



**Supplementary Information Form
Application for Admission in September 2025-2026**

Child's Surname:	Child's Forename(s):
Child's Address: Postcode:	Child's Date of Birth:
	Male / Female:
	Name(s) of persons with parental responsibility:
Contact Number:	Contact Number 2:

	Yes	No
Do you attend a Christian Church regularly? (on at least a monthly basis and have done so for a period of not less than 6 months)		
Note: Church attendance will be calculated only for the period when churches were open for public worship.		
If so, which is your Church?		

To be completed by the minister:

I can confirm that the family attends
(please state which church)
on a monthly basis and has done so for not less than 6 months. ****See note below.**

Signed: (Minister) Date

*** In the event that during the period specified for attendance at worship the church or, in relation to those of other faiths, relevant place of worship 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 or in relation to those of other faiths, relevant place of worship, or alternative premises have been available for public worship*

If there are more applications for admission than there are available places, then places will be allocated according to the School's Admissions Policy.

The school year begins in September and children will be admitted as Rising 5's before their fifth birthday.

Please return this page to the school and retain the following pages for your reference.

If there are more applications for admission than there are available places, then places will be offered by the Governors in accordance with the following Criteria. The order of priority is as follows:

Children with a statement of special educational need or Education (SEN), 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.

- 1) 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.
An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- 2) A brother or sister attending the school when the child starts. In this context brother or sister means children who permanently live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

The sibling link is maintained as long as the family live at the same address as when the first child applied or has moved closer to the school than when the first child was offered a place or has moved to an address that is less than 2 miles from the school. The distance is 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 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 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. 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.

- 3) Children whose parents or carers have an affiliation to the Church of England and live within the Civil Parish of Snodland. Written confirmation of this affiliation will be required from a minister of the church. (See Supplementary Information Form).

Religious affiliations will be defined as a parent or guardian attending church on at least a monthly basis and for a period of not less than 6 months.

*** " In the event that during the period specified for attendance at worship the church or, in relation to those of other faiths, relevant place of worship 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 or in relation to those of other faiths, relevant place of worship, or alternative premises have been available for public worship".*

- 4) Children whose parents or carers live in the Civil Parish of Snodland with those living nearer having priority. *The school will use the process outlined in the Local Authority's booklet to calculate the distance, as above in Criterion 2.*
- 5) Children whose parents or carers live outside the Civil Parish of Snodland and have attended Church of England worship on a monthly basis for at least 6 months at the time of application. Confirmation required from Minister – see SIF. **** See note above.**
- 6) Children with at least one parent or carer who is a practising member at any other Christian Church, (that is a member of Churches Together in Britain and Ireland or the Evangelical Alliance) evidenced by attendance at religious services on at least a monthly basis and for a period of not less than 6 months. **** See note above.**
Confirmation of having met this requirement must be provided by completion of a Supplementary Information Form (SIF), which is obtainable from the School Office and must be returned to the school duly signed by the date as specified by the LA for the CAF to be returned.
- 7) Children whose parents or carers live outside the Civil Parish of Snodland with those living nearer having priority. *The school will use the process outlined in the Local Authority's booklet to calculate the distance, as above in Criterion 2.*

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

- 1) Owned by the child's parents or carers OR
- 2) Leased to or rented by the child's parents or carers under a lease or written rental agreement.

If you live separately from your partner but share responsibility for your 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 weekdays.

NOTE:

Multiple Births – if the last place goes to a child of a multiple birth family i.e. twins or triplets the school will follow the procedures as outlined in the Admissions to Primary School in Kent booklet – kentonlineadmissions@kent.gov.uk

Flats – in the event of a pupil living in a flat the school will use the process outlined in the Local Authority's booklet to calculate the distance, as above in Criterion 2.

Tie Breaker – In the event of the criteria being over-subscribed, applications will be ranked in accordance with proximity of the child's permanent residence to the school with the closest being given higher priority. *The school will use the process outlined in the Local Authority's booklet to calculate the distance, as above in Criterion 2.* 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).

Map – please see map attached to SIF, which indicates the furthest distance to which a place has been offered in the last 3 years.

