

# *Ramsgate Holy Trinity C.E. (Aided) Primary School*

Executive Headteacher  
Mr. T. Hunter-Whitehouse



Dumpton Park Drive  
Broadstairs  
Kent  
CT10 1RR

01843 860744

## **CRITERIA FOR ADMISSION** (For September 2019) (Published Admission Number 30)

In line with the DFE School Admissions Code, children with a statement of special educational need or Education (SSEN), Health and Care Plan (EHCP) which names Ramsgate Holy Trinity C.E. (A.) Primary School 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.

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

### **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. 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).

### **Faith Criteria**

### **2. Siblings / Current Family Association whose parent(s)/ guardian(s) meet the faith criterion.**

A brother or sister attending the school when the child starts whose parents/guardians meet the faith criteria outlined in the notes below. 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.

### **3. Children of parents meeting the faith criteria who do not have siblings in the school**

Priority will be given within the faith criteria to those parents displaying the highest levels of commitment to the church as confirmed by the church minister. (Please see notes below relating to faith based priority.)

### **Non Faith Criteria**

### **4. Siblings of children who will still be registered at the school at the time of admission.**

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.

### **5. Medical / Health, Social 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 Ramsgate Holy Trinity C.E. (A.) Primary School.

## **6. Distance / Nearness of children's home to school**

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.

### **Notes relating to the application of the faith criteria:**

Parents seeking priority through the faith criteria will be split into four categories based on levels of commitment to the Christian church, a Christian church being defined as those who believe in one God, who is Father, Son, and Holy Spirit. Parents will need to meet the minimum requirements to be placed in the specific category described below. Once this is confirmed by the relevant church representative, parents will be ranked in accordance to the distance criteria above within each category.

1. Parents who attend a Christian church on a weekly basis and have done so for a period of not less than 2 years up to the date of application. (This must be confirmed by the relevant church representative.)
2. Parents who attend a Christian church on a weekly basis and have done so for a period of not less than 1 year up to the date of application. (This must be confirmed by the relevant church representative.)
3. Parents who attend a Christian church on at least a monthly basis and have done so for a period of not less than 2 years up to the date of application. (This must be confirmed by the relevant church representative.)
4. Parents who attend a Christian church on at least a monthly basis and have done so for a period of not less than 1 year up to the date of application. (This must be confirmed by the relevant church representative.)

### **Evidencing commitment to faith:**

This evidence will need to be supported by the Parish Priest(s) or minister(s) of the Christian church(es) concerned with the submission of a 'Supplementary Information Form' (Minister's form) available from school or the Local Authority. More than one form may be submitted to support attendance at previous Christian churches if parents/guardians have recently moved churches.

N.B. Governors will make their decision based on the information supplied on this form alone.

The 'Supplementary Information Form' must be returned to the headteacher 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. Following the ranking of children based on the 'Supplementary Information Form' 'Faith Criteria', other applicants will be ranked in order of proximity to school as determined in 'None Faith Criteria (6)' above.

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 Headteacher on request.

Parents who wish to apply for admission for their child(ren) should contact the school office where their child's name will be placed on the enrolment list, to ensure that they receive a 'Supplementary Information Form'. During November/December of the school year prior to the proposed admission, the parents will receive full details of the application procedure by post from the school. Prospective parents should therefore inform the school of any change of address.

## **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 week days.

\*N.B. Please refer to KCC guidance in 'Admission to Primary School in Kent' booklet related to pupil's home address at time of completing the Reception Common Application Form.

## **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 as defined in *Distance / Nearness of children's home to school* (above). Where distance is found to be equal, (as measured by the Local Authority) then a random selection will be applied.

### **Deferment of Entry**

Parents of Reception age children have the right to defer entry or take up a place part-time, until the term in which the 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. (Admissions Code December 2014 (2.17, 2.17A & 2.17B) Such applications must be supported by a written statement of request by the time of the closing date for applications for the year of entry.

### **Waiting List, Appeals and Late Applications**

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.

### **The right to withdraw a place**

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

1. when a parent has failed to respond to an offer within a reasonable time; or
2. when a 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 a parent.
4. the requirements of the County Co-ordinated Scheme for Primary Admissions, to which the school subscribes, have not been followed completely.

Revised by the Admissions Committee and adopted by full governing body: Spring 2018

Arrangements for Admissions and appeals will be reviewed and published each year.

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## Supplementary Information Form - for September 2019 - Minister Form

To be completed and returned to:

The Headteacher,  
Ramsgate Holy Trinity C.E. (A.) Primary School,  
Dumpton Park Drive, BROADSTAIRS, Kent.CT10 1RR

(by date of K.C.C. 'RCAF' return)

Phone: 01843 860744 Fax: 01843 861290 e-mail: office@holy-trinity-broadstairs.kent.sch.uk

Name of child: \_\_\_\_\_ D.O.B. \_\_\_\_\_

Name of Parent/s \_\_\_\_\_ Please tick if there  
Guardian/s \_\_\_\_\_ is a sibling link

Address \_\_\_\_\_

\_\_\_\_\_ Telephone No: \_\_\_\_\_

### The following to be completed ONLY by the Minister:

Name of Church  
attended \_\_\_\_\_

Name of Minister \_\_\_\_\_

Address of  
Minister \_\_\_\_\_

Telephone number of Minister \_\_\_\_\_

Please confirm **by signing against** which category of commitment to the church best describes the church attendance patterns **of the parent(s)/guardian(s) in the last two years up to the date of application.**

Weekly church attendance for more than 2 years. Signature: \_\_\_\_\_

Weekly church attendance for a period of at least 1 year but less than 2 years. Signature: \_\_\_\_\_

At least monthly church attendance for more than 2 years. Signature: \_\_\_\_\_

At least monthly church attendance for a period of at least 1 year but less than 2 years. Signature: \_\_\_\_\_

**N.B. In signing this form, you are confirming that the attendance of the parent at church services is accurate at the date of signing. (NOT the child being applied for.)**

I confirm that my church is a Christian church [ ]

(A Christian church being defined as those who believe in one God, who is Father, Son, and Holy Spirit.)

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.

Signature of minister:

Date:

Official Church stamp: