**Admissions Policy**

Date of approval: July 2011

Reviewed: September 2012

Next review: September 2019

# 2017/2018 Admissions

The Governing Body is responsible for the admission of pupils to St Luke’s Church of England School and admits fifteen pupils to the reception class each September on a full-time basis. This admission limit has been agreed between the Governing Body and the Department for Education and applies to the year 2017-2018. Children must be born between 1st September 2012 and 31st August 2013.

The School does not have any specific units or facilities for pupils with particular special needs and there are no specific facilities for pupils with physical disabilities. As far as possible, the School will ensure that pupils with disabilities have access to the same opportunities as other pupils. The Governing Body is required to abide by the maximum limits for infant classes (5, 6 and 7 year olds) of 30 pupils per class.

# We hope that all parents will be able to attend an open morning in the Autumn Term 2016 to find out more about the school before making their application. Dates and times will be announced in due course.

# Applications to the school should be made on the standardised Camden application form, or the application form for the relevant Borough, where prospective parents should identify St Luke’s Church of England School as one of their preferences.

Oversubscription criteria

After the admission of pupils with statements of Special Educational Needs where the school is named on the statement, the criteria will be applied in the order in which they are set out below:   
  
1. Looked after children or a child who was previously looked after but immediately after being looked after became the subject to an adoption, residence, or special guardianship order.

2. Applicants who have a brother or sister\* living at the same address on the school’s roll when they join.

\*Sibling

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent /carer’s partner where the child for whom the school place is sought is living in the same family unit at the same address as the sibling.

3. Applicants whom the School accepts have an exceptional social or medical need for a place at the school in question. Parents / carers will need to submit a case supported by appropriate professional evidence from a doctor, social worker or similar professional. That evidence will need to support the link between the social or medical need and St Luke’s School.

4. Distance measured in a straight line from the child’s home to the centre of the school, using the local authority’s computerised measuring system, with those living closer to the school receiving higher priority.

* Proximity to schools is measured on a computerised mapping system of the area, measured in a straight line (‘as the crow flies’) between the property address to the main entrance of the school.

**Notes**

In order to be given highest priority for admission, a child has to fall within the definition of 'looked after' in section 22 (1) of the Children Act 1989. As this Act applies to England and Wales, a child has to be looked after by an English or Welsh local authority in order to be given highest priority.

Paragraph 1.7 of the School Admissions Code gives equal highest priority to 'previously looked after children'. Given the definition of a looked after child, a child will have to have been looked after by an English or Welsh local authority in order to be considered previously looked after. Under paragraph 1.7 of the Code, a child has to have been looked after **immediately** before they were adopted or became subject to a residence order or special guardianship order.

In addition, in order to fall within the definition of a previously looked after child, an adopted child must have been adopted under the Adoption and Children Act 2002. This Act didn't come fully into force until December 2005; it is therefore not possible for a child to have been adopted under that Act prior to then.

Any offer of a place on the grounds of proximity is conditional on the child being resident at the address provided at the closing date for application. A business address, a child-minder’s address, or any other address other than the child’s home will not be accepted. Proof of address will be sought and may be subject to further investigation.

Children with a statement of special educational need that names the school will be allocated a place through a separate procedure, in accordance with the Special Educational Needs Code of Practice.

Multiple births: Key Stage 1 – If only one place is available at the school and the next child who qualifies for a place is one of multiple birth siblings, the school will go over their published admission number to support the family. These children will be deemed as ‘excepted’ pupils under the KS1 class size legislation.

Multiple births: Key Stage 2 – If only one place is available at the school and the next child who qualifies for a place is one of multiple births, the school will go over their published admission number in order to support the family.

**Tie Break**

In the event of oversubscription in any of the above criteria, priority will be given to those living nearest to the school measured in a straight line from the front door of the child’s home address (including flats) to the main entrance of the school, using the Local Authority’s computerised measuring system. In the rare event that the applicant’s distance measurements are exactly the same, in block of flats for instance, the place will be allocated randomly. Random allocation of places will be achieved by assigning each applicant a number, and then using a computerised random number generator to pick one of these numbers.

**Casual Admissions**

Occasional vacancies occurring during the school year will be filled by applying the above criteria. An admissions list will be maintained for such vacancies.

**Appeals**

Parents who are not offered a place for their child have the right to appeal to an independent appeal panel. St Luke’s School uses the independent appeals panel convened by London Borough of Camden to undertake any such admission appeals. Parents wishing to appeal should access the appeal form used by Camden, which can be found on their website – [Camden School Appeals](https://www.camden.gov.uk/ccm/content/education/schools/secondary-schools/secondary-admissions/school-admission-appeal/)

Significant dates for the appeal process are also detailed on the website.

Please note that if an appeal is unsuccessful, the Governing Body will not consider further applications for that child within the same academic year unless there have been significant and material changes in the child’s circumstances. Camden advise that very few infant class size appeals are successful.