

Admissions Policy 2022: Elham Primary School

# **'From Acorns to Oaks: Learning and Growing Together.'**

## **Admissions Policy**

March 2021

COVID-19 VARIATION



### **Mission Statement**

At Elham Church of England Primary School we embrace Gods creation in our rural setting, striving for our community to be confident, self-aware, positive, happy and tolerant. We love to learn, contribute and to achieve- rooted in the loving hands of God.

We hold each other to high standards because we are all capable of contributing to the common good.

## **Elham Church of England Primary School**

**Elham Church of England Primary School is a Church of England Voluntary Aided Primary School catering for children between the ages of 4 and 11 years. The school prides itself on being a church school with 6 specific values (perseverance, humility, wisdom, faithfulness, kindness and forgiveness) based on the fundamental beliefs in one God, Jesus Christ, the Holy Spirit and the Anglican tradition.**

### **Introduction**

This policy complies with statutory regulations and the code of practice and in cases of conflict these regulations will apply.

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As a Church of England Aided School, it is hoped that parents who wish their children to attend will be in sympathy with, and participate in, the Christian teaching provided.

### **Procedures**

An annual Open Day takes place at the end of Term 2 and parents are invited to contact the school for further information and to receive a copy of the school prospectus. Parents are also invited, should they wish, to make an appointment to see the Headteacher in order to view and learn more about the school (with or without their child) prior to making their application. Applications should be made directly to the local authority and parents are to apply online at [www.kent.gov.uk/ola](http://www.kent.gov.uk/ola)

Pupils will be admitted to the Reception Year before their fifth birthday, usually entering at the start of the academic year (September 2022 to July 2023).

The Published Admissions Number (PAN) to the Reception Year in September 2022 is 20.

### **Oversubscription Criteria**

Where the school is named in a child's Statement of Special Educational Needs or an Education Healthcare plan, the child will be admitted to the school and the Published Admission Number (20) will be reduced accordingly before others are considered for the remaining places available.

The School will offer places in accordance with the following criteria in this order:

- 1. Looked After Children in Local Authority Care, or previously Looked After Children (who have been adopted or become subject to a residence order or special guardianship order).**  
A child for whom the local authority provides accommodation by agreement with their parents/carers or who is the subject of a care order under Part IV of the Children's Act 1989. This criterion also includes previously looked after children. Previously looked after children are children who were looked after but have ceased to be so because they were adopted (or become subject to a residence order or special guardianship order).
- 2. Children resident in the Parish of Elham (see Appendix 2 map) who have worshipped regularly in St Mary's Church, Elham or that is a member of Churches Together in England.**  
Regular attendance (ie not less than once per month over a period of at least six months) by either or both parents/guardians to be verified by the incumbent of the Church. It is expected that this level of attendance will be maintained if a place is offered. Attendance at Church is defined to mean to be involved in an act of teaching or worship. Parents applying for a place under this criterion will need to complete the supplemental form under Appendix 1.
- 3. Sibling / Current Family Association.** A brother or a sister attending Elham CEP School; in this context brother or sister means children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters. The sibling link is maintained as long as the family live at the same address as when the first child applied,

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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 in the distance/nearness of children's home to school criterion.

- 4. Children resident in the Parish of Elham.** (Please see attached map. Appendix 2). If a pupil's home address is considered to be a residential property that is the child's only or main residence and not an address at which your child might sometimes stay or sleep due to your own domestic or special arrangements. The address must be the pupil's home address on the day you completed your application form and which is either:
  - i) owned by the child's parent, parents or guardians, or
  - ii) leased or rented by the child's parent, parents or guardians under a lease or written rental agreement.If you live separately from your partner but share responsibility for your 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.
- 5. Children from families who live outside of the Parish who have a parent or guardian who have worshipped regularly in St Mary's Church, Elham or that is a member of Churches Together in England.** Regular attendance (ie not less than once per month over a period of at least six months) by either or both parents/guardians to be verified by the incumbent of the Church. It is expected that this level of attendance will be maintained if a place is offered. Attendance at Church is defined to mean to be involved in an act of teaching or worship. **Parents applying for a place under this criterion will need to complete the supplemental form under Appendix 1.**
- 6. Medical / Health and Special Access Reasons.** These 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 Elham CEP 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 Elham CEP 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 school.
- 7. Nearness of children's homes to school.** The distance between the child's permanent home address and the school is used, measure 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.

