

**SUPPLEMENTARY INFORMATION FORM  
FOR IN-YEAR ADMISSION TO  
SAINT GEORGE'S CHURCH OF ENGLAND SCHOOL (Primary)**

This form should be completed by parents/guardians and then **returned directly to Saint George's Primary**. You must also complete the Kent Common Application Form which must be completed on-line.

**Please remember to sign the form on page 3.**

**PUPIL'S  
SURNAME**

**FIRST  
NAMES**

**DATE OF  
BIRTH**

**FULL  
ADDRESS  
Inc POSTCODE**

**TELEPHONE  
AND EMAIL**

**FIRST NAME AND SURNAME  
OF PARENT/GUARDIAN 1**

**FIRST NAME AND SURNAME OF  
PARENT/GUARDIAN 2**

**ADDRESS (if different from above)**

**ADDRESS (if different from above)**

**PLEASE STATE UNDER WHICH CRITERIA YOU ARE APPLYING.** Circle one or more below. *Please refer to the notes regarding the admissions criteria on the back of the form.*

1      2      3a      3b      4      5

1. **IF YOU ARE APPLYING UNDER CRITERION 1**, please state the Local Authority responsible and enclose a copy of the relevant care order.

Name of Local Authority:

2. Children who have a sibling or step or half siblings including fostered and adopted siblings living at the same home address attending Saint George's School at the time of applying. The school reserves the right to ask for proof of relationship.

Name of sibling, step or half sibling:

- 3a). **IF YOU ARE APPLYING UNDER CRITERION 3a**, please complete all the details below and arrange for the appropriate priest, minister or religious leader to sign to confirm.

Name of priest, minister or religious leader:

Name of place of worship:

Address:

Telephone number:

Children or one of whose parents/grandparents/guardians is a regular worshipper at a Church of England church.

Signature of priest, minister or religious leader: \_\_\_\_\_

- 3b). **IF YOU ARE APPLYING UNDER CRITERION 3b**, please complete all the details below and arrange for the appropriate priest, minister or religious leader to sign to confirm.

Name of priest, minister or religious leader:

Name of place of worship:

Address:

Telephone number:

Children or one of whose parents/grandparents/guardians is a regular worshipper at a church which is a member of Churches Together in England or the Evangelical Alliance or attached to a place of worship, or equivalent religious centre, of a faith other than the Christian faith.

Signature or priest, minister or religious leader: \_\_\_\_\_

4. Children of staff in either or both of the following circumstances:
  - a. where the member of staff has been employed at the school for two or more years at the time at which the application for admissions to the school is made,
  - b. and/or the member of staff is recruited to fill a vacant post in the school for which there is a demonstrable skill shortage for the requirements of the post.
5. All other applicants.

**Signature of Parent/Guardian:** \_\_\_\_\_

**Date:** \_\_\_\_\_

❖ This form must be completed and returned to Saint George's Church of England Primary Phase, Westcott Avenue, Gravesend, Kent DA11 7HP or by email to bianchetn@saintgeorgescofe.kent.sch.uk.

#### **Tie Breaks**

In the event of there being more applicants than places remaining within a particular criterion, priority will be given to children who live closest to the 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 two or more children have an otherwise equal priority under the oversubscription criteria random selection will be used to establish which is ranked ahead of the other.

#### **Notes:**

An applicant applying under criterion 3 will be one whose family attends at least monthly. The worshipper may be the child for whom application is made or one or both parents/grandparents/guardians.

A waiting list will be held for at least the first term of the academic year in oversubscription criteria order and will be re-ranked each time a child is added or before an offer is made.

Where an offer has been made, the school will provide for the admission of all children in the September following their fourth birthday. Parents can choose to defer the date their child is admitted to the school until later in the school year, but not beyond the start of the term after their child reaches compulsory school age and not beyond the beginning of the final term of the school year. Where parents wish, children may attend part-time until later in the school year, but not beyond the start of the term after their child reaches compulsory school age.

#### **Admission of children outside their normal age group**

Parents may seek a place for their child outside of their normal age group. The decision to offer a place will be based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent'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. Admission panels **must** also take into account the views of the Head Teacher. Parents will be informed in writing of the decision that has been made.

Where there is agreement to a parent'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 **must** 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. The application must not be given lower priority on the basis that the child is being admitted out of their normal age group. Parents 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.

## **Application for Admission to Saint George's Church of England School (Primary)**

All parents/guardians applying for places for their children at Saint George's Church of England School are expected to support the Christian ethos and practice of the school.

Completion of the Supplementary Information Form is not mandatory. However, if one is not received, the Governors will not be able to apply their admissions criteria, and the application will be considered as a lower priority. The Supplementary Information Form should be returned directly to the school. A copy of the Supplementary Information Form may be either downloaded from the school website <https://www.saintgeorgescofe.kent.sch.uk/primary/primary-phase-admissions> or obtained directly from the school.

Before the application of oversubscription criteria, children with a statement of special educational need or Education, Health and Care Plan which names the school will be admitted. A Statement of Special Educational Need is a statement made by the local authority under Section 324 of the Education Act 1996 specifying the special educational provision required for that child. 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.

### **Further Information**

If there are more applications to Saint George's School than there are places the following oversubscription criteria will be applied by the Governors.

- 1 Children in Local Authority Care or Previously in Local Authority Care – 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 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). This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted
2. Children who have a sibling or step or half siblings including fostered and adopted siblings living at the same home address attending Saint George's School at the time of admission. The school reserves the right to ask for proof of relationship.
3. Children or one of whose parents/grandparents/guardians is:
  - a. A regular worshipper at a Church of England church. This would be monthly attendance for a period of at least 1 year. The appropriate priest, minister or religious leader will be required to confirm this on this Supplementary Information Form at the time of application.
  - or
  - b. A regular worshipper at a church which is a member of Churches Together (<https://www.cte.org.uk/>) in England or the Evangelical Alliance (<https://www.eauk.org/find-a-church>) (churches will have to prove membership) or attached to a place of worship, or equivalent religious centre, of a faith other than the Christian faith. This would be monthly attendance for a period of at least 1 year. The appropriate priest, minister or religious leader will be required to confirm this on this Supplementary Information Form at the time of application.
4. Children of staff in either or both of the following circumstances:
  - a. where the member of staff 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,
  - b. and/or the member of staff is recruited to fill a vacant post in the school for which there is a demonstrable skill shortage for the requirements of the post.
5. All other applicants.