Requests for admission to Reception 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 or carers 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 LA, 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. Further advice is available at www.kent.gov.uk/primaryadmissions

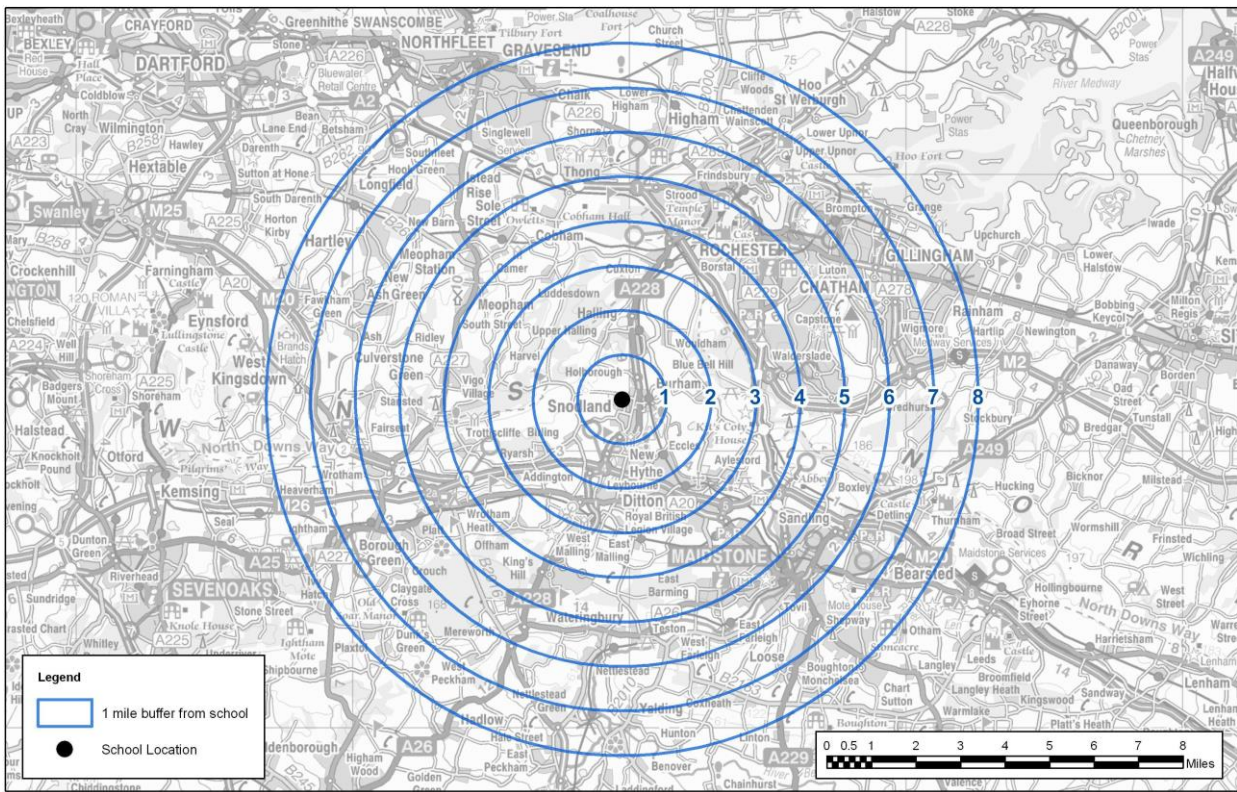
A waiting list will be kept of the applicants who are refused admission due to over-subscription and whose parents or carers make a written request to have their child's name placed on the waiting list. The list will be kept in the sequence of the criteria described above and re-ranked, in line with the published oversubscription criteria, every time a child is added. As and when places become available, they will be offered to applicants. Names will be kept alongside any additional names throughout the year on the waiting list until the end of the academic year for which the application for admission was made.

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

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

Closing Date - The closing date for receiving this form and your Reception Common Application Form (RCAF) will be given in the booklet you receive from the LA.

THESE ADMISSIONS ARRANGEMENTS ARE SUBJECT TO AN ANNUAL REVIEW



Distance check indicating furthest place offered in the last 3 years as of National Offer Day:

- 2022 - 6.754 miles**
- 2023 - 4.909 miles**
- 2024 - 2.417 miles**