**Variation due to COVID-19:** **In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided an alternative premises for that worship, the requirements of these arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.**

### **Tie Breaker**

In the unlikely event that two or more children are unable to be separated and in all other ways have equal eligibility for the last available place at school, the names will be allocated a number and drawn randomly.

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### **Appeals**

Parents have the right to appeal against any refusal to admit their child. If parents wish to appeal, they must do so in writing to the School. Details of the procedure will be supplied by the Headteacher. Appeals will be dealt with in accordance with the Code of Practice.

### **Waiting Lists**

Parent of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list for a maximum period of six months from the date of initial refusal. Placing a child's name on the waiting list does not guarantee that a place will become available. If a place subsequently becomes available at Elham CEP School, the child to be offered the place will be selected in accordance with the oversubscription criteria detailed above.

Waiting lists will be reordered in accordance with the oversubscription criteria whenever a child joins or leaves the waiting list.

### **Deferred Entry into Reception**

Where the school has offered a child a place at school, the child's parents can apply to 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. The only restriction is that the child must secure the offered place by starting school on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day), but not beyond the beginning of the final term.

This means that children born between 1<sup>st</sup> April and 31<sup>st</sup> August (also known as "summer born") must start school at the beginning of the summer terms at the latest of they are keep their offer.

Parents/carers must apply in writing to the Headteacher about deferred entry into school.

### **Deferred Entry into Year 1**

Where parents wish for their summer born child to defer entry until the start of Year 1, they must refuse their offered place, which may be offered to a different child, and then reapply through in "In Year" process. These applications should be made during the last month of Reception Year. These In Year applications will be assessed against the normal In Year admissions oversubscription criteria. Parents should note that their child will only be allocated a Year 1 place if the application meets the admissions oversubscription criteria and the school does not exceed its published admissions number.

### **Admission of children outside of their normal age group**

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting on his or her schooling. All such requests will be considered on their merits and either agreed or refused, on that basis. If a request is refused, the child will still be considered for admission to their normal age group.

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The process for requesting such an admission is as follows:

With the application, parents should request that the child is admitted to another year group (state which one), and the reasons for that request.

Parents will submit any evidence in support of their case with the application, for instance form a medical practitioner, Headteacher etc. Some of the evidence a parent might submit could include:

whether the child is 'summer born' and is seeking admission to a year group other than the Reception Year (or is seeking admission to a year group other than Year 1);

- 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 school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.

Request for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a Year 1 child for a Reception Year place will be considered alongside applications for the Reception Year.

### **Right to withdraw a place**

After a place has been offered, Elham CEP School reserves the right to withdraw the place in the following circumstances:

- When a parent has failed to respond to an offer within a reasonable time; or
- When a parent has failed to notify the school of important changes to the application information; or
- The admission authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent.

This policy was approved by the Governing Body on: Wednesday 17<sup>th</sup> March 2021.

Signed..... Date..... (Chair of Governors)

Signed..... Date:..... (Headteacher)

**This policy will be reviewed by the Full Governing Body on an annual basis**

Next Review due:

**Supplementary Information Form for Admission to Elham CEP (Aided) School**

<b>Name of child:</b>	
<b>Date of birth:</b>	
<b>Name of parent:</b>	
<b>Address:</b>	
<b>Postcode:</b>	
<b>Telephone (home/mobile):</b>	

In the event that the school has too many applicants for the available places, we need the following information to process your application. Please tick the boxes which show which of the criteria you fulfil:

The following is in order of priority. **Please see policy for details and definitions:**

- 1. Children who are in Local Authority Care (Looked After Children) or who have been in the past.
- 2. Children resident in the Parish of Elham who have worshipped regularly in St Mary's Church, Elham or that is a member of Churches Together in England.
- 3. Sibling / Current Family Association.
- 4. Children resident in the Parish of Elham.
- 5. Children from families who live outside of the Parish who have a parent or guardian or have worshipped regularly in St Mary's Church, Elham or that is a member of Churches Together England.\*

6. Medical / Health and Special Access Reasons.

7. Nearness of children's homes to school.

**The school's acceptance of this form does not constitute an offer of a place.**

**\*If Category 3 is ticked, please ask your Church Minister or equivalent to complete this section**

Please confirm the answers given above. Regular attendance (ie not less than once per month over a period of at least six months) by either or both parents/guardians.

Print and sign:

Date:

Tel No:

Of \_\_\_\_\_ Church

**THE PARISH OF ELHAM**

Appendix 2



