



# Policy Document

Sutton-at-Hone C of E Primary School

# Admissions Policy

2024-2025

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Diocese of  
Rochester



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# Contents

<b>Reception Class Admissions .....</b>	<b>3</b>
<b>Admission of children outside their normal age group .....</b>	<b>4</b>
<b>Oversubscription Criteria .....</b>	<b>5</b>
<b>In-Year Admissions .....</b>	<b>8</b>
<b>Waiting List .....</b>	<b>9</b>
<b>Appeals .....</b>	<b>9</b>
<b>Fair Access .....</b>	<b>9</b>
<b>Supplementary Information Form - September 2024 .....</b>	<b>11</b>
Section A: To be completed by all applicants .....	11
Section B: To be completed by those wishing to apply under category 3 .....	13
Section B: To be completed by those wishing to apply under category 4 .....	14

Sutton-at-Hone Church of England School has a distinctive Christian ethos which is at the heart of this School and provides an inclusive, caring and supportive environment where children learn and flourish in a setting shaped by Christian values. We welcome applications from all members of the community and we ask all parents to respect the Christian ethos of our school and its importance to our community.

**Published admission number: 60**

## Reception Class Admissions

Children are admitted to the Reception class in the school year which they have their fifth birthday. All Reception class children are admitted in September, at the start of their Reception year. The school provides for children between 4 and 11 years old, educational year groups Reception to 6 inclusive.

Applications for admission to the Reception year are welcome from parents/guardians who may wish their children to be considered for a place at the school. You can apply online at [www.kent.gov.uk/ola](http://www.kent.gov.uk/ola) by the closing date in the admissions booklet, alternatively a completed Reception Common Application Form (RCAF) can be returned to the LA.

Please also complete the Supplementary Admission Form and return it to the school by the same closing date as Kent online admissions, so that we have any information or Church reference you may wish to provide in support of your application, so that we can apply our Admission Criteria to your application.

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.

## Admission of children outside their normal age group

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 Headteacher, explaining their reasons. All such requests should also be sent to the school's admissions officer at [office@sutton-at-hone.kent.sch.uk](mailto:office@sutton-at-hone.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 Headteacher 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.

## Oversubscription Criteria

In line with the DFE **School Admissions Code**, children with a Statement of Special Educational Need (SSEN) or Education, Health and Care Plan (EHCP) that name Sutton-at-Hone CE Primary School in the statement will be allocated a place at the school before the oversubscription criteria are applied. As a result of this, the published admissions number will be reduced accordingly before places are allocated to other pupils.

Where the number of applications for admission exceeds the number of places available, all applications will be considered in accordance with the oversubscription criteria below:

### **1. Looked after Children / Children in Local Authority Care**

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. Sibling / Current Family Association**

A brother or sister attending the school when the child 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.

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 2 miles from the school using the distance measured by the method outlined in the distance criterion.

## **3. Children whose parent(s) or guardian(s) regularly attend Church of England services held in the Parish of St John the Baptist, Sutton-at-Hone with Hawley, or the Parish of St. Margaret of Antioch.**

Regular attendance is taken to mean once a month for one year. (For casual admissions, i.e. families moving into the area, evidence of regular attendance at a Church of England church in the family's previous home area will be required).

## **4. Children whose parent(s) or guardian(s) live in the Parish of St. John the Baptist Church, Sutton-at-Hone with Hawley, or the Parish of St. Margaret's Church, Darenth and whose parent(s) regularly attend another Christian Church or Fellowship, that is a member of Churches Together in Britain and Ireland**

Regular attendance is taken to mean once a month for one year.

## **5. Children whose parent(s) or guardian(s) live within the Parish of St John the Baptist Church, Sutton-at-Hone with Hawley, or the Parish of St. Margaret's Church, Darenth, and live nearest to school measured in a straight line from the school to the home address.**

Please see the distance criterion below.

**6. Children whose parent(s) or guardian(s) live nearest to school measured in a straight line from the school to the home address.**

Please see the distance criterion below.

Where any of the above criterion are oversubscribed Children will be ranked within each category on the following basis:

**a. 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. 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.

**b. Proximity of the child's permanent residence to the school (with the closest being given higher priority)**

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. 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. 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.

## **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.



## Waiting List

A waiting list will be kept of the applicants who are refused admission due to oversubscription. The list will be kept in the sequence of the criteria described above, and will be 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 on the waiting list until the end of the academic year for which the application for admission was made.

## 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.

## Supplementary Information Form - September 2024

To be completed and returned to:  
(by date of return for the Reception  
Common Application Form [RCAF])

**Mrs K Trowell**  
**Headteacher**  
**Sutton-at-Hone CE Primary School**  
**Church Road**  
**Sutton-at-Hone**  
**Dartford**  
**Kent**  
**DA4 9EX**  
**Telephone: 01322 862147**  
**email: [office@sutton-at-hone.kent.sch.uk](mailto:office@sutton-at-hone.kent.sch.uk)**

### Section A: To be completed by all applicants

Name of child: .....

DoB: .....

Name of Parent/Carer:

.....

Address 1: .....

.....

Home telephone no: .....

Mobile no: .....

Email (to be used for home/school communication):

.....

Name of Parent/Carer:

.....

Address 2: (if different)

.....

.....

Home telephone no: .....

Mobile no: .....

Email (to be used for home/school communication):

.....

- I am applying under Category 3 and section B of this form has been completed.
  
- I am applying under Category 4 and section C of this form has been completed.

**Section B: To be completed by those wishing to apply under category 3**

The following to be completed ONLY by a Priest/Minister:

Name of Church:

.....

Name of Priest/Minister:

.....

Address of Church:

.....

.....

Telephone No: .....

- I confirm that the parents/carers of the child above have been on the Church Electoral Roll for a period of at least one year.

NB In signing this form, you are confirming that the attendance of the child's parent(s)/carer(s) at church services is accurate at the date of signing.

Signature of Priest/Minister: .....

Date: .....

**Section B: To be completed by those wishing to apply under category 4**

The following to be completed ONLY by a Priest/Minister:

Name of Church: .....

Name of Priest/Minister:  
.....

Address of Church:  
.....  
.....

Telephone No: .....

Please P which category of commitment to your place of worship best describes the attendance patterns of the child's parent(s)/carer(s):

- Twice a month for more than 2 years
- Twice a month for a period of at least 1 year but less than 2 years
- At least monthly for more than 2 years
- At least monthly for a period of at least 1 year

N.B. In signing this for, you are confirming that the attendance of the child's parent(s)/carer(s) at your place of worship is accurate at the date of signing.

- My church is a member of 'The Churches Together in Great Britain and Ireland'

Signature of Priest/Minister: .....

Date: .....

Office use only

Checklist for New Starters in 2024

- Supplementary Admission Form
- Medical Information / Emergency contact
- Consent form E-safety & using images of children
- Registration form for free school meals
- Birth certificate of Child
- 2 x proof of address