

**ASH CARTWRIGHT & KELSEY  
CHURCH OF ENGLAND [AIDED] PRIMARY SCHOOL**

On 14<sup>th</sup> January 2015 the Governing Body determined that the admissions policy for September 2016 will be:

**Admission Procedures and Policy**

Children are usually admitted from the Parish of Ash-with–Westmarsh, however the Governors welcome applications from any parent who is interested in attempting to secure a place for their child.

The Governors of the school are the admission authority. The planned admission number has been set at 30. If the number of prospective pupils exceeds 30 then the following criteria apply in order of priority. Parents of children with statements for SEN or Education, Health and Care Plan who express a preference for the school will be offered a place ahead of the oversubscription criteria being applied.

**Over Subscription Criteria**

In the event of the school receiving more applications than places available, children will be ranked against the oversubscription criteria listed below. Within each criterion, children will be ranked by their straight line distance to the school (with children nearer being given a higher rank) and then on the basis of church affiliation<sup>1</sup>.

- a) Children in Local Authority Care.<sup>2</sup>
- b) Children with brothers or sisters<sup>3</sup> already attending the school when the child starts
- c) Children with medical<sup>4</sup> compassionate needs that can be met by provision made by the LA and / or Governors.
- d) Nearness to school (in a straight line).<sup>5</sup>

The above criteria will also apply in the cases of casual admissions.

Requests for admission outside of the normal age group should be made to the Head Teacher 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 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 the 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 CAF to the LA, 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 the school's oversubscription criteria.

Completion of the supplementary form is not compulsory, however failure to complete and return the form may affect the priority rating of the application.

Parents are asked to have their minister/rector/vicar complete a form to enable church criteria to be applied in case the school is over subscribed.

In accordance with the relevant Acts of Parliament, 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. The Chairman of Governors, on request, will provide details of the procedure.

Children are admitted to the school at the start of the academic year in which they are five. Some children will attend school full time, others for part of the day. Children are also admitted to other classes at other times of the year. These are known as casual admissions.

For those children joining Wrens, our reception class, a number of sessions are held to enable the children to become familiar and comfortable with the school. A meeting is held for 'new' parents during which the admission arrangements are described along with other routines and school rules. All children attend from the start of term 1. The length of time they are in school each day is increased progressively so that all children are in school all day by week 3 of term 1

Parents of children who join the school when they are older or at other times of the year are encouraged to visit the school. Confirmation of the offer of a place at the school is made in writing.

#### Definitions

<sup>1</sup> **Children with Church Affiliation** - The family supporting the principles on which the school was founded. The Governors will take into account the commitment to the Christian Faith and worship on the part of the family using information supplied on the Supplementary Information Form on the frequency of church attendance by the child and / or parents over the year before the form is submitted. Children will be ranked according to the level of church involvement at a church which is part of Churches Together in England and/or the Evangelical Alliance.

<sup>2</sup>**Children in Local Authority Care** – 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 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 local authority became 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).

<sup>3</sup> **Sibling** refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, of the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. For the sibling criterion to apply the family must live at the same address as when the first child was offered a place, or, have moved nearer to the school, or have moved to an address that is less than two miles from the school as defined by the Ordnance Survey address point data as used by the Local Authority.

<sup>4</sup> **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.

<sup>5</sup> **Distance** means the distance between the child's permanent 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. Children living in the same block of flats will be regarded as living the same distance from the school. In the unlikely event that two or more children live the same distance from the school and in all other ways have equal eligibility for the last available place in the school, the names will be issued a number and drawn randomly to decide which child should be given the place.

<sup>6</sup> **Tie-breaker** - If any category is oversubscribed applicants will be ranked by straight line distance [as defined above] and those closest given priority

<sup>7</sup> **A parent** is any person who has parental responsibility for or is the legal guardian of the child. 'Family members' include only parents, as defined above, and siblings.

### **School Ethos**

In recognising its historic foundation, the Governors and Staff of the Ash Cartwright & Kelsey Church of England Primary School (Aided) preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church, at Parish and Diocesan level.

The School aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all pupils.

The School seeks to promote and uphold certain values through its policies and

procedures; the way in which the adults act towards the children and each other; and the way the children are expected to behave.

**Mission Statement**

We believe that our school is welcoming safe and stimulating, promoting a love of learning and offering opportunities for all to succeed. As a Church school we see friendship, forgiveness, respect and compassion as being at the heart of what we do.

RECTOR/VICAR/MINISTER SUPPLEMENTARY FORM

**Please complete and return to:**

The Head Teacher  
Ash Cartwright and Kelsey C.E. (Aided) Primary School  
Ash Canterbury  
Kent CT3 2JD

In respect of an application for admission to the School.

• ***For completion by Parent/Guardian***

Name of child \_\_\_\_\_

Date of Birth \_\_\_\_\_

Name of Parent(s) Guardian(s) \_\_\_\_\_

Address \_\_\_\_\_

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

---

**\* *For completion by Rector/Vicar/Minister***

Frequency of involvement [#] in the worship life of the church by child [ren] and / or parent[s] in the last year:

- (please specify and delete \* as appropriate) \* Weekly  
\* Fortnightly  
\* Once a month  
\* Less than once a month

Please add any other comments if possible, (e.g. how frequently worship activities are held at the Church in question).

---

---

---

---

# Governors define involvement in worship as including all regular activities organised by the church that are wholly worship or contain an element of worship regardless of which day the activity takes place. An example of the latter would be 'Messy Church'.

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 (Rector/Vicar/Minister) \_\_\_\_\_

Name of Church/Denomination: \_\_\_\_\_

Date \_\_\_\_\_