

ST JOHN'S CHURCH OF ENGLAND (AIDED) PRIMARY SCHOOL

Provender Way, Grove Green, Maidstone, ME14 5TZ.

☎01622 735916

APPLICATION FOR ADMISSION TO PRIMARY SCHOOL (Please use **BLOCK CAPITALS**)

1. Please give details of your child:

SURNAME:	FORENAME(S):
ADDRESS: (PROOF OF RESIDENCE WILL BE CHECKED POST OFFER-WE WILL REQUIRE SIGHT OF CHILD BENEFIT BOOK OR A CURRENT –WITHIN 3 MONTHS – UTILITY BILL)	
POSTCODE:	DATE OF BIRTH:
CONTACT TELEPHONE NUMBERS: (PLEASE SUPPLY MORE THAN ONE IF POSSIBLE)	
NAME(S) OF PERSON(S) WITH PARENTAL RESPONSIBILITY:	

2a. Are you choosing this school on denominational grounds? **YES/NO**

2b. Are you a regular worshipper at either one of the named churches (please refer to relevant definition)? If so, please have the section below ✂ completed by the appropriate minister.

✂The above named are regular attendees at St John's Church, St Mary the Virgin & All Saints, Boxley or St Martin of Tours, Detling and reside in the designated priority area. This application is supported by the Minister of the Church attended.

Regular attendance is defined as a parent/carer or parents/carers of the child applying for a place at St John's School having attended Worship at one of the two churches at least once a month for no less than two years prior to application or for as long as they have been resident in the designated priority area if they have moved house within the last two years prior to application.

Signed:	Minister of	Church	Date:
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3. Will there be a brother or sister in this school at the time the above named child will start school? **YES/NO**
If "YES", please give name(s):

<input type="text"/>	Date of Birth	<input type="text"/>
<input type="text"/>	Date of Birth	<input type="text"/>

4. Is the application made because of a medical, health, social or special access criterion? **YES/NO**
(If "YES" the application will need to be supported by written evidence from a suitably qualified medical or other practitioner – please see definitions.)

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

Signed:	Date:
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FOR OFFICE USE ONLY:

Birth Certificate checked *

PLEASE NOTE THAT THESE(*) WILL BE CHECKED POST OFFER

Proof of Residence checked *

ADMISSIONS POLICY

SEPTEMBER 2013 ADMISSIONS YEAR

1. St John's is a Church of England voluntary aided primary school. The Governing Body is the Admissions Authority and the Governing Body establishes an admissions committee to consider applications for admission.
2. It has been agreed with the Local Education Authority that the Published Admission Number (PAN) for this school is 30 and, in accordance with legislation, means that up to 30 children only may be admitted into Year R.
3. Children are not legally required to start school until the beginning of the term following their fifth birthday. However, the Governing Body has decided to admit children at the beginning of Term 1 of the academic year starting in the September following their fourth birthday.
4. Parents should be aware that 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 admission number will be reduced accordingly.
5. The criteria, listed in order of priority, for selecting pupils should the number applying for admission exceed available places, shall be:
 - i) **'Looked after Children' ***
 - ii) **Church Affiliation: regular attendance* at St John's Church, St Mary the Virgin & All Saints, Boxley or St Martin of Tours, Detling, by the family, always provided that residence is within the designated priority area OR within the Ecclesiastical Parish of Boxley. Applications to be supported by the Minister of the Church attended.**
 - iii) **Children with brothers or sisters whose sibling(s)* attend the school at the time of entry.**
 - iv) **Health and Special Access Reasons.***
 - v) **Child's Home Address ***
Residence within the designated priority area which is defined as the properties to the east of New Cut Road; properties on the south of Bearsted Road, east of the junction with New Cut Road and properties on the south side of Ware Street until the intersection with the railway line, which itself forms the eastern and southern boundaries of the priority area. Priority will be given to those living nearest to the school. Distance between the child's permanent home address and the school is 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.
 - vi) **All other applications will be ranked on straight line distance from school using the OS Address Point Data as supplied by the Kent Local Authority.**
- * *Categories above – please refer to 'Definitions' on attached sheet*
6. All applicants are required to complete the Local Education Authority Admission Form (Common Application Form – CAF), available from the Authority or can be completed online.
7. In addition, applicants are requested to complete St John's CEP Supplementary Information Form which is available from the school. **Failure to complete and return this form to the school will affect the priority rating of the application.**
NB: It is the responsibility of the parent/carer to return the SIF by the deadline date. The school will not issue reminders either by post or telephone.
7. Parents/carers wishing to appeal against the decision not to offer a place to their child should write, in the first instance, to the Chairman of the Governing Body, as soon as possible after the decision has been relayed to them.
8. Parents requesting a place for their child in the Reception Year must apply before ****01.13**
9. Decision letters will be posted to parents on ****03.13**

Please note: 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:

Looked After Children

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)

Regular attendance is defined as a parent/carer or parents/carers of the child applying for a place at St John's School having attended Worship at one of the three Churches at least once a month for no less than two years prior to application or for as long as they have been resident in the designated priority area if they have moved house within the last two years prior to application.

Applicants who have moved into the designated priority area within the last six months but attended Worship at their local Church at least once a month prior to their move will be required to provide a reference from their Minister if they wish to be considered in category iii).

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, foster brother or sister, step brother or sister 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.**

Please note, the sibling link is maintained only 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.

NB the sibling link will only apply for applicants whose older sibling(s) have been admitted to the school as In Year Admissions i.e. have not entered at Year R if, at the time of entry, they were resident within the designated priority area.

Health and Special Access Reasons

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.

Child's Home Address

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 guardian 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.

Distance from home to school will be measured in a straight line using the OS Address Point Data as supplied by the Kent Local Authority. For clarity we include the following information:

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.

Should a tie breaker situation occur 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.

Proof of residence

Once a place has been offered parents are advised to take evidence of their address to schools when they accept their places. This can be by, for example:

- A child benefit letter, child tax and working tax credit (TC602), the child's medical card or a letter from a medical centre, hospital or GP to confirm the child's residence. The child should be named on the document.
- A utility bill and bank or credit card statement to verify the family's address
- These documents should not be more than 3 months old.