

# Chevening (St Botolph's) CE Primary School



## **Admissions Policy**

This policy was reviewed and approved at the Full Governing Body Meeting of 13.11.24.

Next Review is SPR 2026.

## **Chevening (St Botolph's) Church of England (VA) Primary School**

**We encourage applications from all members of the community and local areas and welcome children of all backgrounds and abilities.**

**We aim to be an inclusive, caring and excellent school for all.**

**Every application is treated sensitively and objectively.**

**Our hope is that all parents and carers can gain a place at the school of their choice for their child.**

Our School Biblical vision is based on Matthew 13: 31-32:

***“The kingdom of heaven is like a mustard seed, which a man took and planted in his field. Though it is the smallest of all seeds, yet when it grows, it is the largest of garden plants and becomes a tree, so that the birds come and perch in its branches.”***

Our Admissions policy has been developed in line with this vision, to support our ability to provide an excellent education for all children through being

***- True to Christ and His teachings.***

***- Known for kind and thoughtful actions and attitudes.***

***- Inclusive in serving, sharing and showing God's love to benefit all.***

**Our school is a nurturing school and our policy is also developed in line with the six principles of Nurture reflecting the schools understanding that:**

- Children learn developmentally
- The classroom is a safe base for every child
- Nurture is important to the development of well-being
- Language is a vital means of communication
- All behaviour is communication
- Transition marks important stages in a child's life

Chevening (St Botolph's) Church of England Voluntary Aided Primary School has a distinctive Christian vision and ethos that lies at the heart of school life and provides an inclusive, caring and supportive environment for all children to learn and flourish. Our Christian vision is lived out on a daily basis through our Christian Values – *Compassion, Courage, Faith, Forgiveness, Honesty, Love, Perseverance and Respect.*

We ask all parents to respect and uphold the ethos of our school and its importance to the Chevening School family and local community. This does not affect the right of any parents to apply and be considered for a place for their child at Chevening (St Botolph's) CE Primary School.

As a former Archbishop of Canterbury, Rowan Williams, said of church schools:

***“It doesn't necessarily mean that everyone involved has to share the same theology or philosophy. It doesn't mean that everyone knows that they have this relationship with God, and is consciously working at it. But a Christian school is one in which the entire atmosphere is pervaded by the conviction that there is something mysterious, and potentially wonderful, in everybody.”***

## **Chevening (St Botolph's) Church of England (VA) Primary School Admissions Criteria for Admissions in September 2026**

(Based on the Department for Education Admission Code September 2021)

The Published Admission Number (PAN) for pupils in each year group at Chevening (St Botolph's) CE Primary School is set at **30**. As a Church of England Voluntary Aided School, the Governing Body is the admissions authority, not the Local Authority (LA), and therefore has its own criteria which are used if the school receives more applications than places are available (the oversubscription criteria).

**Before we use the oversubscription criteria, children with an Education, Health and Care Plan which names Chevening (St Botolph's) CE Primary School will always be admitted. The published admissions number is then reduced accordingly.**

*An Education, Health and Care Plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child.*

The school's Admissions Committee may also, exceptionally, allocate places to children with a mental or physical impairment or whose parents' or guardians' physical or mental health or social needs mean that they should attend the school. In this case, their application must be supported by written evidence from an appropriately qualified medical or other practitioner. Please contact the school directly if this provision is applicable.

### **Oversubscription Criteria**

Where the school receives more applications than places, the following criteria, in order of priority, will be used to allocate places, with criterion 1 being the highest ranking.

Ranking within each criteria will normally be determined by distance, except in the case of Siblings/Current Family Association and Faith and church attendance.

#### **1. Looked After Children and previously Looked After Children:**

*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) at the time of making an application to a school.*

*A previously looked after child means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those 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.*

*A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.*

#### **2. Siblings / Current Family Association - A child who has a sister or brother attending the school when she or he starts.**

*In this context sister or brother means children who live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster sisters and brothers.*

*In the event this criterion is over-subscribed, Governors will allocate places by applying criteria 3 to 5 below in order of priority.*

**3. Children who have a parent who is a relevant member of the staff of Chevening (St Botolph's) CE Primary School.**

*A parent will be considered a relevant member of staff if he or she has been employed at the school for one or more years at the time when the application for admission is made or has been recruited to fill a vacant post for which there is a demonstrable skills shortage.*

**4\*. Faith and church attendance**

**a Children whose parents attend St Botolph's Church, Chevening**

*Priority will be given to parent/s who demonstrate commitment to St Botolph's Church as confirmed by the Rector of Chevening. Applicants are asked to indicate, using the Supplementary Information Form, if they have attended the church either:*

- i) at least twice per month for a period of no less than two years; or
- ii) at least once a month for a period of no less than one year.

