



ADMISSIONS POLICY

Date	Review Date	Head Teacher	Chair of Governors
March 2022	March 2023		

Introduction / Background

Each year, The Churchill School is required to determine its admissions arrangements. They must include:

- The over-subscription criteria / arrangements for entry to The Churchill School
- The Published Admission Number for the school
- Relevant Consultation area

The Churchill School adopt the same admission arrangements for its school as those used by Kent County Council for its Community and Voluntary controlled schools.

Oversubscription criteria are set out below – if you have any further questions about the arrangements and how these are applied, please don't hesitate to contact the school or Kent County Council Admissions department.

Determined Oversubscription Criteria for The Churchill School

The Published Admission Number for The Churchill School is 60. If there are more applications than places available oversubscription criteria will be applied to rank pupils in priority order.

Before the application of oversubscription criteria, children with a statement of special educational need or Education, Health and Care Plan which names The Churchill School will be admitted. As a result of this, the published admissions number will be reduced accordingly.

If the number of preferences for the school is more than the number of spaces available, places will be allocated in the following priority order:

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).

□ **Current Family Association** - a brother or sister in the same school at the time of entry where the family continue to live at the same address as when the sibling was admitted – or – if they have moved – live within 2 miles of the school, or have moved to a property that is nearer to the school than the previous property as defined by the ‘Nearness’ criterion’ (below).

□ **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. 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.

▣ **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.

Where new build housing development requires a new school or the significant enlargement of an existing school the ‘Nearness’ criterion will allow for a catchment area (defined by a map) to be created for the relevant school. This will be included in the Statutory Public Notice and admissions determination and will be valid for a period not exceeding three rounds of admissions.

In the event of any of the above criteria being oversubscribed, priority will be given based on distance as described above with those closest being given higher priority. 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.

If siblings from multiple births (twins, triplets, etc) apply for a school and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the LA 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 infant class size legislation, the additional pupil(s) will be treated as “excepted” for the time they are in an infant class or until the numbers fall back to the current infant class size limit, as defined in the School Admissions Code.

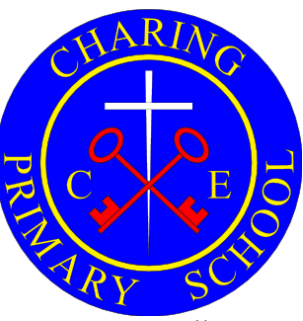
Waiting list will be held for at least the first term of the academic year in oversubscription criteria order.

Where an offer has been made, the school will provide for the admission of all children in the September following their fourth birthday. Parents can chose to defer the date their child is admitted to the school until later in the school year, but not beyond the start of the term after their child reaches compulsory school age and not beyond the beginning of the final term of the school year. Where parents wish, children may attend part-time until later in the school year, but not beyond the start of the term after their child reaches compulsory school age.

Requests for admission to Reception outside of the normal age group should be made to the Headteacher of the school as early as possible in the admissions round associated with that child's date of birth. This will allow the school and governors as the admissions authority, sufficient time to make a decision before the closing date. Parents are not required 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 RCAF to the LA, with written confirmation from the school.

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. Further advice is available at www.kent.gov.uk/primaryadmissions



**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).

Signed:

Date:

Mother/father/or person with parental responsibility

Form for Clergy

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

Child's name: _____

Date of birth: _____

Names of parents/guardians: _____

Main weekday address: _____

Name and address of place of
worship: _____

What denomination is your church? _____

**Signature of mother/father or
person with parental responsibility** _____

Date _____

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: _____

This form does not constitute an application under the local authority's co-ordinated admission arrangements; parents applying under the church criteria must ensure that they have named Charing CEP School as one of their preferences on the Common Application Form in addition to submitting this form to the school.