



Hartlip Endowed Church of England Primary School
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Head Teacher: Mrs. Tracey Jerome BEd (Hons)

Dear Parents/Carers

Admission to Reception Year September 2016 Information for Application Process and Invitation to Open Sessions

We recognise that the choice of school for your child is such an important decision. To this end, I would like to provide you with as much information as possible about our setting and what we can offer you and your family, as we believe the school experience to be a holistic one, based around the whole family.

To facilitate this opportunity, we shall be holding an **Open Day** for prospective parents on **Wednesday 11th November 2015**. There will be **three** clearly defined presentation sessions at the following times: **9.30am, 1.30pm** and **6pm**. At these times, you will have an opportunity to hear all about our school and receive information that you are welcome to take away with you. A guided tour of the school will also be included. This will be followed by the opportunity for you to experience at first hand the learning in our Early Years Classroom. We call this class: Robins. Please be aware that these children have only been in school for 6 weeks and are still in the infancy of their learning and routines. We believe this will provide you with a true picture of what we can offer and what Hartlip School is all about. We will have cut off times of 11.30am and 3.00pm respectively for the stability of the current Robins children and I would make you aware that there will be a whole school Act of Remembrance at the war memorial at 11am on this day. You are of course welcome to join us for this.

Please feel free to bring your child with you. You can either choose the morning or afternoon, or experience both. It is our intention to have our doors open to you on this day. I will be available for the duration to answer questions and will be asking different representatives to liaise with you over refreshments so that you can gain many different perspectives and opinions regarding the school of which we are so proud and wish to share with you.

In the evening, the same presentation will be run at 6pm. Although there will not be the opportunity for you to see and join with learning in progress, you will be able to tour school and spend time in the Robins classroom. The evening session is ideal for working dads and parents or you can include grandparents/carers and friends in the school selection process. We want you to use the day to your full advantage and as you feel fit, to learn all about us and be well informed in choosing the school that will provide the very best for you and your child in his primary years.

The online application process opens on **10 November 2015** and closes on **15 January 2016**. Our school is part of the **Kent County Council** co-ordinated admission scheme and parents can name three primary schools on one form to apply for a Reception Year place in September 2016. The local authority strongly encourages parents to apply online following the guidance at www.kent.gov.uk. Last year 96% of parents did so. Parents first register online at www.kent.gov.uk/ola and then complete the application form for a primary school place. Both Kent and Medway Schools can be named on the one form. The authorities will liaise with each other. **Please note** however that if your home address is in the **Medway Authority** and you pay your council tax to Medway, you must complete the Medway online version of the RCAF. Paper copies of the form, known as a Reception Common Application Form (RCAF) can be requested from the school.

Hartlip Endowed Church of England Primary School is a Voluntary Aided School and **in addition** to the Kent or Medway RCAF form, parents/carers applying for a place with us must also complete our Supplementary Information Form (SIF). This is available in paper form only and is enclosed for your completion and return. If you regularly attend Church and have a Vicar or Minister who can support your application, the second part of the SIF form should be passed to him/her and again returned to us at the school by the deadline of 15 January 2016. It is your responsibility to ensure that the Minister has returned the form to us by the deadline date.

The maximum number of children that we can admit into the Reception Year is 15 and our Admission Policy, which will be used in the event of over-subscription, is enclosed for your information. A breakdown of the children admitted in September 2015 is:

Parish of Hartlip	1	Faith
	0	Sibling (no supported faith)
	1	Distance (within the Parish of Hartlip)
Outside Parish of Hartlip	3	Faith
	2	Sibling (no supported faith)
	8	Distance

If we are the school of your choice because you are impressed with what you see and experience and feel that your child will be happy with us and what we have to offer for their Primary Schooling, then please do apply. We are no longer the village school, but the school in the beautiful village of Hartlip, benefitting from such surroundings. We are a school of parental choice. Please do not be put off applying because there are just 15 places to offer and you think you won't get in. Everyone who chose us last year, got us! We look forward to this being the case for you too!

Forms to Complete

Kent (or Medway) RCAF (Reception Common Application Form) –On-line application is preferred option. Paper copies can be provided on request.

