



Medway Council

Co-ordinated Scheme for

Primary Admissions

Academic Year 2020/21

**Incorporating admission to Year R,
transfer from infant school to junior school
(Year 3) and
Primary In-Year Admissions**

Author: School Services
Date: 25 September 2018
Version: 1.1

Table of Contents

	Page Number
Introduction / Background	2
Section 1 – Details of the Co-ordinated Scheme for Primary Admissions (Year R) and Transfer from Infant School to Junior School (Year 3) 2019/20	3-10
Section 2 – Over-subscription Criteria of Community and Voluntary Controlled Schools.	11-14
Section 3 – Published Admission Numbers for Community and Voluntary Controlled Schools.	15
Section 4 – Information regarding Primary In-Year (Casual) Admissions and Fair Access Protocols	16
Appendix A – Supplementary Information Form (SIF) for Voluntary Controlled Church of England schools only	17-18

Contact Details

School Services

Medway Council, Gun Wharf, Dock Road, Chatham, ME4 4TR

Tel: 01634 331110/331155

Fax: 01634 331614

E-mail: admissions@medway.gov.uk
medwaytest@medway.gov.uk
casualadmissions@medway.gov.uk

Version	Date	Type	Author
1.0	11 September 2018	Draft	Simon Harrington
1.1	25 September 2019	Final approved	Simon Harrington

Introduction / Background

Each year, the Local Authority is required to draw up, consult on and determine:

- Co-ordinated admissions arrangements (schemes) for all schools/academies in the Local Authority area for entry at the normal time of admission (Year R for infant and primary schools, Year 3 for junior schools, Year 7 for secondary schools). Please note that Medway UTC has opted out of co-ordination, as permitted by the Department for Education.

and

- The over-subscription criteria / arrangements for entry to those schools for which the Local Authority is the admission authority (Community and Voluntary Controlled schools).

The admission arrangements for Academies, Foundation and Voluntary Aided schools will be available from each school and to view on the Medway Council website at

www.medway.gov.uk/admissions.

Section 1 –**Details of the Co-ordinated Scheme for Primary Admissions (Year R) and Transfer from Infant to Junior School (Year 3) 2020/21**

Year R applications are for children born between 1 September 2015 and 31 August 2016

Year 3 applications are for children born between 1 September 2012 and 31 August 2013

The Key Scheme dates are:

Key Action	Scheme Date
Publication of information (composite prospectus, application information, etc.)	By Monday 9 September 2019
Applications open (online opens at 9am)	Monday 9 September 2019
Closing date for applications (Online and RCAF/JCAF) National Closing Date	No Later than 5pm on Wednesday 15 January 2020
Deadline for 'late' school applications for exceptional reasons (must be accompanied by written evidence confirming why it is late)	No later than 5pm on Wednesday 29 January 2020
Inter-LA data exchange undertaken for applications (if applicable)	Approx.' between 31 January and 7 February 2020
Indication of preference/applicant numbers made available to all Medway primary, infant and junior schools	Friday 14 February 2020
Ranking lists provided to all Medway primary, infant and junior schools (including all application detail) for prioritising against their over-subscription criteria and necessary checks, etc.	Monday 24 February 2020
Finalised ranked list submitted to the Council	No later than 5pm on Friday 6 March 2020
Ranked lists submitted, checked and verified in the admissions database.	By Monday 9 March 2020
Council to run the algorithm to determine the allocation of places	By Friday 13 March 2020
Inter-LA data exchange undertaken for offers (if applicable)	Approx.' between 16 and 27 March 2020
Details of pupils being offered provided to all Medway primary, infant and junior schools	By Wednesday 1 April 2020
Offer details provided to parents/carers National Offer Date	Thursday 16 April 2020
Schools send out welcome letters	Not before Thursday 23 April 2020
Places must be accepted/refused and requests to go on a waiting list and appeals must be submitted	By Friday 15 May 2020
The Council re-allocates any places that have become available to those who have asked to go on the waiting lists for each school	From w/c Monday 1 June until Thursday 31 December 2020

In addition this scheme:

- Allows for Supplementary Information Forms (SIFs) to be returned directly to schools to assist in the ranking of applicants against the schools over-subscription criteria by the closing date for applications (15 January 2020).
- Confirms that after 1 June 2020 the Council considers applicants through the normal waiting list / In-Year procedures.
Vacant places will be re-allocated (offered), in accordance with the individual school's oversubscription criteria, to children who have requested to be placed on the waiting list. Waiting lists will be held by the Council on behalf of the admissions authority for the school(s) until Thursday 31 December 2020.

