Christ Church (Erith) C of E Primary School Admissions Policy 2025-26

All parents/guardians applying for places for their children at Christ Church (Erith) C of E Primary School are expected to respect the Christian ethos of the school.

As Christ Church (Erith) is a member school of Trinitas Academy Trust it is a named **feeder school** for Trinity C of E Secondary School, Belvedere. **This means that children attending Christ Church (Erith) are given high priority when applying for a place at Trinity C of E Secondary School, Belvedere.**

The published admission number for the school is 90; therefore the Governing Body will offer up to 90 pupils a place in our Reception class in the academic year 2025-26.

Children are admitted to the Reception class in the school year in which they have their fifth birthday. All pupils born from 1 September 2020 to 31 August 2021 can start in a Reception class in September 2025. Compulsory school age is the beginning of the school term after the child's fifth birthday. Parents / guardians of Reception age children have the right to deferment of entry or to take the place up part time, until the term in which the child reaches compulsory school age.

Parents / guardians of gifted and talented children, or of children who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group. In addition, the parents / guardians of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1. Parents / guardians should write, in the first instance, to the Principal, explaining their reasons.

It is not an automatic right to choose this option and decisions will be made by the admission authority on the basis of the circumstances of each case and in the best interests of the child concerned. To determine this the following will be taken into account: the parent's / guardian'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. The views of the Principal of the school will also be taken into account. When informing a parent of their decision on the year group the child should be admitted to, the admission authority will set out clearly the reasons for the decision.

Where the admission authority agrees to a parent's / guardian'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 will 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. They will not give the application lower priority on the basis that the child is being admitted out of their normal age group. Parents / guardians 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.

Applications for admission are welcomed from all parents / guardians. However, parents / guardians must note that evidence is needed for some admission criteria should the school receive more than 90 applications. The Governing Body is required to abide by the maximum limit of 30 pupils per class for infant classes (5, 6 and 7 year olds).

Children with an Education, Health and Care Plan (EHCP) which names the school are given priority before the criteria are applied.

Application Procedures and Timetable

Parents / guardians will be required to complete the Common Application Form available from their Home Authority. The CAF will be available online, or from any Primary School or the School Admissions Team at their Home Authority from 1st September 2024. Parents / guardians may express up to six preferences for primary schools on the CAF. To be treated as "on time" the CAF must be returned to the school shown as the first preference, with documenting evidence of address and child's date of birth, by 15th January 2025.

In addition to the CAF supplied by the Home Authority, the **Supplementary Information Form** available from the school must be completed and sent to the School Secretary not later than the closing date published by the Home Authority. If parents / guardians do not complete and return the **Supplementary Information Form** to the school by the closing date set for the return of the CAF, the application will be considered under oversubscription criterion 6 (if they have siblings in the school) or 7 (if they do not have siblings in the school).

Offers of places will be sent to parents / guardians on the common offer date as notified by the Home Authority. The national offer day for Reception is 16 April 2025.

Oversubscription Criteria

If the school is oversubscribed the following criteria will be applied in order. These oversubscription criteria have been devised in accordance with the School Admissions Code.

Children with an Education, Health and Care Plan (EHCP) which names the school are given priority before the criteria are applied.

1. Children in Local Authority Care or Previously in Local Authority Care (defined as children 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 ceased to be so because they became subject to an adoption, residence or special guardianship order under Part IV of the Act) or 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.
2. Children of parents / guardians who **regularly** attend a Church of England Church with their family (Notes B, C, D. *See also Footnote 1*):
   Priority One: Christ Church C of E, Victoria Road, Erith, Kent
   Priority Two: any other Church of England Church
3. Children of members of Christ Church (Erith) CofE Primary school staff in either or both of the following circumstances:
   - Where the member of staff has been employed by the school for two or more years at the time at which the application for admission to the school is made, and/or
   - The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Children of parents / guardians who **regularly** attend a Church which is a member of Churches Together in England, or the Evangelical Alliance (Notes B, C, D. *See also Footnote 1*).
5. Children of parents / guardians who **regularly** attend their place of worship from another faith (Notes B, C, D. *See also Footnote 1*).
6. Children who have siblings in the school at the time of admission. If oversubscription occurs within this category, places will be offered in order of the age of the sibling – youngest first.
7. Places still available after the previous criteria have been applied, will be offered to children living nearest to the school measured by a straight line from the school gate, which has been approved by the governors, to the child's home address. Distance will be measured using Ordnance Survey address point data as supplied by the Local Authority. In the event of a tie, lots will be drawn.

Notes

A: Where a distinction has to be made within the above categories, then the following criteria will be used to determine priority within each category:

a. Children who have siblings in the main school at the time of admission for subscription criteria 1 to 5. If over-subscription occurs within this category, places will be offered in order of the age of the sibling – youngest first.

b. Those living nearest to the school measured by a straight line from the school gate, which has been approved by the governors, to the child's home address.

B: Regular attendance is defined as attending worship at least twice a month, over a minimum of twelve months. *Please see also Footnote 1.*

C: It is the parent/guardian's responsibility to ensure that they make their **regular** attendance known to the church clergy (or church leader/religious leaders) in order to support their declaration. Church clergy (or church leader/religious leader) will advise of ways to do this. Evidence will be required on the **Supplementary Information Form** completed by the parents / guardians *and* the church clergy (or church leader/religious leader). It must be completed and returned to the school by the published closing date. *Please see also Footnote 1.*

D: If the family has moved to the area or has moved to a different Church within the previous year, the applicant should provide clergy references for all churches attended during the previous year by completing the appropriate section of the **Supplementary Information Form.** *Please see also Footnote 1.*

E: For the purpose of this criterion, a 'sibling' is a child who lives at the same address as the child for whom a place is being requested, and is one of the following:

- The brother or sister
- The half-brother or half-sister
- The step-brother or step-sister (i.e. related by parent's marriage)
- Any other child for whom it can be demonstrated that he/she is residing permanently at the same address (e.g. under the terms of a residence order or Foster-care plan).

F: The home address will be taken as the child's home address on 15th January 2025, unless there is a qualifying change of address by 15th February 2025. It must be the address at which the child lives with the parent or registered guardian, who is the main carer. Where there are shared responsibilities for the child, and as a consequence the child lives at two different addresses during the week, the home address will be regarded as the one at which the child sleeps for the majority of weekdays.

After offers of places have been made, a waiting list is drawn up according to our oversubscription criteria, in accordance with the DfE School Admissions Code – September 2021.

In year admissions

Applications for in year admissions will be considered by the Governing Body having regard to the Admissions Policy stated above and according to whether places are available in the appropriate year group. If a place cannot be offered at this time, then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list as outlined above.

Appeals

Parents / guardians have the right to appeal if their child is not offered a place at the school. They should do so in writing to the Clerk to the Governors at the School, within 14 days of hearing that their child has not been allocated a place. An independent appeals panel will then be convened to hear the appeal.