



### ADMISSION TO THE SCHOOL - SEPTEMBER 2020

Brenchley & Matfield will offer 30 places for Reception Class in September. Please consult “Admission to Primary School 2020” guidance which is available from Kent County Council. Should we have more applicants than places available, the following criteria will be used in order of priority to award places.

**Applications will be considered on receipt of the CAF (online) and this application form along with a copy of the child’s birth certificate and the relevant supporting paperwork as follows:**

	Category	Evidence required
	<b>SEN / EHC Statements</b>	Confirmation of SEN / EHCP Statement at the time of applying or will have a statement before KCC application closing date (normally mid-January before the September admission)
<b>1</b>	Children in Care, or previously in the care of the Local Authority	Evidence of “looked after” status of the child (LAC) as defined by KCC. (A looked after child or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A LAC 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 function)
<b>2</b>	Children previously in Care outside of England	Evidence of the child having been in care outside of England. Parents are advised to contact KCC Admissions in the first instance to clarify their eligibility.
<b>3</b>	Children who live in the civil or ecclesiastical parishes of Brenchley and Matfield	Copy of utility or Council Tax bill addressed to the parent showing the full postal address.
<b>4</b>	Children with a sibling in the school at the time of entry	A sibling is defined as children who live in the same house as a brother or sister including natural, adopted, step or foster. All sibling links should be to current pupils that will also be here when the new pupil starts.
<b>5</b>	Children who have a Parent or Guardian who has worshipped at least twice a month on average at All Saints, Brenchley or St. Luke’s, Matfield in the last 12 months	Letter from incumbent of either All Saints’ or St Luke’s confirming the stated attendance
<b>6</b>	Children who have a parent or guardian who has worshipped twice a month on average, in a C of E Parish Church	Signed letter from relevant clergy confirming the stated attendance at other churches
<b>7</b>	Children of practising members of other Christian denominations affiliated to “Churches Together in England”, with the same pattern of worship as above	Signed letter from relevant clergy confirming the stated attendance at other churches
<b>8</b>	Children of other applicants	

Where it is necessary to establish priority within one of the criteria, the distance from home to school as calculated by the Local Authority, will be used. The distance is measured in a straight line from the child’s permanent address to the school using Ordnance Survey address point data. In the event of a tie-breaker the nearness of an applicant’s home to the school will be the decider.

The school follows the Code of Practice for Admissions Appeals.

If necessary, a waiting list will be used in which children will be prioritised in line with the oversubscription criteria above until the end of the relevant academic year.

Where applications are received for children who are from multiple births, places will be offered individually to each child, prioritised by alphabetical order according to the forename on the birth certificate.



Head of School: Ms Jane Mallon  
Executive Headteacher: Mrs Rachel Green



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### Confidential Supplementary Application Form

Form must be returned to school no later than 31 January in order to be considered for a place.  
Please complete all sections.

Pupil's legal surname	
Pupil's surname (if different from legal name)	
First names (please underline the name used)	
Date of Birth	
Birth Certificate enclosed & checked	
Parents / guardians / carers (insert as appropriate)	
Mr and Mrs / Mr / Mrs / Miss / Ms / Other (correspondence will be addressed to the applicants named here)	
Relationship to pupil	
Address	
Address (cont)	
Postcode	
Contact telephone number(s)	
I am applying for a place under category – insert number (see overleaf)	
I enclose the relevant supporting documentation	
Applications under category 4 only Name of sibling/s currently at Brenchley & Matfield	
Signed	
Dated	

