

**ST CLEMENT & ST JAMES C.E. PRIMARY SCHOOL**  
**Penzance Place, London W11 4PG**

**ADMISSIONS POLICY: 2018-2019 Academic Year**

The governors, who are responsible for admissions to this Church of England Voluntary Aided Primary School, have agreed with the Local Education Authority to admit 30 pupils for each year group. These arrangements and the admissions criteria are reviewed annually.

All applications for children starting in the September 2018-19 school year must be made to the Local Authority where the child lives (Home LA) on a Common Application Form, which must be returned to the Local Authority by the date they request. Those applying for a Foundation Place should also complete a School Supplementary Information form so that the Governors may consider your application fully. Please return this form to the school by 15<sup>th</sup> January 2018.

Where there are more applications than there are places available, the Governors will admit pupils according to the following criteria, which are listed in order of priority.

**Admissions Criteria**

1. Looked after children, including children who were looked after, but ceased to be because they were adopted, or became subject to a residence order or special guardianship order.

The remaining places will be divided as follows: 80% Foundation Places and 20% Open Places.

2. **Foundation Places:** 80% of the remaining places are for children of families who have attended church regularly\*
  - (a) First, children of families who worship regularly\* in Anglican churches within the five parishes\*\*
  - (b) Second, children of families who live in the five parishes\*\*, and who worship regularly\* in other Anglican churches.
  - (c) Third, children of families who live in the five parishes\*\*\*, and who worship regularly\* in other Christian churches, those which are members of or affiliated to Churches Together in Britain and Ireland (CTBI), or the Evangelical Alliance.
3. **Open Places:** 20% of the remaining places are for
  - (a) First, children who have a sibling at the school at the time of application.
  - (b) Second, children of teachers who will be employed by the school in the year of admission.
  - (c) Third, children who live in the five parishes.\*\*
  - (d) Fourth, all other children\*\*\*

**Notes:**

\* 'Regularly': attended church twice a month for the last two years. A supporting reference from the priest/minister will be needed, using the attached form. If you have moved within the last two years, please also obtain a reference from your previous priest/minister to make up a full period.

\*\* 'Five Parishes' are:

St Clement Notting Dale & St James' Norland  
St Helen's  
All Saints  
St John's  
St Peter's

'Churches of the Five Parishes' include St Francis Anglican Mission Church.

**See attached map.**

If there are more applicants than places under criteria 2-3, then the following criterion will be applied category by category as necessary:

1. Children who live closest to the school\*\*\*

A waiting list will be held until the end of the autumn term of the year of entry and will be subject to the Admissions Criteria described above.

**Note:**

\*\*\* Nearness to the school will be calculated using a straight line measurement from the child's home 'address point' determined by Ordnance Survey Data to the centre of the school ground, as determined by the Local Authority using its computerised measuring system. Accessibility by car or public transport will be disregarded.

Where two or more children have the same distance a decision will be made by random allocation. Where one twin is the 30<sup>th</sup> child the other will be offered a place.

**Admissions to the Reception Class**

It is the policy of the Governors to admit to the Reception class in the September immediately following a child's fourth birthday. Places are allocated for the whole academic year, but places can be deferred until they reach the age of five,.

**Reception Year Deferred Entry**

Applicants may defer entry to the school up until statutory school age i.e. the first day of term following the child's fifth birthday. Application is made in the usual way and then the deferral is requested. The place will then be held until the first day of the spring or summer term as applicable. Applicants may also request that their child attend part-time until statutory school age is reached. Entry may not be deferred beyond statutory school age or beyond the year of application.

**Requests for Admission Outside of the Child's Chronological Year**

Requests for admission outside of the child's chronological year of entry will be considered in accordance with para. 2.17 (School Admissions Code, Dec 2014). The governors will make decisions on the basis of the circumstances of each case, and inform parents of their statutory right to appeal if their application is unsuccessful. This right does not apply if the child is offered a place in another year group at the school. Each case will need to be supported by a professional (e.g. GP, social worker) that provides the reason for admissions outside of the chronological year group.