The Council expects that all schools/academies/UTC's and admissions authorities engaged in the sharing of admissions data will manage personal information in accordance with GDPR requirements.

Deferred start:

Parents/carers are not obliged to start their child at school until the beginning of the term after the child is five.

Parents/carers who have been offered a September place may defer their child's admission until later in the school year or until the child reaches compulsory school age in that school year without losing the offer of a place.

Part-time attendance:

Parents/carers can also choose that their child attends part-time until the child reaches compulsory school age.

Similarly, parents can choose that their child starts full time from the start of the academic year, even if the school would prefer phased part-time attendance to begin with.

Delayed start to the next academic year:

Parents/carers of children born between 1 April and 31 August (summer born) may decide to delay their child's entry to school until the September following their fifth birthday.

Medway Council schools, academies and other own admission authority schools will consider individual requests to defer entry to Reception year to the following academic year on a case-by-case basis. This may be on the basis of academic, medical, social, emotional or behavioural need or if the child is a premature child who would have fallen into a lower year group had they gone to full term.

All requests will be carefully considered but it cannot be guaranteed that such requests will be approved. To be considered parents/carers must follow Medway Council's published protocol for the admission of summer born children (www.medway.gov.uk/admissions).

In accordance with this protocol parents/carers should apply for school places at the correct time for their child's chronological year group at the same time as submitting their request for deferral to ensure that they have the opportunity to secure a school place if their request is not granted.

Usually in such cases, if the request is declined and the parent/carer still decides to delay entry until the following year, any place that may have already been offered in the chronological Reception year cannot be held open until the next academic year. This means that the place offered will be withdrawn and the family will have to re-apply as an in-year admission for the following academic year for Year 1. The child may miss Reception year completely.

Please note:

- **Requests for delayed start must be made prior to or at the time parents/carers would normally be applying for school places for the following year. This is to ensure that parents/carers have the opportunity to apply on-time should their request not be granted.**
- **Parents/carers are not able to defer entry beyond the beginning of the term after the child's fifth birthday.**

The school application process

All relevant dates for the following procedures are detailed in the 'Key Scheme Dates' table above

1.
Medway resident parents/carers will have the opportunity to apply for their child's school place either online at <https://admissions.medway.gov.uk/ParentPortal/Website/> or using a paper form known as the Reception Common Application Form (RCAF) and Junior Common Application Form (JCAF), which can be collected from Medway Council's office at Gun Wharf, Dock road, Chatham, ME4 4TR.

The Council cannot accept multiple applications for the same child. Only one of the above methods can be used, not both.

If more than one application is received, the parent/carer will be contacted to agree which application is to be used. Until this is agreed none of the applications for that child can be processed.

2.
The paper RCAF will be used for the purpose of admitting pupils into Year R (the first year of primary education) and the paper JCAF for Year 3 of junior schools only (as listed in section 3 of this document). Online applications cover both of these options.

3.
The Medway online application or paper RCAF/JCAF will be used by Medway parents/carers as a means of expressing between 1 and 6 preferences for their child to be admitted to a school inside or outside the Medway area (including Academies, Voluntary Aided (VA) and Foundation schools).

4.
Online applications, paper RCAF/JCAF and supporting publications will:

- (a) Allow **Medway resident parents/carers to express up to six preferences** in priority order. Preferences can be expressed for Medway and non-Medway schools (except special or independent schools).
Parents/carers must complete the application for their home Local Authority (i.e. the LA where they live).
- (b) Allow parents/carers to give reasons for each preference, including details of any siblings that attend the school at the time of application and will still be on roll at the preferred school at the time of the applicant child's admission.
NB: The in-year admission of a sibling will not constitute a sibling link if the older sibling is admitted/put on roll of the school after the closing date for applications under this process.

- (c) Explain that parents/carers will receive the offer of one school place only and that a place will be offered at the highest ranked preference for which they are eligible and where there is a place available, or if a place cannot be offered at a school named on the application, a place will be allocated at the nearest appropriate school with a vacancy.
- (d) Specify the closing date for applications and where paper RCAF/JCAF must be returned to, in accordance with paragraph 9.

