Lady Boswell's CE (Aided) Primary School
Admission Arrangements for Academic Year 2027/2028

Lady Boswell's Church of England (Aided) Primary School ('Lady Boswell's') welcomes children of all faiths and none. The school is sometimes oversubscribed and there may be more applicants than places for admission to Reception in 2027/2028.

If you would like to apply for your child to attend Lady Boswell's, please consider the oversubscription criteria set out below, decide which of these are relevant to your child's application, and what supplementary information you need to provide to support your application. It is very important to ensure that all information and all necessary evidence relevant to your child's application is provided, as the Governors allocate places at Lady Boswell's solely on the basis of the information and supplementary evidence submitted on or with the forms.

Further information about the number of applicants in previous years and the basis on which places have been allocated is available in 'Admissions to Primary Schools in Kent' on the Kent Primary Admissions website (copies of which can be obtained from the school on request) and on the Lady Boswell's school website.

Published Admission Number (PAN) for 2027/2028

Reception - maximum number 60
Year 1 - maximum number 60
Year 2 - maximum number 60
Year 3 - maximum number 64
Year 4 - maximum number 64
Year 5 - maximum number 64
Year 6 - maximum number 64

Before the application of oversubscription criteria, children with a Statement of Special Education Need (SSEN) or Education, Health and Care Plan (EHCP) which names the school will be admitted. As a result of this, the published admissions number will be reduced accordingly.

Over-Subscription Criteria

In the event that the school is oversubscribed, the following criteria for admission, which are in order of priority, will be used by the Governors in the allocation of places.

Definitions:

- 'Christian Church' means a church that is a member of Churches Together in Great Britain and Northern Ireland, or of the World Evangelical Alliance.
- 'St Nicholas Parish Church' means all congregations of St Nicholas Parish Church, Sevenoaks, and references to attendance at St Nicholas Church include attendance at any of these congregations.

In the event that during the period specified for attendance at worship, the church has been closed for public worship 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 has been available for public worship.

Criterion 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.

Criterion 2: Children who have a brother or sister in the school at the time of admission

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 and foster brothers or sisters. In the event this criterion is over-subscribed, Governors will allocate places by applying Criteria 3 to 9 below which are in order of priority.

Criterion 3: Children whose parents are committed to St Nicholas Parish Church

The normal minimum requirement to satisfy this criterion is fortnightly attendance by one or both parents for two years or more immediately prior to the date of completion of the Kent Reception Common Application Form (RCAF) and this must be evidenced by completion of Part A of the Supplementary Church Form (Appendix 1) and endorsed with any relevant additional information by the Vicar/Minister in Part B of the Supplementary Church Form (Appendix 1).

Criterion 4: Children whose parents are committed to a Christian Church (not meeting Criterion 3)

The normal minimum requirement to satisfy this criterion is fortnightly attendance by one or both parents for two years or more immediately prior to the date of completion of the RCAF and this must be evidenced by completion of Part A of the Supplementary Church Form (Appendix 1) and endorsed with any relevant additional information by the Vicar/Minister in Part B of the Supplementary Church Form (Appendix 1). Applicants will be considered under this criterion if one or both parents have been committed to more than one Christian Church (including St Nicholas Parish Church) for the two-year period immediately prior to the date of completion of the RCAF and this commitment is evidenced by completed and endorsed Supplementary Church Forms (Parts A and B) covering the whole of the two-year period.

Criterion 5: Children with medical, health, social or special access reasons

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. Places will be allocated under this criterion to children whose mental or physical impairment means they have a demonstrable and significant need to attend Lady Boswell's or to children whose parents' or guardians' physical or mental health or social needs means they have a demonstrable and significant need to attend Lady Boswell's. Medical, health, social or special access reasons must be supported with written evidence from an appropriately qualified medical or other practitioner. The evidence must demonstrate a special connection between the relevant needs and Lady Boswell's.

Criterion 6: Children who have a parent who is a relevant member of the staff of Lady Boswell's School

A parent will be considered a relevant member of the staff of Lady Boswell's School if he or she has been employed at the school for two or more years at the time at which the application for admission to the school is made, or has been recruited to fill a vacant post for which there is a demonstrable skills shortage.

Criterion 7: Children whose parents are attached to St Nicholas Parish Church

A parent is attached to St Nicholas Parish Church if they have attended for less than two years or are an occasional worshipper, being monthly or less attendance. The normal minimum requirement to satisfy this criterion is attendance by at least one parent on at least six occasions in any twelve-month period in the two-year period immediately prior to the date of completion of the RCAF and this must be evidenced by completion of Part A of the Supplementary Church Form (Appendix 1) and endorsed with any relevant additional information by the Vicar/Minister in Part B of the Supplementary Church Form (Appendix 1).

Criterion 8: Children whose parents are attached to a Christian Church other than St Nicholas Parish Church

A parent is attached to a Church if they have attended for less than two years or are an occasional worshipper, being monthly or less attendance. The normal minimum requirement to satisfy this criterion is attendance by at least one parent on at least six occasions in any twelve-month period in the two-year period immediately prior to the date of completion of the RCAF and this must be evidenced by completion of Part A of the Supplementary Church Form (Appendix 1) and endorsed with any relevant additional information by the Vicar/Minister in Part B of the Supplementary Church Form (Appendix 1).