**Admissions to the Nursery Class**

The Governors will admit 30 children into the nursery class, filling vacancies as they arise in accordance with the Governors' admissions criteria. Some of these are full time places and some are part time places.

The child must have celebrated its 3<sup>rd</sup> birthday in the school term **preceding** the one at the time of entry to the nursery. Documentary proof of age will be required. The deadline for receipt of applications to the nursery is 31 January for the following school year (September intake).

**Admission into the Nursery class does NOT automatically admit your child into the Reception class. A Reception application form needs to be submitted which will apply the Governors' admissions criteria.**

**In Year Admissions**

The above criteria will be applied if vacancies arise during the school year and there are more applicants than places. Applications should be made to the Local Authority Admissions Team using their application form. In addition a school supplementary information form (where applicable) should be completed and returned to the school office. If a place can be offered, this will be notified by the Local Authority on behalf of the school's governing body.

**Independent Appeal Panel**

Parents who are not offered a place for their child are entitled to appeal to an independent panel under provisions of the School Standards and Framework Act 1998. Parents wishing to appeal should do on the appropriate forms available from the school, within 20 days from the notification of the decision not to admit.

**Children with a Statement of Education and Healthcare Plan**, where the Statement names this school, will be admitted.

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**SUPPLEMENTARY INFORMATION FORM**

This form is supplementary to the Common Application form which must be returned to the Local Authority by the stipulated date.

Parents should ensure that they have a copy of the Admissions Policy if applying under criterion 2. All parents must return the supplementary form to the school by the 31<sup>st</sup> January for the following September intake.

**Pupil Information:**

Surname of child:

Other Name(s):

Date of Birth:

(Please provide evidence of date of birth)

Name of parent(s)/guardian(s):

Home address:

(please attach proof of residence: a Utility or Council Tax bill dated within 3 months at the time of application):

Home telephone:

Daytime telephone (if different):

**Church Information**

Are you applying for a PLACE UNDER CRITERION 2?

A supporting reference will be required on the attached form, confirming the family's attendance at church twice a month for the last two years.

Name of church:

Name of Priest/Minister

(who can confirm your attendance):

Address of Priest/Minister:

NB: If you have moved recently, give the name & address of your previous Minister and obtain a reference from them to make up the full period

Signed:  
(Parent/guardian)

Date:

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**CLERGY REFERENCE**

**To be filled in by the Priest/Minister if applying under criterion 2**

**N.B. if the family have moved within the last two years, they will also need to obtain a reference from their previous Priest/Minister**

Please complete this form and return it to the Admissions Clerk at the School. Thank you for your help.

**Admissions Criteria**

**Criterion 2: Foundation Places**

These are for children of families who have attended church twice a month for the last two years. If the family has moved in the last two years, they need to obtain a reference from their previous priest/minister to make up the full period\*.

(a) First, children of families who worship regularly in Anglican churches within the five parishes\*\*

\*\*St Clement Notting Dale & St James' Norland  
St Helen's  
All Saints  
St John's  
St Peter's  
St Francis Anglican Mission Church

(b) Second, children of families who live in the five parishes\*\*, and who worship regularly\* in other Anglican churches.

(c) Third, children of families who live in the five parishes\*\*, and who worship regularly\* in other Christian churches, those which are members of or affiliated to Churches Together in Britain and Ireland (CTBI), or the Evangelical Alliance.

**Pupil Information:**

Surname of child:

Other Name(s):

Date of Birth:

**Name of Church**

Name of Priest/Minister

Address:

Telephone No.

Is your church Anglican? Yes/No

If no, is your church either a full or associate member of Churches Together in Britain and Ireland (CTBI), or the Evangelical Alliance?

Full member/associate membership number:

Have the family attended your place of worship at least twice a month for two years?

Yes/No

Signed:

Date:

**Stamp / signed headed paper attached (required)**

**Please return to:**

**The Admissions Clerk, St Clement & St James CE School, Penzance Place, London W11 4PG**

Revised: October 2016