5.

The Council will make appropriate arrangements to ensure:

- (a) That the online admissions website is readily accessible to all Medway resident parents/carers who wish to apply using this method.
- (b) The paper RCAF/JCAF are readily available on request from Medway Council.
- (c) A Digital Information Guide (composite prospectus) of all Medway primary, infant and junior schools along with details of how the admission process works is readily available on the Medway Council website to read/download/print and hardcopies of which will be available upon request for collection from Medway Council's Office at Gun Wharf (see above address).

6.

Only preferences expressed on a submitted online application or on a paper RCAF/JCAF are valid applications.

7.

A school/academy can ask parents/carers, who wish to express it as a preference, to provide additional information on a Supplementary Information Form (SIF) only where the additional information is required to apply its over-subscription criteria to the application.

Where a SIF is required it must be requested direct from the school/academy or will be available via the Council's website as part of the relevant schools/academies published admission arrangements.

SIFs must be returned to the relevant school/academy by the closing date for applications.

All schools/academies that use SIFs must include the proposed form in their consultation document with other admissions authorities, including the Council, and in their published admission arrangements.

8.

Completion of a school/academy's Supplementary Information Form only does not constitute a valid application.

The school/academy must be named on the parent/carer's school application through their home local authority.

9.

Applications must be submitted online and paper RCAF/JCAF returned to Medway Council by the closing date.

NB: After the closing date no changes of preference can be permitted, except in exceptional circumstances.

10.

The Council will co-ordinate the allocation of places and work in partnership with all schools, including own admission authority schools/academies, to determine which applicants are to be offered a place at their school/academy.

The Council will only make the final decision about the offer or refusal of a place at a named preference on the online application or paper RCAF/JCAF where:

- (a) it is acting in its separate capacity as an admission authority
- (b) an applicant can be offered a place at more than one preference
- (c) an applicant cannot be offered a place at any named preference and therefore has to be allocated a place at the nearest appropriate school to the home address.

Medway operate an 'Equal Preference' scheme. This means that all preferences are considered equally and the order of preference is between parents/carers and the Council. The Council will look to offer a place at the highest named preference for which the child is eligible and where a place is available.

The Council will allocate places in accordance with paragraph 14.

Crown Servants:

For children of crown service personnel the usual protocols, processes and oversubscription criteria will apply, but a future address will be accepted and a place sought in advance of residency, as long as the application is accompanied by confirmation of the posting, future address and date of posting (as defined in the School Admissions Code). If no future address is available at the time of application the quartering/barracks address can be used.

The school allocation/offer process
--

All relevant dates for the following procedures are detailed in the 'Key Scheme Dates' table above

11.

The Council will provide all Medway primary, infant and junior schools/academies of an indication of the number of preferences expressed for them (these figures may not be the final preferences). Any necessary inter-LA data exchange will have been completed prior to provision of this data.

Schools/academies will only be advised the total number of applications by preference (1st – 6th) and not any pupil specific data.

12.

The Council will advise all Medway primary, infant and junior schools/academies of the full details of all valid applications for their schools to enable them to undertake the relevant checks (sibling links, etc.) and to consider against their over-subscription criteria. **This list is known as 'the ranking list'.**

This data will not include which preference the school/academy has been named, as this is not relevant to the application of oversubscription criteria.

The Council will have already undertaken distancing for all applicants to all schools. Any issues arising from these checks must be reported to the School Services Admissions Team **no later than 5pm on Friday 6 March 2020.**

Only children who appear on the ranking list can be considered for places on the relevant offer day. No other child can be added by the school for any reason.

Ranking lists will be made available to schools/academies via secure means to comply with data protection and information governance procedures.

13.

All schools/academies **must** submit completed ranking lists, ranked in priority order in accordance with their over-subscription criteria, to the Council by the date specified above for consideration in the allocation process. For Community and Voluntary Controlled schools, the Council will act as the admission authority and have the final decision on the ranking of applicants.

Completed ranking list must be submitted securely to comply with data protection and information governance procedures.

14.

The Council will check and verify all ranked lists to the admissions database and run the algorithm to determine the allocation of places:

- Where the child is eligible for a place at only one of the named schools, that school will be offered
- Where the child is eligible for a place at two or more of the named schools, they will be allocated a place at whichever of these is the highest ranked preference
- Where a child who resides in Medway is not eligible for a place at any of the named schools, the child will be allocated a place at the nearest appropriate school with a vacancy

15.