**b Children whose parents live within parish boundary of St Botolph's Church Chevening and who attend other Christian Churches**

*Priority will be given to those parent/s who are resident within the Chevening Parish and who demonstrate commitment to a Christian Church (either a member of Churches Together in England and Wales or the Evangelical Alliance) as confirmed by the Church Minister. Please use the **interactive map** on this link [www.achurchnearyou.com](http://www.achurchnearyou.com) to clarify if your home address is inside the Chevening Parish boundary, or outside. Applicants should indicate, using the Supplementary Information Form, if they have attended their church(es) either:*

- i) at least twice per month for a period of no less than two years; or
- ii) at least once a month for a period of no less than one year.

*In the event this criterion is over-subscribed, Governors will allocate places according to the following ranking: 4ai) 4a ii), 4bi), 4bii) before applying a distance criterion.*

**5. 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. Where applications are made from properties or abodes that are not registered to the NLPG, including new build properties, KCC may be required to use planning sites or other relevant co-ordinates. In exceptional circumstances where alternative co-ordinates are not available, measurements will be determined by a Senior Admissions Officer and confirmed by Head of Service.*

*\*In the event that the church has been closed for public worship during the period specified for attendance and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.*

## **Notes:**

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

This evidence will need to be supported by the Parish Priest(s) or minister(s) of the 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 churches. If parents/guardians have recently moved churches, 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 the Reception Common Application Form 'RCAF' to the Local Authority. Failure to complete and return the 'Supplementary Information Form' may affect the priority ranking of the application. The Admissions Policy and the Supplementary Information Form can be downloaded from our website for completion at the time of application.

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.

### **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.

### **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 by straight line distance [as defined above] and those closest given priority. Where distance is found to be equal, children will be ranked in alphabetical order, surname first and then by alphabetical order of first name on birth certificate.

### **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.

## Admissions at times other than into Reception

The waiting list will be ranked according to the over subscription criteria as it stands on the day we receive a formal communication from a current child's parent informing us of the decision to leave.

## Open Mornings and visiting the school

We hold Open Mornings from September to January. The dates are publicised on our website [www.chevening.kent.sch.uk](http://www.chevening.kent.sch.uk) At other times of year, parents may contact the school office to make an appointment to visit the school.

## Deferred entry to school

a) The child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and

b) Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

c) There is no legal barrier to children being admitted out of their normal age group, but parents do not have the right to insist that their child is admitted to a particular year. A meeting with the Headteacher to discuss the details of this process should be made early in the year in which parents would be making an application for the child's normal age group so that the process may be explained in detail. Then, any request for admission outside of the normal age group should be made to the Headteacher **of each preferred school** as early as possible in the admissions round associated with that child's date of birth. This will allow the school and admissions authority sufficient time to make a decision before the closing date. Parents are not expected to provide evidence to support their request to defer their application, however where provided it must be specific to the child in question. This might include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede a school's ability to agree to deferral. Parents are required to **complete an application for the normal point of entry at the same time**, in case their request is declined. This application can be cancelled if the school agrees to accept a deferred application for entry into Year R the following year. Deferred applications must be made via paper Common Application Form to the Local Authority (with a Kent Summer Born Application Form if applicable), with written confirmation from each named school attached. Deferred applications will be processed in the same way as all applications for the cohort in the following admissions round, and offers will be made in accordance with each school's oversubscription criteria.

# **Chevening (St Botolph's) C.E. (VA) Primary School**

## **Supplementary Information Form for September 2026**

Please complete Section A of this form if your church attendance fulfils either of the categories of commitment shown in Section B. DO NOT complete Section B yourself; the school will contact the Minister on your behalf.

Please mail or email the completed form by the date stipulated by the Kent County Council Reception Common Application Form (RCAF) and return to:

The Headteacher,  
Chevening (St Botolph's) C.E. (V.A.) Primary School,  
Chevening Road,  
Chipstead,  
Sevenoaks,  
Kent,  
TN13 2SA  
e--mail: [admissions@chevening.kent.sch.uk](mailto:admissions@chevening.kent.sch.uk)

### **Section A**

Name of child:
Date of birth:
Name of Parent/s or Guardian/s:
Address:
Telephone No:
How long have you been resident at this address?
When did you start worshipping at the Church named below?
Name of Church attended:
Name of Minister:
Address of Minister:
Telephone No. of Minister:

**Please return the form to the school**

**Do not complete Section B**

**The school will contact the Minister on your behalf.**

## Section B

The following to be completed **ONLY** by the Rector/Minister:

Please confirm the category of commitment to the church which best describes the church attendance pattern of the parent(s)/guardian(s) in the table below:

Commitment to the church indicated by church attendance patterns of the parent(s)/guardian(s):	Please tick in the relevant box below	<b><i>For School Office use only</i></b>	
Attendance of at least twice a month for no less than 2 years		4*a i)	4*b i)
Attendance of at least once a month for no less than 1 year		4*a ii)	4*b ii)

\*Church attendance will be calculated only for the period when churches were open for public worship.

**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.**

My church is a member of Churches Together in England and Wales or The Evangelical Alliance.

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:	
Please print name:	
Contact telephone number:	
Date:	