



# Rusthall St Paul's C. E. Primary School Admissions Policy

For September 2020

Until September 2026



## **Ethos Statement**

Rusthall St Paul's Church of England Voluntary Aided School has a distinctive Christian ethos which lies at the heart of the school and provides an inclusive, caring and supportive environment where children learn and flourish in a setting shaped by Christian value. 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.

Parents wishing to send their children to Rusthall St Paul's Church of England Aided Primary School may make an appointment to meet the Headteacher and look around the school. Open mornings are arranged annually.

## **SEN / EHCP Pupils**

In line with the School Admissions Code, children with Statements of Special Educational Needs (SEN) or Education, Health and Care Plans (EHCP) that name Rusthall St Paul's Church of England Voluntary Aided School will be admitted. As a result of this, the published admissions number will be reduced accordingly before places are allocated to other pupils. 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.

## **Application Process**

To apply for a place at Rusthall St Paul's Church of England Voluntary Aided School, parents/guardians will need to complete a Common Application Form (CAF), which is available from the School Admissions Team at the Local Authority (LA) and submit it online or return it to the LA by the LA deadline. Offers of places will be sent to parents on the common offer date and notified by the LA.

The published admission number for the school is 15 and therefore the Governing Body will offer up to 15 pupils a place in the Reception class in the academic year. The school provides for children between 4 and 11 years old, educational year groups Reception to 6 inclusive. Children are admitted to the Reception class in the school year in which they have their fifth birthday. All Reception year children are admitted in September, at the start of the Reception year.

Parents/guardians of Reception age children have the right to deferment of entry or to take the place up part time, until the term in which the child reaches compulsory school age.

Parents of gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group. In addition, the parents of a summer born child may choose not to

send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group– to Reception rather than Year 1. Parents should write, in the first instance, to the Head Teacher, explaining their reasons. All such requests should also be sent to [office@rusthall-cep.kent.sch.uk](mailto:office@rusthall-cep.kent.sch.uk).

It is not an automatic right to choose this option and decisions will be made by the admission authority on the basis of the circumstances of each case and in the best interests of the child concerned. To determine this the following will be taken into account: 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. The views of the Head Teacher of the school will also be taken into account. When informing a parent of their decision on the year group the child should be admitted to, the admission authority will set out clearly the reasons for the decision. Where the admission authority agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and admission authority will process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. They will not give the application lower priority on the basis that the child is being admitted out of their normal age group. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

The Governing Body is required to abide by the maximum limits of 30 pupils per class for infant classes (5, 6 and 7 year olds).

Applications for admission are welcomed from all parents/guardians however evidence is required for some admission criteria should the school receive more than 15 applications.

### **Over Subscription Criteria**

Where the number of applications for admission exceeds the number of places available, all applications will be considered in accordance with the over subscription criteria in the following order of priority:

#### **1. Looked After Children and previously Looked After Children:**

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 arrangements 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 organisation, or any other provider of care whose sole or main purpose is to benefit society.

## **2. Children who have siblings in the school at the time of admission.**

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 'Distance' criterion' (below). In this context brother or sister means children who live as brother and sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters, foster brothers or sisters.

## **3. Children with particular medical / 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. Places will be allocated under this criterion to children whose mental or physical impairment means they have a demonstrable and significant need to attend (insert name of school) or to children whose parents' or guardians' physical or mental health or social needs means they have a demonstrable and significant need to attend Rusthall St Paul's. Medical, health, social or special access reasons must be supported with written evidence from an appropriately qualified medical, health professional, social worker or other care professional. The evidence must demonstrate the reasons why the school is the most suitable school and the difficulties that would be caused if the child had to attend another school.

## **4. All other children**

### **Permanent Residence and Tie Break**

In the event of the criteria being oversubscribed, applications will be ranked in accordance with proximity of the child's permanent residence to the school with the closest being given higher priority. Distance will be measured using Ordnance Survey address point data as supplied by the LA. 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, (this process will be independently verified).

A child's home is considered to be a residential property that is the child's only or main residence and not an address at which the child may sometimes stay or sleep due to domestic or special arrangements. The address must be the child's home address on the day the application form is completed and which is either

- Owned by the child's parent(s) or guardian(s), OR
- Leased to or rented by the child's parent(s) or guardian(s) under a lease or written rental agreement.

Where there are shared responsibilities for the child, and as a consequence the child lives at two different addresses during the week, the home address will be regarded as the one at which the child sleeps for the majority of weekdays.

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 school 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**

A waiting list will be kept of the applicants who are refused admission due to over subscription and whose parents make a written request to have their child's name to be placed on the waiting list. The list will be kept in the sequence of the criteria described above and re-ranked, in line with the published oversubscription criteria, every time a child is added. As and when places become available they will be offered to applicants. Names will be kept alongside any additional names throughout the year on the waiting list until the end of the academic year for which the application for admission was made.

### **In-Year Admissions**

Applications for In-Year admissions are made directly to the school. If a place is available and there is no waiting list, the child will be admitted. If more applications are received than there are places available then applications will be ranked by the governing body in accordance with the oversubscription criteria above. If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list as outlined above.

### **Appeals**

Any request for an appeal should be made in writing to the Chair of Governors, care of the school, within 20 school days of being notified that a place has not been allocated. An independent appeals panel will then be convened to hear the appeal.

## **Fair Access**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Diocese and the governing body for the current school year. The governing body has this power even when admitting the child would mean exceeding the published admission number.

The Governing Body reserves the right to withdraw the offer of a school place where false evidence is received in support of an application, where parent(s)/guardian(s) have failed to respond to an offer within a reasonable period of time or where parent(s)/guardian(s) have failed to notify the school of important changes to the application.

Queries about the Admissions Policy should be addressed to the Headteacher or Chair of Governors c/o the school office.