

Chevening (St Botolph's) CE Primary School



Admissions Policy

This policy was reviewed in November 2015. In accordance with statutory requirements a school admission consultation was conducted between 23rd November 2015 and 15th January 2016. This policy was approved at the Full Governing Body Meeting of 9th February 2016.

Next Review February 2017

Chevening (St Botolph's) Church of England (VA) Primary School

“We must provide the best to ensure our pupils can achieve their best”

This policy has been developed being mindful of our aim to provide an excellent education for pupils of all abilities and backgrounds in the context of Christian belief and practice.

Chevening (St Botolph's) Church of England (VA) Primary School

Admissions Criteria

(Based on the Department for Education Admission Code December 2014)

For Admission in September 2017

Published Admissions Number (PAN): **30**

Regulation 14 of School Admissions Regulations 2012

Places will be allocated according to the following ranking, with criterion 1 being the highest ranking:

1. Children with a Statement of Special Educational Need (SEN), or Education Health and Care Plan (EHCP)

Before the application of oversubscription criteria, children with a SEN or EHCP which names the school will be admitted.

A Statement of Special Educational Need is a statement made by the local authority under Section 324 of the Education Act 1996 specifying the special educational provision required for that child. An Education, Health and Care Plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child.

The PAN will be reduced after taking account of SEN/EHCP children.

Oversubscription Criteria

After allocating places under criterion 1 where the school receives more applications than places the following criteria, in order of priority, will be used to allocate places:

2. Looked After Children and Previously Looked After Children

A “looked after child” is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (as defined by Section 22 (1) of the Children Act 1989) at the time of making an application to a school. “Previously looked after children” are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). This includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adoption and Children Act 2002. Child arrangement orders are defined in Section 8 of the Children Act 1989 as amended by Section 12 of the Children and Families Act 2014. Special guardianship orders are defined in Section 14A of the Children Act 1989.

3. Siblings / Current Family Association

A child who has a brother or sister attending the school when he or she 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, stepbrothers or sisters and foster brothers and sisters.

In the event this criterion is over-subscribed, Governors will allocate places by applying criteria 4 to 6 below which are in order of priority.

4. Children of parents who attend St Botolph's Church Chevening

Priority will be given within the faith criteria to those parents displaying the highest levels of commitment to the church as confirmed by the Rector of Chevening. Please see notes below relating to faith based priority.

5. Children of parents who attend other Christian churches (that are either members of Churches Together in England and Wales or the Evangelical Alliance)

Priority will be given within the faith criteria to those parents displaying the highest levels of commitment to the church as confirmed by the minister as specified in the notes below relating to faith based priority.

6. Other Children: distance / nearness of child's home to school

We use the distance between the child's permanent home address and the school, measured in a straight line using Ordnance Survey address point data as supplied by the Local Authority. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by Ordnance Survey. The same address point on the school site is used for everybody. The school uses the measurements provided by the Local Authority and further information on how distances are calculated is available in the Admissions Booklet provided by the Local Authority. In the case of distances from flats, the school will use the process defined below in 'Tiebreaker'.

Notes relating to the application of the faith criteria:

Parents seeking priority through the faith criteria will be split into four categories based on levels of commitment to the church. Parents will need to meet the minimum requirements to be placed in the specific category described below. Once this is confirmed by the relevant church representative, parents will be ranked in accordance to the distance criteria above within each category.

1. Parents who attend church 2 times a month and have done so for a period of not less than 2 years. This must be confirmed by the relevant church representative.
2. Parents who attend church 2 times a month and have done so for a period of not less than 1 year. This must be confirmed by the relevant church representative.
3. Parents who attend church on at least a monthly basis and have done so for a period of not less than 2 years. This must be confirmed by the relevant church representative.
4. Parents who attend church on at least a monthly basis and have done so for a period of not less than 1 year. This must be confirmed by the relevant church representative.