The Council will inform all Medway primary, infant and junior schools/academies of the pupils to be offered places at their school. Infant schools will also be advised of the destinations of their Year 2 pupils.

Medway Council will have completed any data exchange with other local authorities prior to providing offer lists to schools, to cover situations where a Medway resident has named a school outside Medway, or a parent living outside Medway has named a Medway school.

Offer and destination detail will be sent via secure means to comply with data protection and information governance procedures.

16.

On the offer day determined above, the Council will notify details of the school/academy being offered to all **Medway resident parents/carers**. The offer details will include the name of the school offered, the basic reasons why any other school named was refused and will extend the right of appeal to any named school that was not offered.

Medway Council will also make available all the information regarding the next steps for parents/carers (including acceptance/refusal of the place offered, waiting list and appeal request).

Schools/academies can send out their welcome letters no earlier than the date shown above. This is to ensure that parents/carers have received their formal offer from the Council ahead of receiving any letters from the relevant school/academy.

The appeal and waiting list/reallocation processes

All relevant dates for the following procedures are detailed in the ‘Key Scheme Dates’ table above.

17.

Acceptance/Refusal:

By the deadline date for acceptance/refusal of places, parents/carers must inform the school offered whether they wish to accept or refuse the place offered on offer day.

Parents/carers will be notified the process for how to do this at the time of the school offer.

18.

Waiting Lists:

Parents/carers must also submit requests to be included on a school’s waiting list by this date.

Requests must be submitted to the Council for all schools/academies and parents/carers can ask to be considered on the waiting list for any Medway school/academy (it is not limited to those originally named on the application form).

Parents/carers will be notified the process for how to do this at the time of the school offer.

From the date specified in the above table and up until the final date specified, the Council will undertake the reallocation of any vacant places for all schools/academies.

Only children who have requested to be placed on the waiting list for a school/academy can be considered for vacant places at this time.

All waiting list requests will be treated equally against the schools over-subscription criteria, regardless of whether the school was originally named as a preference.

Parents/carers may ask for their child’s name to be kept on a waiting list should places become available for the duration of the reallocation period.

- If a school requested on the waiting list form for the first time is unable to offer place at reallocation, the parents/carers will also have the right of appeal for that school.
- Also after the ‘Council waiting list’ has closed, parents/carers must re-apply for places under the Casual (In-Year) admission procedures.
- Waiting lists will be held in accordance with the published over-subscription criteria for the school and not according to how long the child’s name has been on the list.
- Any place that becomes available must be offered to the next child on the waiting list, who has the highest eligibility under the published oversubscription criteria.
- **If a place can be offered from the waiting lists, any other offer held will be withdrawn.**

19.

Appeals:

Parents/carers must also submit any appeal request by this date. At this stage parents/carers can only appeal for schools that they originally named on their application form.

Parents/carers will be notified the process for how to do this at the time of the school offer.

Appeal requests must be made in writing and lodged with Medway Council (for Community and VC schools) and for Academies, Foundation and VA schools must be lodged with the Clerk to the Independent Appeal Panel c/o the relevant school/academy.

The handling of late applications
--

20.

As far as reasonably practicable, applications for places in the normal admissions round that are received late for a good reason will be accepted to be processed on time, provided they are received by the Council **by Wednesday 29 January 2020**.

Such applications must be accompanied by a written explanation of the reasons for late submission. Only exceptional circumstances (good reason), which may include serious illness, bereavement or a late move to the area, can be considered by the School Services Management Team.

Late applications received from families that have just moved into the area must be accompanied by sufficient proof of move. This can be a copy of a signed tenancy agreement, exchange of contracts or completion documents.

The decision on whether a reason for late application is acceptable will be at the discretion of the School Services Management Team.

For situations where it is decided that the reason for late submission is not exceptional and for ALL applications received after this date, the application will be held pending until after allocation on 16 April 2020 and will be processed as part of the ongoing reallocation of vacant places as defined above and after consultation with the relevant admission authority for the named schools/academies.

Section 2 – Over-subscription Criteria of Community and Voluntary Controlled Schools.

The over-subscription criteria detailed in this section and published admission numbers detailed in section 3 relate to those schools for which Medway Council is the admissions authority and are correct at the time of going to print.

