

St Matthew's High Brooms CE Primary School

Powder Mill Lane
Tunbridge Wells
Kent
TN4 9DY



Admissions Policy

Headteacher: Mrs Stephanie Hayward
Chair of Governors: Mrs Karen Stevenson

Ratified: September 2017
Next Review: September 2019

Policy written by: Debbie Brown

Distinctive Christian values-
Honesty, Kindness, Respect, Responsibility

ADMISSIONS POLICY

The Governing Body has adopted the Kent County Council admission criteria and this is used when necessary. The criteria are:

- 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.
- Attendance at a linked school – where admission links have been established between the infant and junior school concerned, children attending the infant school are given priority for admission to the junior school. In the same way, children with a sibling in the junior school are given priority for admission to the infant school.
- Current Family Association – a brother or sister in the same school at the time of entry 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 ‘Nearness’ criterion’ (below). Linked infant and junior schools are considered to be the same school for this criterion. 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.
- Health and Special Access Reasons – Medical / Health and special Access Reasons will be applied in accordance with the school’s legal obligations, in particular those under the Disability Discrimination Act 1995. Priority will be given to children under this criterion whose health or physical impairment means they have a demonstrable and significant need to attend a particular school. Medical/Health and Special Access Reasons must be supported with written evidence from an appropriately qualified medical practitioner. The evidence must demonstrate a special connection between the child’s needs and the particular school.
- Nearness of children’s homes to school – we use the distance between the child’s permanent home address and the school, measured in a straight line using Ordnance Survey address point data. Distances are measured from a defined point within the child’s home to a defined point within the school as specified by Ordnance Survey. The same address point on the school site is used for everybody. When we apply the distance criterion for an oversubscribed Community or Voluntary Controlled school, these straight line measurements are used to determine how close each applicant’s address is to the school.

Where new build housing development requires a new school or the significant enlargement of an existing school the ‘Nearness’ criterion will allow for a catchment area (defined by a map) to be created for the relevant school. This will be included in the Statutory Public Notice and admissions determination and will be valid for a period not exceeding three rounds of admissions.

- Statutory Consultation Area

The Local Authority is required to define “relevant areas” within which the admissions authorities of all maintained schools must conduct their annual statutory consultation. The relevant statutory consultation areas are those included within a 3 mile radius of the school.

The school participates in the West Kent Admission procedure. Admission forms are issued to parents of prospective new entrants when received from the Local Education Authority in Autumn of the school year preceding the year of admission. Current details of this procedure are available from the Headteacher or the School Secretary. Places are usually allocated at the end of April or early May. Parents who are not given places for their children when the school is over-subscribed have the right to put their child’s name on a prioritised waiting list and also the right to appeal the decision to the Area Education office.

The school holds an unofficial admission list, which helps greatly with forward planning. Having a child’s name on the admission list does not guarantee a place in the school. This is because in cases of over subscription the KCC criterion overrides the admission list.

The school published admission number is 60. The Government does not allow any Foundation (Reception), or Key Stage 1 class to exceed 30, unless exceptional circumstances are agreed.

Prospective parents are most welcome to visit the school by appointment. Once admission has been agreed it is strongly recommended that children visit the school prior to commencing. Class visits are always arranged for new entrants during the term prior to their admission and there are parents’ meetings to support them in getting to know the school and the curriculum. The school is a Christian school, please refer to Home School Agreement on how we can work in partnership with our ethos and values.

Admission to school is in September and part time arrangements can be made for the younger children. Further details are available from the school.

In order to make admission as smooth as possible for both parents and children there is a Welcome to School Pack, which has various items of information.

This information is included in the School Prospectus.