



## Supplementary Form for Admission 2017

This is required in addition to the Common Application Form (CAF). Please complete all sections.

Child's Surname

Child's Forename(s)

Date of Birth

Address   
Postcode

Telephone

Email (please print)

Full name of Parent(s)

Name of legal guardian  
(if different from above)

Church attended by  
parent(s)

Name of parish priest,  
minister or local  
religious leader

Name(s) and school  
year of any brothers  
and sisters if they  
attend Bennett

### **Ethos statement**

Bennett is a Church of England school. Parents of any background are welcome to apply for a place here and all applications will be considered according to the criteria attached. The school's aim is to provide a high quality academic education underpinned by strong Christian values, supported across the curriculum, including through Christian worship and religious studies. The school is characterised by an emphasis on learning to live together as a community in the light of Christian belief and values, and by developing strength of character and self confidence through a wide range of extra curricular activities and opportunities.

## Under which category do you wish your application to be considered?

Please tick (✓) below the category from the attached oversubscription criteria which best fits your circumstances.

	Category	A1	Children in or who have ever been in care (please attach documentary evidence)
	Category	A2	Pastoral place (please attach documentary evidence as required) (up to 5 places)
	Category	A3	Staff child (up to 6 places)
	Category	B	Children from Anglican families 'at the heart of the Church' (up to 168 places)
	Category	C	Children from non-Anglican families 'at the heart of the Church' (no limit)
	Category	D	Non-Christian faith background (up to 15 places)
	Category	E	Children from Anglican families 'attached to the Church' (no limit)
	Category	F	Children from non-Anglican families 'attached to the Church' (no limit)
	Category	G	Children from Anglican or non-Anglican Christian families 'known to the Church'
	Category	H	Children from Families with no church attendance

The following section should be completed by all applicants, except those applying in category A or H, where its completion is optional. If application under category A is unsuccessful, any information given below will be used to place an applicant in another category.

Please indicate how frequently you as the parent(s) attend your place of worship, and for how long you have done so. Only one parent's attendance is required to meet the criteria.

	How many times per month?	For how many years?
Mother		
Father		

I confirm that I have read the oversubscription criteria and the information given above is true and complete.

Signature of parent ..... Date.....  
**(Only one parental signature is required)**

## Endorsement by priest, minister or local religious leader (categories B-G)

By signing this form you are endorsing the information given by the applicant above. Please therefore do not sign it until it has been completed by the applicant. Please initial any alterations that have been made by the applicant. I hereby confirm that all the information given above is true. I understand that in the interests of fairness only the information contained in this form will be used to apply the school's admission criteria.

Signature of priest, minister  
or local religious leader

Position

Deanery (if Anglican)

Date

Parents should return the Supplementary form for Admissions to Bennett Memorial School by 31 October

The form should now be sent to the school by the parents. Please remember to attach the following documents (as applicable):

- For applications in Category A1 attach documentary evidence
- For applications in Category A2 full documentary evidence of pastoral need.
- For applications under Categories B, C, E or F, a copy of baptism certificate or evidence dedication or of welcome of child into the church.
- For any applications where the church of the parent has changed within the past 3 years, evidence from the previous church or a letter of explanation. • Note that in the event of appeal, this form will be seen by the appeals panel.

## Bennett Memorial Diocesan School

### Oversubscription Criteria for admission 2017

The planned admissions number (PAN) is 224. In the event of oversubscription Governors will offer places to applicants who meet the following oversubscription criteria. Before the application of oversubscription criteria children with a statement of special educational need or Education (SSEN) or 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. Places are then offered to categories A1, A2 and then A3 first. All other applicants will then be ranked in order using the oversubscription criteria B-H below. If there are places unfilled after the allocation of places to those who meet the oversubscription criteria, and after the allocation of reserved places, other places will be offered in order of distance of the child's normal address from the school address.

- A1 Children in public care<sup>1</sup>
- A2 Pastoral places<sup>2</sup> (up to 5 places)
- A3 Staff Child<sup>3</sup> (up to 6 places)

**B** Children from Anglican families at the heart of the church. The definition of this is a child who has one or both parents worshipping regularly (by which is meant at least three times per month on average) in an Anglican church<sup>4</sup> and who have done so for at least two years<sup>5</sup> up to the time of application. If applications which meet these criteria exceed the number that can be offered, applicants with a sibling at Bennett in September of the year of admission will be ranked before those without a sibling, and then within each group applicants will be ranked by distance from the school.

The number admitted under category B will not exceed 168. Category B applications not admitted because of this cap will be re-ranked at the top of category E applications.

Before the rank ordering by distance is applied within Category B, places will be allocated to applicants attending parishes located in each of the deaneries of Malling (6 places), Sevenoaks (6 places) and Shoreham (6 places), as defined by the Diocese of Rochester. If there are more applicants than deanery places, each will be rank ordered by distance from the school, and the closest offered places. If there are fewer applicants, the unused places revert to the overall allocation for this category.

**C** Children from non-Anglican Christian families at the heart of the church. The definition of this is a child who has one or both parents worshipping regularly (by which is meant at least three times per month on average) in any non-Anglican Christian church and who have done so for at least two years<sup>5</sup> up to the time of application. If applications which meet these criteria exceed the number that can be offered, applicants with a sibling at Bennett in September of the year of admission will have priority, and then within each group applicants will be ranked by distance from the school.

