



Parents wishing to send their children to the school should make an appointment to meet the Head Teacher and look around the school. Open mornings are arranged annually. **The school's own admission form should be completed and returned to the school, in addition to a Kent CAF form being completed online or returned to Kent County Council.**

The Governing Body of Hever Church of England Aided Primary School admits children within the following framework:

All children will enter school at the beginning of September. Once the children start at Hever they do so full time, following three short visits in the term preceding entry. Parents have the right to defer their child's school place until the start of the term following their fifth birthday, if they wish.

Since September 2006, the Published Admission Number for pupils in each new year group at Hever Church of England Aided Primary School is fifteen. As a Church of England Aided School, the Governing Body is the admissions authority, not the Local Authority (LA), and therefore has its own over-subscription criteria. Before the application of 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. In the event of there being more applications than places available, the Governing Body will apply the criteria in the following order, with the highest priority being group 'a':

- a) Children in Local Authority Care (defined below).
- b) Siblings (defined below).
- c) Children of parent(s) or guardian(s) who live in the Ecclesiastical Parishes of Hever, Four Elms, Markbeece and Cowden, who are 'at the heart of' any church (see below for definitions).
- d) Children of parent(s) or guardian(s) who live in the Ecclesiastical Parishes of Hever, Four Elms, Markbeece and Cowden, who are 'attached' to any church (see below for definitions).
- e) Children whose parent(s) or guardian(s) live in the Ecclesiastical Parishes of Hever, Markbeece and Cowden.
- f) Other children whose parent(s) or guardian(s) are 'at the heart of' any Church (see below for definitions).
- g) Other children whose parent(s) or guardian(s) are 'attached' to any Church (see below for definitions).
- h) Medical, Health, Social and Special Access needs (subject to recommendation by a medical practitioner).
- i) All others.

Please note that in the event of one particular category being oversubscribed, priority will be given to children who live closest to the school. The distance is measured 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. 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. In the event of a tie-breaker situation, when more than one applicant has the same distance from home to school (as measured by the LA), then a random selection will be applied. A map is available in school for parents wishing to view the general catchment area of pupils from recent years.

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 the child might sometimes stay or sleep due to individual domestic or special arrangements. The address must be the pupil's home address on the day the application form is completed 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 guardian under a lease or written rental agreement.

For parents who live separately but share responsibility for the child, and 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.

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.

After a place has been offered, the 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.

Definitions and notes to above criteria

- A child with a statement naming the school has priority over all children, as is legally required.
- 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.)
- Siblings – a brother or sister in the same school at the time of application to the school, where the family continue to live at the same address as when the sibling was admitted or, if they have moved, live within 2 miles of the school, or have moved to a property that is nearer to the school than the previous property as defined by the distance measurement criterion (above). In this context brother or sister means children who live as brother and sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters, foster brothers or sisters. If siblings from multiple births (twins, triplets etc) apply for Hever School and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the school will offer a place to each of the siblings, even if doing so takes the school above its PAN. If the admissions are to Year R, and so result in a breach of class size legislation, the additional pupil(s) will be treated as 'excepted' for a period of one year, in line with the School Admission Code.
- Faith priority places are offered in the following order: 'At the heart of' the Church means a regular worshipper who worships usually twice a month. 'Attached' to a Church means someone who usually attends a monthly family or Church parade service or is regularly involved in a weekday church activity including an element of worship. (Defined by the Rochester Diocesan Board of Education.) Families must be able to provide a reference from their Minister as evidence of worship for the preceding two years.
- 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.

APPLICATION FOR ADMISSION - If your child is entering Reception, this admission form must be completed and returned to the school ***in addition to*** the Common Application Form being completed and returned to the LEA.



Please give your child's details:

Legal Surname:	Forenames:
Surname (if different):	

Address (including postcode):

Date of birth:	Male/Female (please delete as appropriate)
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Religion:

Name of person(s) with parental responsibility:

Contact Numbers:	
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Please answer the following:

1. Is this child in public care? Yes/No
If yes, please provide details of the Local Authority Care Order.
2. Will there be a brother or sister in this school when you want your child to start? Yes/No
3. Do you live within the Ecclesiastical parishes of Hever, Four Elms, Markbeece and Cowden and consider yourself to be 'at the heart' of the church'? (See admissions policy for definition.) If so, please pass the attached letter to your Minister, who must provide a written reference.
4. Do you live within the Ecclesiastical parishes of Hever, Four Elms, Markbeece and Cowden and consider yourself to be 'attached' to the church'? (See admissions policy for definition.) If so, please pass the attached letter to your Minister, who must provide a written reference.
5. Do you live outside the above-mentioned parishes and consider yourself to be 'at the heart of' any church? If so, please pass the attached letter to your Minister, who must provide a written reference.
6. Do you live outside the above-mentioned parishes and consider yourself to be 'attached' to any church? If so, please pass the attached letter to your Minister, who must provide a written reference.

You will be required to provide an original short birth certificate and proof of address once an offer of a place has been made. Failure to produce this information may result in an offer being withdrawn.

Signature of parent/guardian Date



Hever, Kent, TN8 7NH
Telephone/Fax: 01732 862304
Email: office@hever.kent.sch.uk
Website: www.hever.kent.sch.uk

Headteacher: Miss C Powell

Dear Minister

We would be grateful if you would supply a written reference on behalf of the applicant giving you this letter.

In order for us to be able to apply our admissions criteria fairly, please would you take note of the following definitions and include in your reference whichever is appropriate, in addition to informing us of the regularity of the applicant's involvement with your church:

Faith priority places are offered in the following order: 'At the heart of' the Church means a regular worshipper who worships usually twice a month. 'Attached' to a Church means someone who usually attends a monthly family or Church parade service or is regularly involved in a weekday church activity including an element of worship. (Defined by the Rochester Diocesan Board of Education.)

Thank you for your time and cooperation.

Yours sincerely

Caroline Powell
Headteacher