Some schools may be in the process of converting to or will be converted to academies by the start of the relevant academic year for this scheme. Where this is the case arrangements determined through this consultation will transfer to the academy and if it then chooses to amend admissions arrangements in the future it will be through its own consultation on changes for future admissions years.

Before the application of oversubscription criteria, children with an Education, Health and Care Plan which names the school will be admitted. As a result of this, the published admissions number will be reduced accordingly.

If the number of preferences for a Community or Voluntary Controlled primary, infant or junior school is more than the number of spaces available, places will be allocated in the following priority order:

1. **Children in public care/looked after children and previously looked after children** - (see note 1)
2. **Attendance at a paired infant school** - (see note 2)
3. **Sibling** (a brother or sister attending the named schools at the time of application and who will still be attending in September 2019) – (see note 3)
4. **Denominational preference** (for Voluntary Controlled church schools only) – A supplementary information form is also required (see note 4)
5. **Medical, health and special access reasons** – (see note 5)
6. **Children of crown servants** – (see note 6)
7. **Children of teaching staff** – (see note 7)
8. **Nearness of children's home and** (for Halling Primary School only) **ease of access to the school** – (see note 8)

Please note for children of multiple birth –

In the event of a school being oversubscribed where the parent/carer for the final qualifying place(s) available is the parent/carer of twins, triplets or other multiple birth, the Council will give multiple birth applications a higher priority for place than other applications with the exception of children in public care.

Parents/carers/carers must tick the appropriate box on the application to indicate the children are of multiple birth.

Tiebreaker –

In the unlikely event that two or more children 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.

Definitions and Notes

1.

Looked after children are children who are (i) in the care of a local authority, or (ii) being provided with accommodation by a local authority in the exercise of their social services functions (as defined in Section 22(1) of the Children Act 1989) at the time of making the application for a school.

Previously looked after children are children who were looked after but ceased to be so because they were adopted (under the terms of the Adoption and Children Act 2002, Section 46) or became subject to a residence order or special guardianship order (under the terms of the Children Act 1989, Section 8 and Section 14A).

Please note that the Council will require a copy of the adoption/residence order to validate this criterion and evidence that the child was previously looked after.

2.

This criterion applies to applications for Year 3 in junior schools only.

Where admission links (pairing) have been established between the infant and junior school concerned, children attending the infant school are given a higher priority for admission to the junior school.

3.

We give priority to children who have a sibling at the named school. Sibling means children who live as brother/sister in the same house and includes natural siblings, adopted siblings, foster siblings and step siblings. Extended family, for example cousins, living in the same house do not qualify as siblings.

The sibling link also applies across 'paired' schools. This means if parents/carers are applying for Year R in the infant school and have an older sibling in the 'paired' junior school the sibling link will be considered and also if the parent is applying for Year 3 in the junior school and has a younger sibling in the 'paired' infant school the sibling link will apply.

Please note that if the older sibling is in Year 6 at the time of application, the link cannot be considered, as they will not be in the school when the younger child would start in September

4.

When a parent/carer applies for a place at a Medway Voluntary Controlled Church of England School on the grounds of denomination, such application must be supported by evidence that either the child or at least one parent/carer is a regular worshipper (the level of attendance should be at least once a month) at a church affiliated to, or represented at "Churches Together in England" or the "Evangelical Alliance" and has been for at least 12 months prior to the application being made.

Parents/carers must ensure that they have also completed the supplementary information form (SIF) for Medway Voluntary Controlled church schools. A copy of the SIF is attached in appendix 1.

The SIF is available from and returnable to the school's listed below and is also available on the Council's website (www.medway.gov.uk/admissions).

The SIF does not constitute an application for the school and parents/carers must complete their home Local Authority application as well (either online or paper). The SIF on its own will not be processed unless there is also a valid application for the school.

The SIF must be returned to the relevant school by the closing date for applications.

Medway Voluntary Controlled church schools

St Helen's CE Primary School

St Nicholas CE Infant School

5.

Medical, health and special access reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010, as follows:

- For children whose mental or physical impairment means that they have a demonstrable and significant need to attend a particular school, or
- For children whose parent/carers mental or physical impairment means that they have a demonstrable and significant need for their child to attend a particular school.

Such claims must be clearly identified on the application and need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a specific connection between the needs of the child or parent/carer and the particular school. All evidence must be sent to the School Services Team by the closing date for applications.