Criterion 9: All other children

Application Procedure

<u>All applicants</u>

Parents who wish their child to be admitted to Reception in the academic year 2027/2028 need to submit a **Kent Reception Common Application Form** (RCAF), with two forms for twins, on which they state up to three school preferences.

<u>Applicants applying under Criteria 3, 4, 7, or 8</u>

If parents wish their application to be considered under Criteria 3, 4, 7 or 8, they must **additionally** submit a **Supplementary Church Form,** as set out in Appendix 1.

Please note:

- Whether or not you choose to complete your RCAF form online, you **must return the original signed Supplementary Church Form to Lady Boswell's School**, Plymouth Drive, Sevenoaks, Kent TN13 3RW. Photocopies or faxed copies are not acceptable. The deadline for returning the Supplementary Church Form to the school will be the same as that for returning the Kent Reception Common Application Form.

- If you have attended more than one church in the two-year period prior to application and want to rely on church attendance at your previous church, a further original, signed Supplementary Church Form relating to previous church attendance must also be submitted.

Applicants applying under Criterion 5

If you are applying under Criterion 5, you will need to **additionally** provide written evidence from a suitably qualified practitioner (e.g. doctor or social worker).

Applicants applying under Criterion 2

If there are too many applicants under Criterion 2, places will be allocated by applying Criteria 3-8. Parents should therefore **additionally** complete the Supplementary Church Form and provide appropriate evidence, even if they are applying under Criterion 2.

Under each of the other criteria, applications will be ranked in accordance with proximity of the child's permanent residence to the school. We use the distance between the child's permanent home address (defined in KCC's annual admissions prospectus) 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 of any of the above criteria being oversubscribed, priority will be given based on distance as described above with those closest being given higher priority. 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. This process will be independently verified. Further detailed information about how distances are measured, how flats will be treated and what defines a permanent residence is available in the Admission to Primary School in Kent booklet.

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.

In the event of places being available after the first round of offers, the school will apply its 2027/2028 Admission Arrangements to all those on the waiting list at the time of allocating the places.

Parents of Reception age children have the right to defer entry or to take the place up part-time, until the child reaches compulsory school age. Children born between 1 April and 31 August (also known as "summer born") must start school at the beginning of the April term if they wish to keep their offer. Where parents wish for their summer born child to defer entry until the start of Year 1, they must refuse their offered place, which may be offered to a different child, and then reapply through the In Year process, recognising that a place may not be available. These applications should be made during the last month of Reception Year.

Parents have the right to request admission outside their child's normal age group. Such requests should be made to the Headteacher as early as possible in the admissions round associated with that child's date of birth. This will allow the school 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 RCAF to the Local Authority, 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 the school's oversubscription criteria.

Lady Boswell's CE (Voluntary Aided) Primary School
Admission Arrangements for Academic Year 2027/2028

Appendix 1: Supplementary Church Form (page 1 of 2)

Parent(s) should complete this form and pass to their Vicar/Minister for completion of Part B.

If parent (s) wish to rely on attendance at a previous Christian Church, a further copy of the form should also be completed and passed to the relevant Vicar/Minister for completion of Part B.

General

Child's full name Child's date of birth	
Name(s) of person(s) with parental responsibility	
Family address	
Telephone numbers (home and mobiles) Email address	
Church attended by parent(s)	
How long have you been associated with this church? If less than 2 years, were you associated with a previous church? If so, which?	

Part A

Please indicate which criterion you are applying under.

Criterion 2 - Children who have a brother or sister in the school at the time of admission	
Criterion 3 - Children whose parents are committed to St Nicholas Parish Church	
Criterion 4 - Children whose parents are committed to a Christian Church (not meeting Criterion 3)	
Criterion 7 - Children whose parents are attached to St Nicholas Parish Church	
Criterion 8 - Children whose parents are attached to a Christian Church other than St Nicholas Parish Church	

Vicar/Minister's Initials	
Date	

Appendix 1: Supplementary Church Form (page 2 of 2)

Please indicate your frequency of worship and how long you have followed this pattern of attendance.

How often do you as parent(s) attend the church declared above?		
	Parent 1	Parent 2
At least fortnightly		
Monthly or > 6 occasions in last 12 months		

How long have you followed this pattern of attendance?		
	Parent 1	Parent 2
2 or more years		
Less than 2 years		

Applications will be considered under Criteria 3,4,7 and 8 where one or both parent have met the required attendance at church for the period immediately prior to the date of completion of the SCAF.

Part B – Endorsement by Vicar/Minister

Vicar/Minister please initial each page and retain a copy of the signed form.

I confirm that the information provided by the parent(s) in Part A of Appendix 1 is correct/ not correct and that they meet the criteria as specified in the admissions policy. (*delete as appropriate*) Comments:

Is the church a member of Churches Together in Great Britain and Northern Ireland, or of the World Evangelical Alliance?	Yes/No

Name and Signature of Vicar/Minister	
Name of Church	
Address	
Telephone Number	
Date	

Vicar/Minister's Initials	
Date	