# Policy Document

St. Botolph's C of E Primary School

# Admissions Policy

## 2027 - 2028

| | |
|---|---|
| Unique Reference Number (URN): | 141579 |
| Approved By: | Full Governing Body |
| Policy Type: | Statutory |
| Adopted On: | January 2026 |
| Date of Next Review: | January 2027 |
| Review Period: | One Year |

Diocese of Rochester

PROUD TO BE Aletheia Academies Trust

**Governors' Arrangements for Admission to the School in September 2026** ..... 3

Published Admission Number 60 ..... 3

1. Children in Local Authority Care or Previously in Local Authority Care. ..... 3
2. Siblings/Current Family Association. ..... 3
3. Church attendance in Parish. ..... 3
4. Church attendance. ..... 3
5. Children of permanent, contracted staff in either or both of the following circumstances: ..... 4
6. All other applicants. ..... 4
7. Notes relating to the application of the faith criteria (Criteria 4): ..... 4
8. Evidencing commitment to faith: ..... 5
9. Clarification of the Child's Home Address: ..... 5
10. Multiple Births procedures: ..... 5
11. Tiebreaker: ..... 5
12. Waiting List, Appeals and Late Applications: ..... 6
13. Deferred entry for Reception places ..... 6
14. Admission of children outside their normal age group ..... 6

Diocese of Rochester

PROUD TO BE Aletheia Academies Trust

# Governors' Arrangements for Admission to the School in September 2027

**Published Admission Number 60**

The Governors will consider the admission of children in accordance with the following criteria in order of priority. Children with a statement of special educational need or Education (SSEN), Health and Care Plan (EHCP) which names the school will be admitted. As a result of this, the published admissions number will be reduced accordingly.

## 1. Children in Local Authority Care or Previously in Local Authority Care.

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order, including 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 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).

## 2. Siblings/Current Family Association.

Children who have a brother, sister or step or half siblings, including fostered and adopted siblings living at the same home address attending St Botolph's C of E Primary School at the time of admission. The school reserves the right to ask for proof of relationship.

## 3. Church attendance in Parish.

Children whose parents/carers are regular worshipping members of the congregation of St Botolph's Church, Northfleet and/or St Mark's Church, Rosherville (this would be monthly attendance for a period of at least one year) and who have been on the Church Electoral Roll for a period of at least one year, or who have written support from the Church priest/minister or religious leader and at least one church warden. In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church, or in relation to those of other faiths, relevant place of worship, or alternative premises have been available for public worship.

## 4. Church attendance

Children whose parents/carers live within a one-mile radius of St Botolph's C of E Primary School (as measured by the Local Authority), who are regular worshipping members of

churches which are members of Churches Together in Gravesham or are regular worshipping members of other faith communities in the borough of Gravesham. This would be monthly attendance for a period of at least one year. The appropriate priest/minister or religious leader will be required to confirm this on the Supplementary Information Form at the time of application. In the event that during the period specified for attendance at worship the church or, in relation to those of other faiths, relevant place of worship, has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church, or in relation to those of other faiths, relevant place of worship, or alternative premises have been available for public worship.

**5. Children of permanent, contracted staff in either or both of the following circumstances:**

a. where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made,

b. and/or the member of staff is recruited to fill a vacant post in the school for which there is a demonstrable skill shortage for the requirements of the post.

**6. All other applicants.**

We use the distance between the child's permanent home address (defined in KCC's annual admissions prospectus) 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. Where applications are made from properties or abodes that are not registered to the NLPG, including new build properties, KCC may be required to use planning sites or other relevant co-ordinates. In exceptional circumstances where alternative co-ordinates are not available, measurements will be determined by a Senior Admissions Officer and confirmed by Head of Service. In the case of distances from flats, the school will use the process defined below in 'Tiebreaker'.

**Notes relating to the application of the faith criteria (Criteria 4):**

Parents seeking priority through the faith criteria will need to meet the minimum requirements below:

1. Parents/carers have regularly attended a place of worship for a period of at least one year.
2. The place of worship must be in the Borough of Gravesham.