6.

Families of UK service personnel/crown servants with a confirmed posting can be considered under this criterion. Applications will need to be accompanied by an official letter/document evidencing the posting. In the case of service personnel, if no postal address is available at the time of application the quartering/barracks address can be used.

7.

A child can be considered under this criterion where a member of teaching staff has been employed at the school requested for two or more years at the time the application is made. 'Teaching staff' means staff employed and salaried as teachers or teaching assistants (proof of employment must be provided with the application) but does not include voluntary staff.

8.

All distances and routes calculated are for the purposes of prioritising the application for admissions only and there is no expectation that a child should use this to walk to school.

Distances and routes calculated will represent the shortest route to school from the child's home address using roads and paths that are known to the graphical information software (GIS) utilised by School Services Admissions Team.

The start point:

- The centre point of the nearest road or footpath known to the GIS system to the seed point of the child's home (as defined by Ordnance Survey).
- This may not always be the postal address road, in circumstances where an alternative road or footpath is actually nearer to the seed point of the property.

The end point:

- This will be either a pre-defined point within the school site or the centre point of the road adjacent the school site.
- The same end point is used for all distance calculations to the school concerned.

Routes/Footpaths:

- The distance calculated is the shortest available route known to the Medway GIS (using the centre point of the streets and other available routes).
- Not all footpaths, cut-throughs, shortcuts and new roads are known to the GIS system. Where a route is not known to the GIS system an alternative route will be used.
- Where a child's home is situated on a new road the distance calculation will begin from the nearest available known road plotted in the GIS. New property developments may be subject to this.

Halling Primary School only –

This school will use the ease of access part of this criterion, which means:

- places are first offered to children living in Upper Halling (as defined in the hatched area on a map which is available at the school), which includes Ladds Farm, and Clements Farm areas.
 - secondly places are offered to those children living in Halling (as defined in the checkered area on a map which is available at the school) including Formby Cottages to the north and Ladds Lane area to the south.
 - Any remaining places at Halling Primary School will be offered on nearness of children's homes to the school.
-

**Section 3 –
Published Admission Numbers for Community and Voluntary Controlled Schools.**

Every school must have an admission number for each ‘relevant age group’ (this is defined in law as ‘an age group in which pupils are normally admitted’).

The expectation is that the published admission number (PAN) at the point of entry for the school will then follow that year group of children throughout each subsequent year in the school.

The proposed published admission numbers (PANs) for Community and Voluntary Controlled Schools are shown below:

School Name (Community and Voluntary Controlled schools only)	Published Admission Number (PAN) 2020
Balfour Infant School (paired with Balfour Junior Academy)	90
Burnt Oak Primary School	60
Crest Infant and Nursery School (paired with Delce Academy)	90
Fairview Primary School	90
Greenvale Infant and Nursery School (paired with Phoenix Junior Academy)	60
Halling Primary School	60
Hempstead Infant School (paired with Hempstead Junior School)	90
Hempstead Junior School (paired with Hempstead Infant School)	90
Horsted Infant School (paired with Horsted Junior School)	60
Horsted Junior School (paired with Horsted Infant School)	62
Luton Infant School (paired with Luton Junior School)	90
Luton Junior School (paired with Luton Infant School)	90
New Road Primary School and Nursery Unit	45
Oaklands School	60
Park Wood Schools Federation – Infants (paired with Park Wood Schools Federation – Juniors)	90
Park Wood Schools Federation – Juniors (paired with Park Wood Schools Federation – Infants)	90
St Helen’s CE Primary School	30
St Nicholas CE VC Infant School (*)	30
St Peter’s Infant School (paired with Delce Academy)	40
Swingate Primary School	90
Wainscott Primary School	60

(*) St Nicholas CE VC Infant School – reduction of the PAN to 30 is subject to approval of the expansion of age range, to become a primary school. If such approval is not granted, the PAN will remain at 40 (as it is currently)

Section 4 – Information regarding Primary In-Year (casual) Admissions and Fair Access Protocols

In-Year (casual) Admissions:

A casual admission is either a new applicant who is moving to Medway or an existing resident attending a Medway school who wishes to transfer. Entry is to year groups R-11 during the academic year and outside of the transfer process.

Under the provisions of the School Admissions Code (December 2014), paragraph 2.21 there is no requirement for local authorities to co-ordinate in-year admissions.

