



TROTTISCLIFFE (VC) C.E. PRIMARY SCHOOL

Title	Admissions Policy
Lead Governor	
Document issued/last reviewed	April 2016
Date for review	April 2017
Reviewed by	Headteacher and governors

Recognising our Christian heritage that we are all made in the image of God and that Jesus came to bring life to the full our school commits to:

- respecting ourselves and each other
- our passion to inspire and nurture the unique gifts of each person (pupil, staff, parent, governor, other supporters)
- becoming an ever stronger Christian community

Our over subscription policy for the year starting 1st September 2016 is:

The published admission number for Trottiscliffe C of E Primary School is 12, although it has been agreed that the school will take up to 15 children in Reception in September 2016.

In accordance with legislation, where a child's statement of Special Educational Need (SEN) names Trottiscliffe C of E Primary School as the most appropriate school, priority will be given to that child. Before the application of our oversubscription criteria children with a statement of special educational need which names the school will be admitted. As a result of this the published admissions number will be reduced accordingly.

Oversubscription Criteria

Where there are more applications than the number of remaining places, pupils will be prioritised in accordance with the oversubscription criteria as set out below:

- a) Children in the care of the Local Authority.** A child under the age of 18 years for whom Kent County Council provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who ceased to be so because they were adopted or who is the subject of a care order under part IV of the Act.
- b) Where the child has a sibling attending the school at the time of entry.** In this context a sibling is a brother or sister 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 lives 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 distance measured by the method outlined in the distance criterion.
- c) Where there are medical grounds for admitting 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 Trottiscliffe C of E Primary School. Equally this priority will apply to children whose parents'/guardians' physical or mental health or social needs means that they have a demonstrable and significant need to attend Trottiscliffe C of E Primary 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 Trottiscliffe C of E Primary School.
- d) Where the child's home is in the Trottiscliffe area.** Where children fall into this category they will be prioritised by distance as defined in (e)
- e) Proximity of the child's home address to the school**, with those living nearer being accorded the higher priority. A child's home address is considered to be a residential property that is the child's only or main residence (not an address at which the child may sometimes stay or sleep)

and which is either owned by the child's parent, parents or guardians or leased or rented to them under a lease or written rental agreement. Where partners live apart but share responsibility for the 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 week days. The distance is measured between the child's permanent address and the school, measured in a straight line using Ordinance Survey address point data. Distances are measured from a central point within the child's home to a similarly defined point within the school as specified by Ordinance Survey. 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. A block of flats has a single address point reference, so applicants living in the same block will be regarded as living the same distance away from the school. In the unlikely event that two or more children live in the same block and 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. In a tie breaker situation the nearness of an applicant's home to school will be the decider. If in the event more than one applicant has the same distance from home to school (as measured by the local authority), then a random selection will be applied.

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

1. When a parent has failed to respond to an offer within a reasonable time; or
2. When the 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 the parent.

Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group. Parents of a summer born child (born from 1 April to 31 August) 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 contact the headteacher to discuss and submit a request for admission out of the normal age group. The decision on their request will be made prior to any offers of admission. If a request is agreed the application for admission to their normal age group is not needed and the application must be made the following year.