Once this is confirmed by the relevant church/religious representative, parents will be ranked in accordance with the distance criteria above within each category.

### Evidencing commitment to faith:

This evidence will need to be supported by the Parish Priest(s) or minister(s) of the church(es) or places of worship concerned with the submission of a 'Supplementary Information Form' available only from the school. More than one form may be submitted to support attendance at previous places of worship. If parents/carers have recently moved churches, Governors will make their decision based on the information supplied on this form alone.

The 'Supplementary Information Form' must be returned to the Head Teacher at school by the closing date for the return of 'RCAF' forms to the Local Authority. Failure to complete and return the 'Supplementary Information Form' may affect the priority ranking of the application.

In accordance with the requirements of the School Standards and Framework Act 1998, 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. Details of the procedure will be supplied by the Head Teacher on request.

Parents who wish to apply for admission for their child(ren) under categories 3 or 4 should contact the school office or visit the school website to complete a supplementary form.

### Clarification of the 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 the 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 weekdays.

### Multiple Births procedures:

When multiple births within a family would cause the 'infant class size limit' to be exceeded, the school will use the process defined below in 'Tiebreaker'.

### Tiebreaker:

If any category is oversubscribed, applicants will be ranked according to nearness of their home to the school. If in the event that 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. Since a block of flats has a single address point of reference, 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.

## Waiting List, Appeals and Late Applications:

The School's waiting list will be held for at least the first term of the academic year in oversubscription criteria order and will be re-ranked each time a child is added or before an offer is made.

The school will follow the Local Authority procedures relating to waiting lists, appeals and late applications, further details are printed in the 'Admission to Primary Schools in Kent' booklet, and are available from the school on request.

## Deferred entry for Reception places

Where an offer has been made, the school will provide for the admission of all children in the September following their fourth birthday. Parents can choose to defer the date their child is admitted to the school until later in the school year, but not beyond the start of the term after their child reaches compulsory school age and not beyond the beginning of the final term of the school year. Where parents wish, children may attend part-time until later in the school year, but not beyond the start of the term after their child reaches compulsory school age.

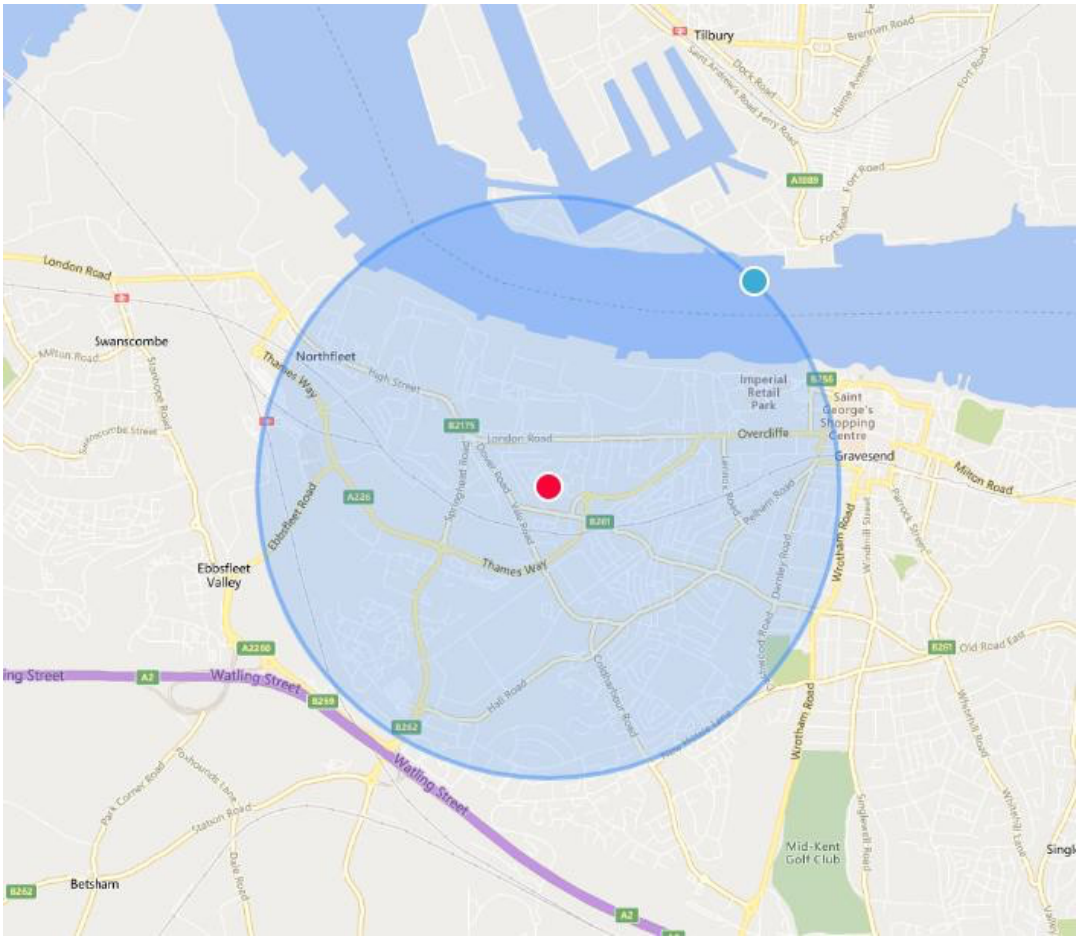
## Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group. The decision to offer a place will be based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of 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.