If a parent/carer wishes to apply for a school as an in-year admissions they must apply direct to the relevant school.

Details of the in-year (casual) admissions processes for Medway schools and academies will be published on the Medway Council website (www.medway.gov.uk/admissions) and clicking on 'move schools'.

Places for in-year admissions must be offered in accordance with the published oversubscription criteria for the relevant school/academy and parents/carers must be advised of their right of appeal if a school named on the application cannot offer a place.

Fair Access Protocols:

Medway Council administer the locally agreed Fair Access Protocols for children who meet the relevant criteria on behalf of and in partnership with all Medway primary, infant and junior schools and academies.

The Council will ensure that there is a fair distribution across all Medway schools/academies of pupils who are identified as having challenging behaviour under the agreed Fair Access Protocols.

Full details of the agreed Medway Fair Access Protocols will be published on the Medway Council website (www.medway.gov.uk/admissions).



**Supplementary Information Form
for all Medway Voluntary Controlled Church of England Schools**

Completed forms must be returned directly to the school named by the closing date for applications (15 January 2020)

Please complete this form in block capitals

When a parent/carer applies for a place at a Medway Voluntary Controlled Church of England School, such application must be supported by evidence that the child or at least one parent/carer is a regular worshipper (the level of attendance should be at least once a month) at a church affiliated to, or represented at "Churches Together in England" or the "Evangelical Alliance" and has been for at least 12 months prior to the application being made.

The Medway Voluntary Controlled Church of England Schools are:

St Helen's CE Primary School St Nicholas CE Infant School

Section A – to be completed by parents/carers

Notes for parents/carers:

1. **This form is not an application for the school. You must also complete the Medway Council application (either online or paper), which will be your formal application for the school.**
2. You must complete a separate Supplementary Information Form (SIF) for each of the above schools you are applying for.
3. Please complete Section A with the details requested. Please note that the details given must be those of the person whose attendance at church is being verified in Section B. This can be the child or the parent/carer.
4. * If you have attended your current church for less than 12 months please provide details of your previous church, as these will need to be verified.
5. Once **all** sections have been completed, please return the form to the named school direct. **It is your responsibility to ensure this form is submitted to the school by the above closing date.**

School being applied for			
Child's full name			Date of Birth
Parent/Carer full name	Title	Forename(s)	Surname
Home Address	Post Code:		
Phone Number			
Church currently attended	Church name and address		
Length of time you or your child has attended this church			

Church previously attended*	Church name and address		
Length of time you or your child has attended this church			
Signed		Date	

Please hand this form to your vicar/minister to complete section B

Section B – to be completed by Clergy

Notes for Clergy:

1. You have been asked to complete this form to validate the denominational claim being made to support the application for a place at the named Medway Voluntary Controlled Church of England School.
2. Please note that you are being asked to verify either **the child's or the parent/carers** attendance and commitment to the church.
3. Please check the details in Section A (completed by the parent/carer) and verify they are correct.
4. Please verify the length of time **the child or parent/carer** has been a regular worshipper at your church and, if less than 12 months, that they were a regular worshipper at the previous church named. If you are unable to verify this, please provide your comments on the denominational claim.
6. Once you have completed this section, please return the form to the parent/carer so that they can submit it to the school named. **It is the parent/carers responsibility to ensure this form is submitted to the school by the relevant closing date.**

Church for which you are the incumbent / pastor	Church name and address
Your name, role/responsibility	

Please tick the appropriate box and/or provide any comments below

I hereby confirm that the child or parent/carer named overleaf is a regular worshipper of this church and has been for at least 12 months.		<input type="checkbox"/>
I hereby confirm that the child or parent/carer named overleaf is a regular worshipper of this church, but has not been so for at least 12 months. **		<input type="checkbox"/>
Time attended:	From:	To:
**If the child or parent/carer has not been a regular worshipper at the church for at least 12 months, please contact the previous church named to verify their claim. If you are unable to do so, please provide your comments below.		
I hereby confirm that I have contacted the previous church named and that I have verified the parent/carer claim.		<input type="checkbox"/>
The child or parent/carer named overleaf is <u>not</u> a regular worshipper of this church and therefore I do not verify their claim.		<input type="checkbox"/>

General Comments:

--

Signed by the incumbent / pastor		Date	
---	--	-------------	--