

# St Paul's Church of England Primary School

## Admission Policy 2018/19

St Paul's Church of England Primary School has a distinctive Christian ethos which is at the heart of this School and provides an inclusive, caring and supportive environment where children learn and flourish in a setting shaped by Christian values. We welcome applications from all members of the community and we ask all parents/carers to respect the Christian ethos of our school and its importance to our community.

The Governing Body is responsible for the admission of pupils to the School and **admits 45 pupils** to the reception class each year. There is no automatic entry to the reception class from the nursery; parents/carers must apply separately for entry to reception using their home local authority's common application form.

The School is part of the locally agreed co-ordination scheme and the timescales for applications to be received and processed are those agreed with the local authority. Parents/carers must complete their home Local Authority's Common Application Form (CAF) and return the form to that Authority; if applying for a place at this School, parents must name this School as one of the preferences on the CAF. Parents/carers who wish to apply under the church criteria (iii and iv) must also complete the school's supplementary information form and return this to the School. Failure to return the supplementary information form will mean that the school cannot consider the application under the church criteria, in this case the application will be considered under the next most appropriate criteria based on the information on the CAF.

Parents of pupils who have a statement of special educational needs, or Education, Health and Care (EHC) Plan are required to apply for school places separately through the local authority from whom advice is available. If a child with a statement, or EHC Plan, is placed in the school by the local authority before the normal admission round, the number of places available to other applicants will be reduced. The Governors will admit all those pupils whose statement, or EHC Plan, names the School.

### ***Over-subscription criteria***

If there are more than 45 applicants, places will be allocated according to the following criteria. These are stated in order of priority:

- (i) looked after children or previously looked after children (see note 1);
- (ii) children with an exceptional and professionally supported medical or social need for a place at this school (see note 2);
- (iii) children whose parent/carer is a faithful and regular worshipper (see note 3) at one of the following churches: St Paul's, Newington, St Mary's, Newington or St Agnes, Kennington Park;
- (iv) children whose parent/carer is a faithful and regular worshipper (see note 3) at another Christian church (see note 5) and who live within the Parishes of either St Paul's, Newington, St Mary's, Newington or St Agnes, Kennington Park (see note 6);
- (v) children who will have a brother or sister (see note 4) in the school at the time of admission;
- (vi) children in order of nearness of their home to the school (see note 7).

### **Tie breaker**

In the event that two or more applicants have equal right to a place under any of the above criteria and there are insufficient places, the Governing Body will use distance, in the first instance, to decide between applicants; if applicants live equidistant from the school the Governing Body will draw lots to decide between applicants.

### **Notes:**

- 1 Looked after children are children who are in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions as defined by Section 22(1) of the Children Act 1989 at the time of making an application to the school. Previously looked after children are children who were looked after immediately prior to being adopted, or who became subject to a residence order, (now termed child arrangement order under the Children & Families Act 2014), or special guardianship order. The Governors will require written confirmation that the child is looked after, or previously looked after, and will be so at the time of making an application to the school.
- 2 This must be supported by written evidence at the time of application, e.g. from a specialist health professional, social worker or other care professional. The evidence must set out the reasons why this school is the most suitable school and the difficulties that would be caused if the child had to attend another school.
- 3 Faithful and regular worshipper is defined as attendance of the parent/carer at worship at least twice a month for at least one year prior to the deadline for applications. Those who have recently moved to the area and who worshipped previously in a different church will be asked to supply a reference from that church so that the one-year period is covered. The governors do not give a higher preference to families where both parents worship.
- 4 Qualifying siblings are brothers and sisters, half-brothers and -sisters, step-brothers and -sisters, foster and adopted brothers and sisters who share the same home.
- 5 A Christian Church is one that is a full member of a local Churches Together Group or Churches Together in Britain and Ireland.
- 6 Maps of the Parish boundaries are available upon request from the school.
- 7 Distance is measured in a straight line using the local authority's Capita pupil database (this measurement will be from the child's home to the main school gate. Applicants from the same block of flats will receive greater priority the lower their door number. Where a child regularly lives at more than one address, the main address for admissions purposes will be the address of the person with parental responsibility and who receives child benefit and child tax credit.

### **Late applications**

The Governors will consider late applications in accordance with the procedure in the local authority's admission booklet. In essence, this means that late applicants will be considered after the initial round of offers is made; where the school is oversubscribed this is likely to reduce considerably your chance of gaining a place.

### **Appeals**

Parents who are not offered a place for their child have the right to appeal to an independent appeal panel. Parents wishing to appeal should obtain an appeal form from the school. The form should be sent to reach the Clerk to the Appeal panel, c/o the School, within 20 school days of the date of the letter confirming the governors' decision not to offer a place. Should some appeals be unsuccessful, the governing body will not consider further applications from those parents within the same academic year unless there have been significant and material changes in their circumstances.

**Waiting list**

The Local Authority operates a waiting list which is maintained for the duration of the academic year of entry and ordered in accordance with the oversubscription criteria. Parents may request in writing to join the waiting list. If an application is received and a child is added to the waiting list, the list will be re-ranked in accordance with the oversubscription criteria.

**Deferred entry**

The School admits children to the Reception class in the September of the school year in which a child attains the age of 5 years. (The school year runs from 1 September to the 31st August.) All parents/carers are entitled to a full-time place for their child in the reception class from September, but may defer entry until the beginning of the term after their child is five years old (ie, when the child reaches compulsory school age) or until the beginning of the summer term whichever is earlier. Children may attend part-time until their child reaches compulsory school age. Parents/carers who have been offered a place at the School and wish to defer entry for their child and/or attend part-time must put this in writing to the headteacher at the earliest opportunity and before the start of the autumn term.

**Education out of chronological age group**

Children are normally educated in school with others of their age group; however, in exceptional circumstances parents/carers may seek a place outside of their child's normal age group. Decisions will be made on the basis of the circumstances of each case. Parents/carers must state clearly why they feel admission to a different year group is in the child's best interests and may provide recent professional evidence to support this. Further details of how to make such a request are available from the school.

**Fair Access**

The School is committed to taking its fair share of pupils who are hard to place in accordance with the locally agreed fair access protocol. Pupils admitted under the protocol will take priority over any children on the waiting list and this may include, on occasion, admitting above the planned admission number.

Signed..... (Chair of Governors)