Admission panels **must** also take into account the views of the Head Teacher. Parents will be informed in writing of the decision that has been made.

Where there is agreement 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 **must** 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. The application must not be given 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.

**One-mile radius of St Botolph's School** (actual distances will be measured by the Local Authority)




Diocese of Rochester

PROUD TO BE Aletheia Academies Trust

# Supplementary Information Form - September 2027

**To be completed and returned to:** The Head Teacher
St Botolph's CE Primary School
Dover Road
Northfleet
Kent DA11 9PL

**by date of return for the Reception Common Application Form**
☏: (01474) 365 737 **email:** office@st-botolphs.kent.sch.uk

## Section A: To be completed by all applicants

| | |
|---|---|
| **Name of child** | |
| **Date of birth** | |
| **Name of parent(s)/carers(s)** | |
| **Full address (including postcode)** | |
| **Telephone number** | |

- ☐ I am applying under Category 1
- ☐ 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
- ☐ I am applying under Category 5

| | |
|---|---|
| **Signature** | |
| **Date** | |

Diocese of Rochester

PROUD TO BE Aletheia Academies Trust

## Section B: To be completed by those wishing to apply under Category 3

The following to be completed **ONLY** by a Priest/Minister and Church Warden:

| | |
|---|---|
| **Name of Church** | |
| **Name of Priest/Minister** | |
| **Name of Church Warden** | |
| **Address of Church (including postcode)** | |
| **Telephone Number** | |

☐ I confirm that the parents/carers of the child above have been on the Church Electoral Roll and/or attended church regularly for a period of at least one year.

**N.B. 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** | |

Diocese of Rochester

PROUD TO BE Aletheia Academies Trust

## Section C: To be completed by those wishing to apply under Category 4

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

| | |
|---|---|
| **Name of Place of Worship** | |
| **Name of Priest/Minister/Religious Leader** | |
| **Address of Place of Worship (including postcode)** | |
| **Telephone Number** | |

☐ I confirm that the child or one of whose parent(s)/carer(s) is a regular worshipper (monthly attendance for a period of at least one year) at a church which is a member of Churches Together in England or the Evangelical Alliance or attached to a place of worship, or equivalent religious centre, of a faith other than the Christian faith in the Gravesham Borough.

**N.B. 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** | |

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.

Diocese of Rochester

PROUD TO BE Aletheia Academies Trust

## OFFICE USE ONLY *(initial and date)*

| | |
|---|---|
| **Date form received** | |
| **Initials** | |
| **Category** | 1 3 4 5 |

Diocese of Rochester

PROUD TO BE Aletheia Academies Trust