would be grateful if you could please supply a written reference on behalf of the applicant by completing this form and returning it to the parent.

Faith priority places are offered in the following order. In order for us to be able to apply our admissions criteria fairly, I would be grateful if you could please confirm the statement that best describes the child and parent's / Carer's commitment to the church.

*Faith Criteria: 'regular' worship at Church is defined as:*

	Parents attend church <b>twice a month</b> and have done so for a period of <b>not less than two years</b> .
	Parents attend church <b>twice a month</b> and have done so for a period of <b>not less than one year</b> .
	Parents attend church on <b>at least a monthly basis</b> and have done so for a period of <b>not less than two years</b> .
	Parents attend church on <b>at least a monthly basis</b> and have done so for a period of <b>not less than one year</b> .



Please ask your minister / rector provide a short written reference in support of this application

Signed:	
Name:	
Date:	

Please keep a copy of this reference for your own records and return the original to the child's family. This reference should then be provided to Ide Hill School as part of the pupil's application form.

Many thanks for giving your time to support this child's application.

Kind Regards,

Louisa Hillman  
Headteacher



### APPENDIX 3: NOTES REGARDING OVER SUBSCRIPTION CRITERIA

1. Children in Local Authority Care or previously in Local Authority Care – a child under the age of 18 years for whom the local authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act. This applies equally to children who immediately after being looked after by the local authority became subject to an adoption, residence or special guardianship order. (As defined by Section 46 of the Adoption and Children Act 2002 or Section 8 or 14A of the Children Act 1989.)
2. Siblings - children who live as brother and sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters.
3. Distance The order of priority will be based on the proximity of home to school with those living nearer having priority. The school uses measurements provided by the Local Authority regarding the proximity of children's homes to school. The Local Authority uses 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.
4. Where the word "worshippers" at a church is used in the criteria, this is to be understood as the affirmation by parent(s)/ guardian(s) of regular attendance at church worship, and requires endorsement by way of a written reference from the Vicar/Minister of the attended church. This must be evidenced by completion of the Supplementary Church Form (Appendix 2) and endorsed with a clerical reference, including any relevant additional information from your Vicar/Minister (Appendix 2). It is the applicant's responsibility to ensure that both the Supplementary Church Form and the clerical reference are submitted to the School by the deadline. If either of these forms is not submitted by the deadline, your child will not be considered eligible under faith criteria.

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- Parents who attend church on at least a monthly basis and have done so for a period of not less than one year.

## ADMISSION POLICY DEFINITIONS

1. Closing Date – The closing date for applications for admissions and the offering of places will be in line with that of the Local Authority. Supplementary forms MUST be returned to the school office by the same date. Applications received after this date will be considered in relation to the admissions criteria only if there are spaces. Parents and guardians should note that gaining a place is not dependent on how early the application was made.
2. Waiting List – Children not offered a place will be put in order on the waiting list in accordance with the admissions criteria, not on a first come first served basis. The waiting list will be re-ranked, in line with the published oversubscription criteria, every time a child is added or removed. The waiting list will remain in operation until the end of the first term (i.e. October half term) at which point it will be dissolved.
3. Notification of Decision – The Local Authority will inform parents and guardians whether a child has gained a place at this school.
4. Right of Appeal – If the child has not gained a place at the school and the parents or guardians wish to appeal against that decision, they should first contact the School Office for information on how to proceed.
5. Statutory School Age / Deferred Entry – The statutory age at which a child must start school is the beginning of the term after which they become five. However, a place will be provided for children in the September following their fourth birthday. Parents may request that the date of admission is deferred until later in the School Year but not beyond the age that they reach compulsory School age or beyond the final term of the School year for which the place was made.
6. Full/Part Time basis - Parents of children aged four will be able to choose for their child to start school on a full or part time basis (after discussion of specific needs with the Head teacher), however children are required to attend full time in the term they reach compulsory School age.
7. In Year Admissions - Anyone wishing to apply for a place within the academic year must complete an “In Year Admissions Form” as soon as you wish to be considered for a place. If no spaces are available, you will be placed on the “in year” waiting list. Where the pupil numbers of the year group are over the Published Admission Number, this will be at the discretion of the Headteacher and Governors. Children entering our School under the Sevenoaks “in year fair access” agreement will have priority over children on our “in year” waiting list.
8. Admission out of the normal age group - Places will normally be offered in the Year Group according to the child’s date of birth but a parent may submit an application for a Year Group other than the child’s chronological Year Group, for instance where the child is significantly able or where a child has suffered from particular social or medical issues impacting his or her schooling. In addition, the parents of a summer born child (April 1<sup>st</sup> – 31<sup>st</sup> August) may choose not to send their child until the September following their fifth birthday and may request that they are admitted out of their normal age group. We shall make a decision on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent’s views; information about the child’s academic, social and emotional development where relevant; their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. We shall also take into account the views of the Headteacher of the school. 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. Where a place is refused in a different Year Group but a place is offered in the school, there will be no right of appeal.