Deadline for Submission: Thursday 15 January 2016

Please register online at www.kent.gov.uk/ola first, then complete the application form. If you do not have access to a computer it will be possible to use a computer in school (by appointment) to carry out the online process. Alternatively, please request a paper copy from the school office. Once completed it can be returned to any one of the three schools named or posted directly to Kent Admissions Team at their Sessions House address on the form. You **must** submit one RCAF application per child, **either** online or paper copy, by the deadline of **15 January 2016**. Parents who live in Kent must complete the Kent Reception Common Application Form (RCAF) but can name another authority's schools on their form (ie Medway Schools). If you have a Medway address and pay your council tax to the Medway Authority you must complete the Medway RCAF at www.medway.gov.uk/onlineadmissions and again name both Kent and Medway schools if you wish. All authorities will share this information with each other.

On the form you will be asked for the Local Authority (LA) number and the school's DFE number.

These are: LA: **886** Hartlip Endowed CEP School: **3332**

Supplementary Information Forms (SIF) for Hartlip Endowed Church of England Primary School

The Supplementary Information Forms are enclosed for completion and return. The Minister/Vicar's form should be passed to a vicar that knows your family and who may be able to help to support your application. The paper supplementary forms **must be** returned directly to the school by **15 January 2016**. These supplementary forms cannot be completed online but additional copies can be downloaded from our website at www.hartlip.kent.sch.uk.

The national offer date is Monday 18 April 2016 and parents who have registered online and who have provided an email address will be sent an email from 4pm to advise you of the name of the school to which your child has been allocated or you can log-in after 5pm to receive the information. If you have been allocated your first choice preference then you will need to follow the links in the email to access the acceptance form and the next steps as a follow up letter is not sent. Parents completing the paper RCAF and those who have been allocated a place other than their first preference will be posted a letter by first class mail on this day.

In the meantime further information about the school is available on our website at: www.hartlip.kent.sch.uk. You can also follow us on Twitter: @HartlipSchool or of course give us a call with any queries. The Admission to Primary School 2016 booklet will be available on line at www.kent.gov.uk during the application process and schools are usually provided with one or two copies.

I look forward to hearing from you and to meeting you at our Open Day.

Yours sincerely

Mrs. T. Jerome
Head Teacher



Key Dates for Parents to Note	
From Tuesday 10 November 2015	Application process for Reception Year September 2016 opens.
Friday 15 January 2016	Deadline for completion of Reception Common Application Form (RCAF) (online or paper) Deadline for completion of Supplementary Information Forms (SIF) for Hartlip Endowed Church of England Primary School
Monday 18 April 2016 National Offer Day	Online applicants who register online and provide an email address will receive an email from 4pm. Parents can log in after 5pm to receive the information and follow the links for your next steps and the acceptance form. If you have been allocated your first preference, a follow up letter will not be sent. Paper applicants and online applicants that have been offered a school other than their first preference and online applicants that have not provided a valid email address, will be sent a letter posted first class on this day.
From Friday 18 April to 16 May 2016 (absolute deadline)	Date by which parents/carers confirm in writing to the school whether or not they are accepting the place offered and/or be placed on a school's waiting list. Two evidences of proof of home address must also be provided by this date (see below for important information). <u>Action must be taken by parents by this date.</u>
17 May 2016	Appeals must be lodged by this date if you not been allocated your preferred choice of school.
July 2016	Hartlip School will hold a series of induction sessions for children starting in September. The dates will be confirmed once you have accepted the place.
<p>Proof of address must be provided when accepting the school place: We are asked to obtain confirmation of address and it will be necessary for proof of your child's home address to be provided to the school when an offer of a place is accepted and by 16 May latest. Two pieces of evidence will be required. A child tax and working tax credit letter, child's medical card or GP/hospital letter as well as a utility bill, bank or credit card statement (dated and must be less than 3 months and must show that your child was resident at the address at the time of the RCAF and SIF application (ie between Nov 2015 and January 2016) or, in the case of a recent move to the area, proof of completion of purchase/ rental agreement will be acceptable. Schools will monitor address changes for Reception children until the end of the first full term to avoid fraudulent applications.</p>	
<p>Home Visits: As part of our admission process, the class teacher will visit your home to gather information about your child. These visits will take place in early September 2016.</p>	