



Policy:	Admissions and Oversubscription
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Author:	Amanda McGarrigle
Date:	January 2025
Last Version:	September 2023

Key changes/notes:
There are no material changes from the previous version from 2023

Statutory Requirement:	Yes – Department of Education
Proposed Renewal Cycle:	Annually
Proposed annual review authority:	Governing Body
Policy Section:	Governance

Let the children come to me and do not hinder them, for the kingdom of God belongs to such as these.” (Luke 18:16)
This policy is based upon our Christian values of thankfulness, respect, honesty, love and resilience.

St Mary's Church of England Primary School admits 30 pupils into each year group. Children are admitted to the Reception Class in the school year in which they have their fifth birthday. The school will implement its oversubscription criteria based on the information supplied in the school's Supplementary Information Form. Before the application of oversubscription criteria, children with a statement of special education need which names the school, will be admitted. As a result of this the published admissions number will be reduced accordingly.

In the event of oversubscription in any year group, the following criteria will be applied, in priority order:

- 1 Looked After Children / Children in Local Authority Care, ie 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's Act 1989) or who is the subject of a care order under Part IV of the Act, who are placed in families where at least one carer has attended a Church of England Church at least once a month for the last 12 months, as verified by a reference from the parish priest. This applies equally to children who immediately after being looked after by the authority become 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 Baptised children of communicant Church of England parents where the family has worshipped at least once a month for the last 12 months as verified by a reference from the parish priest.  
**In the event that during the period specified for attendance at worship, the church has been closed for public worship and has 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 church has been available for public worship.**
- 3 Other Looked After Children / Children in Local Authority Care, ie 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's 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 authority become 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).
- 4 Children baptised in the Church of England whose parents may not be practicing at the time of admission. Proof of baptism will be required.
- 5 Children whose parents have attended Church at least once a month for the last 12 months, as verified by the Minister of that Church
- 6 Children with brothers or sisters attending St Mary's School at the time of entry. 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. The sibling link is maintained as long as the family live at the same address as when the first child applied, 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 two miles from the school using the distance measured by the method outlined in the distance / nearness of children's home to school criterion.
- 7 Children with medical, health social or special needs which make the school particularly suitable for the child. 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.

- 8 Nearness of children's homes to school - we use the distance between the child's permanent home address (defined in KCC's annual admissions prospectus) 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 applications are made from properties or abodes that are not registered to the NLPG, including new build properties, KCC may be required to use planning sites or other relevant co-ordinates. In exceptional circumstances where alternative co-ordinates are not available, measurements will be determined by a Senior Admissions Officer and confirmed by Head of Service.

The school maintains waiting lists for all year groups which are updated on a regular basis.

Allocations within each category will be based on distance from home to school. 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 personal arrangements. The address must be the pupil's home address on the day you completed your application form and which is either owned by the child's parent, parents or guardian or leased to 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 separate addresses during the week, we will regard the home address as the one at which the child sleeps for the majority of weekdays.

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 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.

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

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

Queries about the Admissions Policy should be addressed to the Chairman of Governors c/o St Mary's School.

You have the right of appeal to an independent panel against the refusal of a place at our school; should you wish to do so you should lodge your appeal with the admissions authority. You can do this by writing to: The Appeal Panel Administrator, Kent County Council, Democratic Services, Sessions House, County Hall, Maidstone ME14 1XQ, or the Clerk to the Governors at the school.

**Published admission number (PAN) for 2026/27 is 30**

**ST MARY'S CHURCH OF ENGLAND (AIDED) PRIMARY SCHOOL**  
**ST MARY'S ROAD SWANLEY BR8 7BU**  
**TEL: (01322) 665212**  
**FAX: (01322) 662114**

**SUPPLEMENTARY INFORMATION FORM 2026-2027**

**Please give your child's details:**

Surname: \_\_\_\_\_ Forename(s): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_ Home Telephone No. \_\_\_\_\_

Address of Child's Residence: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

**Is this child a Looked After Child or Child in Local Authority Care (ie a child for whom the Local Authority provides accommodation by agreement with their parents / carers or who is the subject of a care order): YES / NO**  
(Please attach a copy of the relevant care order to this form)

**(Following an offer of a place, the school will seek proof of address and will also need to see your child's birth certificate)**

**Please give contact details of person(s) with parental responsibility:**

1 Name: \_\_\_\_\_

Contact Tel No: (1) \_\_\_\_\_ (2) \_\_\_\_\_

2 Name: \_\_\_\_\_

Contact Tel No: (1) \_\_\_\_\_ (2) \_\_\_\_\_

**Sibling / current family association:**

Will there be a brother or sister attending the school when the child starts? (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): **YES / NO**

If yes please state name(s) and date(s) of birth:

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**Please take this form to be completed by your Minister if applying under the faith criteria.**

I can confirm that the above named child is baptised: **YES / NO**

I can confirm that at least one of the parents / guardians of the above named child has attended church at least once a month for twelve months during the period when churches were open: **YES / NO**

Signature: \_\_\_\_\_ Print: \_\_\_\_\_

Church: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**If you are applying on medical grounds, please provide a statement below and attach any relevant paperwork to this form. Please see point 7 of the Admissions Policy & Oversubscription Criteria for further information.**

The information on this form is correct to the best of my / our knowledge and belief:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## **ADMISSIONS POLICY & OVERSUBSCRIPTION CRITERIA SEPTEMBER 2026**

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In the event that during the period specified for attendance at worship, the church has been closed for public worship and has 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 church has been available for public worship.

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**5. Children whose parents have attended Church** at least once a month for the last 12 months, as verified by the Minister of that Church

**6. Children with brothers or sisters attending St Mary's School** at the time of entry. 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. The sibling link is maintained as long as the family live at the same address as when the first child applied, 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 two miles from the school using the distance measured by the method outlined in the distance / nearness of children's home to school criterion.

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The distance is measured between the child's permanent home address and the school, measured in a straight line using Ordnance Survey 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 Ordnance Survey. The same address point on the school site is used for everybody. The school uses measurements provided by the LA and further information on how distances are calculated is available in the Admissions Booklets provided by the LA.

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