



Federation of Minster and Monkton Church of England Primary Schools



Admissions Policy

Lead Person: Fiona Webb

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Signatures:

Chair of Governors

Executive Headteacher



Our Joint Christian Values for the Federation

For the Federation process we have drawn on the story of the Road to Emmaus (Luke 24: 13-35). In this story, two disciples are journeying together talking about recent events. Someone, they later recognise to be Jesus, joins them and joins in the conversation reshaping what they know. When they eventually recognise who it is, the risen Jesus disappears; they return transformed to tell their story.

This story reflects the journey that the two schools have been walking together in recent times and how, through the process of Federation, the journey ahead will be one of transformation and growth.

Three values from this story are central to the Federation process for our two schools:

- Recognition - what are we seeing
- Communication - what are we saying
- Transformation - how can we change and grow

These three values will underpin the process towards Federation and the continued working together of the two schools.

Our Key Principles are:

- All children deserve the best opportunity to succeed and develop as a whole child
- We are committed to ensuring the wellbeing of all children and staff and providing an environment where each child is nurtured
- Children will grow and develop in a Christian setting, developing their individual spirituality
- We will celebrate the diversity and uniqueness of each individual's skills and abilities
- To ensure the highest standards and best possible educational experience for all our children
- Providing a learning climate and culture that is fun and full of challenge, promoting independence, resilience, engagement and high aspirations
- Passionate and effective leadership, supported by great teaching is the key to the continuous drive in raising standards to be the best we can be
- Continuous professional development is a vital part of improving our school and we believe the most effective form of this is learned from the sharing of good practice and working in partnership with others, both in school and with other schools

Both schools have Christian Foundations that underpin everything we do and every policy is written with these in mind:

Minster Christian Foundations	Monkton Christian Foundations
Creation	Trust
Justice	Friendship
Love	Compassion
Forgiveness	Forgiveness
Peace	Justice

Admission arrangements for a child to a school in our Federation, are in accordance with those published by the Kent Local Education Authority.

Minster CEP School

Pupil Admission Number (PAN) Year group 60

Pupil Admission Number (PAN) Whole School 420

Monkton CEP School

Pupil Admission Number (PAN) Year group 15

Pupil Admission Number (PAN) Whole School 105

Process of Admission

- Parents are invited to make an appointment at an open day session to look around school if the place is needed in Foundation Stage for a September start. If the request for a place is part of the in-year casual admissions process, an appointment needs to be made through the school office to arrange for a tour of the school.
- New children (4 year olds) are gradually phased in during their first term. Parents will be invited to a pre-school assessment meeting with their teacher within the first two weeks prior to their child starting school.
- We admit children once a year in September when they are four years old. All children therefore enjoy 17 full terms and 1 part-time term before the end of Key Stage 1 (infants).
- In term 6 prior to admission, parents and children have several opportunities, including an Open Day and Familiarisation Day, to meet staff in the Foundation Stage.

Information on the process and the on-line application links can be found on the KCC website. Please follow this link:

<http://www.kent.gov.uk/education-and-children/schools/school-places/primary-school-places>

Parents of children with a disability are asked to meet with the Inclusion Leader to discuss how best the school can meet the needs of the child.

Oversubscription

As we are Kent County Council Schools we are governed by their admission arrangements and over subscription criteria.

The criteria used to prioritise applications when there is over-subscription are detailed on KCC's website. A link to the document can be found below (this opens as a pdf file.)

https://www.kent.gov.uk/_data/assets/pdf_file/0009/126774/Guide-to-applying-to-Primary-in-Kent-2022.pdf

A summary of the over-subscription criteria for all Community and Voluntary Controlled primary schools is outlined below:

- **Children in Local Authority care** or previously in Local Authority care A child in Local Authority care or previously in Local Authority care is a child which is either in the care of the Local Authority or is being provided with accommodation by a Local Authority in the exercise of their social services functions under Section 22(1) of the Children Act 1989 or a child who ceased to be so because they became subject to an adoption, child arrangement order, or special guardianship order.
- **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, social and special access reasons (medical)** 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 under health and special access reasons will be given to those children whose mental or physical impairment or social need means they have a demonstrable and significant need to attend a **particular school**.
- **Nearness of children's homes to the school** Children applying for schools, this last criterion is the most important one, as those children who are living nearer to the school usually get a higher priority for places than children who live further away. It is therefore very important that when you complete your RCAF/JCAF, you give your correct address for admissions purposes. (The distance provided by KCC's measuring software will be used for all applications to ensure they are treated in a consistent manner. The same address point on the school site is used for everybody. When KCC apply the distance criterion for an oversubscribed Voluntary Controlled school these straight line measurements are used to determine how close each child's address is to the school).

In Year Admissions/Casual - starting school mid-year or at the beginning of years 1-6

For casual admissions we follow the Kent Admissions Policy. Please follow the link to KCC's website where you can download the form required should you wish to apply for a place at Minster Church of England Primary School or Monkton Church of England Primary School.

<http://www.kent.gov.uk/education-and-children/schools/school-places/move-to-a-different-school>