**D** Children from non-Christian faith backgrounds – a maximum of 15 places are available for children from non-Christian faith backgrounds who wish their child to benefit from a Church of England education. To be considered for one of these reserved places, they will require a reference from their local religious leader stating that they are observant members of their faith, and that they worship publicly with their faith community on a regular basis, according to the norms and customs of that faith. If more than 15 such applications are received, the 15 whose normal addresses are closest to the school will be offered places.

**E** Children from Anglican families attached to the church. The definition of this is a child who has at least one parent who attends an Anglican church<sup>4</sup> at least monthly, or takes part in one form of service to the church on at least a monthly basis, and who has sustained this pattern of commitment for at least two years<sup>5</sup>. If applications which meet these criteria exceed the number that can be offered, applicants with a sibling at Bennett in September of the year of admission will have priority, and then within each group applicants will be ranked by distance from the school.

**F** Children from non-Anglican Christian families attached to the church. The definition of this is a child who has at least one parent who attends a non-Anglican Christian church at least monthly, or takes part in one form of service to the church on at least a monthly basis, and who has sustained this pattern of commitment for at least two years<sup>5</sup>. If applications which meet these criteria exceed the number that can be offered, applicants with a sibling at Bennett in September of the year of admission will have priority, and then within each group applicants will be ranked by distance from the school.

**G** Children from Anglican and non-Anglican Christian families known to the church. The definition for this will be a child who has at least one parent who attends any Christian church on an occasional basis, less frequently than once a month, but at least as frequently as three times a year, or who takes part in a regular form of service to the church, less often than once a month but at least three times a year. If applications which meet these criteria exceed the number that can be offered, applicants with a sibling at Bennett in September of the year of admission will have priority, and then within each group applicants will be ranked by distance from the school.

**H** Children from families with no church attendance. If applications which meet these criteria exceed the number that can be offered, applicants with a sibling at Bennett in September of the year of admission will have priority, and then within each group applicants will be ranked by distance from the school.

## **Notes**

1 Looked after children are defined as children under the age of 18 for whom the Local Authority provides accommodation by agreement with their parents or carers (Section 22 of the children Act 1989), or who ceased to be so because they were adopted, or who is the subject of a care order under Part IV of the Act. Please attach documentary evidence

2 Up to 5 places will be offered to children in exceptionally challenging personal or family circumstances. Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations, including those under the Equality Act 2010. Those children with a mental or physical impairment which gives them a demonstrable and significant need to attend this particular school will qualify, as will children of parents with similar impairments. To qualify, claims will need to be supported by written evidence from a suitably qualified medical or other practitioner and the evidence will need to demonstrate a special connection between the needs of the child or parent and Bennett Memorial Diocesan School. If more than 5 qualifying applications are received, they will be rank ordered by distance from the school and the closest 5 offered places.

3 Up to 6 places will be offered to the children of employed staff where:

- a) 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, or
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

If applications which meet these criteria exceed the number that can be offered, applicants with a sibling at Bennett in September of the year of admission will be ranked before those without a sibling, and then within each group applicants will be ranked by distance from the school.

4 Local Ecumenical Partnerships (LEPs) of which the Church of England is a member will be considered as Anglican churches for this purpose.

5 If during this time the family has relocated, or changed the church at which they worship, supporting evidence from the previous church must be provided.

## **Definitions**

### **Distance**

Distance for the purposes of these criteria is measured between the child's normal address and the school in a straight line using Ordnance Survey address point data. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by Ordnance Survey. The school uses measurements provided by Kent LA and further information on this is available from booklets provided by Kent. In the unlikely event that there are two or more applications of equal eligibility for the last available place at the school a random selection will be applied.

### **Normal Address**

The child's normal address is considered to be the residential property that is the child's only or main residence and not an address at which your child might sometimes stay or sleep due to your own domestic arrangements. The address must be the pupil's home address on the day you completed your application form.

### **Parents**

Wherever the term 'parents' or 'parent' is used in these criteria, it refers equally to carers or guardians. No distinction is made between children who have one or two parents.

### **Siblings**

Siblings throughout this document are defined as children who live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

### **Waiting list**

A waiting list of no more than 10 is held for each year group. The waiting list is ranked according to the oversubscription criteria. Applications will be removed from the waiting list on 31st January each year unless contact has been received from the parents in the last 6 months.

### **Appeal**

Any applicant not offered a place on 1st March will have the right of appeal. Appeals will be heard in accordance with the Appeals Code by an independent panel. All information on how to appeal for a place at Bennett will be sent to parents by the LA at the same time as the offer of a place at another school.

### **Withdrawal of places**

After a place has been offered the school reserves the right to withdraw the place in the following circumstances:

1. When a parent has failed to respond to an offer within a reasonable time; or
2. When a parent has failed to notify the school of important changes to the application; or
3. When the admission authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent.

### **Admission arrangements for children to be taught outside their expected yeargroup**

Requests for admission outside the child's expected yeargroup must be made to the Headteacher as far as possible before the autumn closing date for normal applications. There is no requirement to provide evidence, but evidence provided may support a decision. Any evidence must be specific to the child in question. Parents should complete a normal application in addition, in case their request is declined. If the request for admission outside expected year is agreed, a paper CAF must be submitted to the LA with copies of the written agreement from the school.

### **Statements of Special Educational Needs and Education, Health and Care Plans**

Before the application of the oversubscription criteria, children with a Statement of Special Educational Needs or an Education, Health and Care Plan which names Bennett will be admitted. As a result of this the published admissions number will be reduced accordingly.