Evidencing commitment to faith:

This evidence will need to be supported by the Parish Priest(s) or minister(s) of the church(es) concerned with the submission of a 'Supplementary Information Form' (Minister's form) available from school or the Local Authority. More than one form may be submitted to support attendance at previous churches. If parents/guardians have recently moved churches, Governors will make their decision based on the information supplied on this form alone.

The 'Supplementary Information Form' must be returned to the Headteacher at school by the closing date for the return of the Reception Common Application Form 'RCAF' forms to the Local Authority. Failure to complete and return the 'Supplementary Information Form' may affect the priority ranking of the application. The Admissions Policy and the Supplementary Information Form can be downloaded from our website for completion at the time of application.

In accordance with the requirements of the School Standards and Framework Act 1998, the Governors will make arrangements for 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.

Clarification of the Child's Home Address

A child's home address is considered to be a residential property that is the child's only or main residence (not an address at which 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 the 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 week days.

Multiple Births procedures

When multiple births within a family would cause the 'infant class size limit' to be exceeded, the school will use the process defined below in 'Tiebreaker'.

Tiebreaker

If any category is oversubscribed, applicants will be ranked by straight line distance [as defined above] and those closest given priority. Where distance is found to be equal, children will be ranked in alphabetical order, surname first and then by alphabetical order of first name on birth certificate.

Waiting List, Appeals and Late Applications

The school will follow the Local Authority procedures relating to waiting lists, appeals and late applications. Further details are printed in the 'Admission to Primary Schools in Kent' booklet, and are available from the school on request.

Admissions at times other than into Reception

The waiting list will be ranked according to the over subscription criteria as it stands on the day we receive a formal communication from a current child's parent informing us of the decision to leave.

Open Mornings and visiting the school

We hold Open Mornings from September to January. The dates are publicised on our website www.chevening.kent.sch.uk At other times of year, parents may contact the school office to make an appointment to visit the school.

Deferred entry to school

- a) The child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and
- b) Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.
- c) There is no legal barrier to children being admitted out of their normal age group, but parents do not have the right to insist that their child is admitted to a particular year. A meeting with the Headteacher to discuss the details of this process should be made early in the year in which parents would be making an application for the child's normal age group so that the process may be explained in detail. Then, any request 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 Common Application Form to the Local Authority, 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.

Please see Supplementary Information Form (SIF) see below

Chevening (St Botolph's) C.E. (VA) Primary School

Supplementary Information Form for September 2017 - Minister Form

Please complete Section A of this form if your church attendance fulfils any of the categories of commitment shown in Section B. DO NOT complete Section B, the school will contact the Minister on your behalf.

Please mail/email/fax the completed form by the date stipulated by the Kent County Council Reception Common Application Form (RCAF) and return to:

The Headteacher,
Chevening (St Botolph's) C.E. (V.A.) Primary School,
Chevening Road,
Chipstead,
Sevenoaks,
Kent,
TN13 2SA

e-mail: headteacher@chevening.kent.sch.uk

Fax: 01732 741044

Section A

Name of child: _____ DoB.: _____

Name of Parent/s: _____
Guardian/s

Address: _____

Telephone No: _____

How long have you been resident at this address?: _____

When did you start worshipping at the Church named below?: _____

Name of Church
attended: _____

Name of Minister: _____

Address of
Minister: _____

Telephone number of Minister: _____

Please return the form to the Head Teacher
Do not complete Section B

The school will contact the Minister on your behalf.

Section B

The following to be completed **ONLY** by the Rector/Minister:

Please confirm which category of commitment to the church best describes the church attendance patterns of the parent(s)/guardian(s)

Two times a month church attendance for more than 2 years []

Two times a month church attendance for a period of at least 1 year but less than 2 years []

At least monthly church attendance for more than 2 years []

At least monthly church attendance for a period of at least 1 year []

N.B. In signing this form, you are confirming that the attendance of the parent at church services is accurate at the date of signing.

My church is a member of Churches Together in England and Wales or The Evangelical Alliance

Please note under the terms of the Appeals Procedure parents wishing to appeal have the right to see all correspondence relating to their application for admission.

Signature of minister: _____

Please print name: _____

Contact telephone number: _____

Date: _____