

Learning to live, living to learn



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Hartlip Endowed Church of England Primary School (Voluntary Aided)

Headteacher: Mrs. Tracey Jerome BEd (Hons)

Shine your light on the world. Matthew 5:16

Dear Parents/Carers

18 October 2022

Name of Child:

Date of Birth:

- **Admission to Reception Year September 2023**
- **Invitation to Open Day Tuesday 8 November 2022**
- **Information on the Application Process**

I am contacting you as we have your details on our register of interest and it is our understanding that your child is due to start primary education in September 2023.

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. We truly believe the school experience to be a holistic one and the decision regarding the school of choice for your child should be the right one for you all as a family.

We are so pleased that this year we can invite our prospective parents and children into school face to face to view the school, spend some stay and play time in our Robins class and hear all about us. There will be three opportunities throughout the day and evening for this to happen.

At 10am or 2pm you and your child are invited to a stay and play session. At 10.30am and 2.30pm I will be pleased to share with you all that is special about our school and what we can offer to you and your child throughout their primary education. Copies of our Prospectus will be available and you can ask any questions.

The presentation will be repeated again at **6pm** when we can also give you a tour of the school. The stay and play session is not available for this later time but again copies of our Prospectus will be available and you will have the chance to ask questions

If you are unable to attend any of the sessions, but would like a prospectus, you are welcome to book a tour at a separate time, pick up a prospectus during the course of the school day, or have one posted to you. Just let us know and we will be pleased to accommodate this. We will of course place a copy of the prospectus on our website.





Application Process

Kent Common Application Form (RCAF)

The on-line application process opens on **Friday 4th November 2022** and closes at midnight on **Monday 16 January 2023**. Our school is part of the **Kent County Council** co-ordinated admission scheme and parents can name up to three primary schools on one form to apply for a Reception Year place in September 2023. You can apply for up to 3 schools, putting them in order of your preference. It is in your best interests to list 3 schools. Naming only one school does not guarantee your child a place at that school or give your child priority for a place over another child, neither does naming a school more than once. KCC do not divulge to schools where their school has been placed in terms of priority.

The local authority strongly encourages parents to apply **online** following the guidance at www.kent.gov.uk. Last year 98% of parents did so. Once the process opens, parents:

- 1) **Must first register** online at www.kent.gov.uk following the link for school places under Education and Children.
- 2) Once registered please complete the online application form for a primary school place (RCAF). Both Kent and Medway Schools can be named on the one form. The authorities will liaise with each other. Paper copies of the form, known as a Reception Common Application Form (RCAF) can be requested from the school if you prefer this alternative to the online process or we can arrange for you to use a school PC to register.
- 3) On the RCAF 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**

Please note that if your home address is in the **Medway Authority** and you **pay your council tax to Medway Council**, you must complete the Medway online version of the RCAF at www.medway.gov.uk/onlineadmissions **NOT** the Kent form. The Medway site is open now for applications.

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.

If we are the school of your choice because you are impressed with what you see and experience and you 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.

The national offer date is **Monday 17th April 2023** and if you have registered online and have provided an email address, you will be sent an email from 4pm to advise you of the name of the school to which your child has been allocated a place. Parents 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. A Guide to Applying for a Primary School 2023 booklet is available on line at https://www.kent.gov.uk/data/assets/pdf_file/0009/126774/Guide-to-applying-to-Primary-in-Kent.pdf. and the Medway version will be on their website during the application process. Schools are usually provided with one or two paper copies.

Please let us know which of the Open Day sessions you are hoping to attend so that we have an idea of numbers.

I look forward to hearing from you and meeting you at our Open Day on Tuesday 8 November 2022.

Yours sincerely

A handwritten signature in black ink that reads 'T. Jerome'.

Mrs. T. Jerome
Head Teacher

