



ST MARY & ST PANCRAS C of E PRIMARY SCHOOL

PRIMARY ADMISSIONS POLICY

WE ARE A CHURCH SCHOOL THAT STRIVES TO SERVE OUR LOCAL COMMUNITY

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 to Reception class every September. Children are admitted in the autumn term of the academic year in which they will be 5 years old.

Admissions Procedure

1. Admissions to reception classes in primary schools are co-ordinated across all London boroughs. You must complete an **Application Form** for the local authority in which you live. For Camden residents the Application Form is available from the Camden admissions team or online at:
www.eadmissions.org.uk/eAdmissions/app

If you are applying to more than one school, you still only fill in one Application Form. On it you can name up to 6 schools in order of preference.

If you are requesting a place under ROUTE A you also complete the school's own **Supplementary Form** and **Christian Worship Form** so that the governors can consider your application fully. The Application Form is sent directly to the Local Authority, but the school's own forms must be returned to the school by **7 January 2017**.

2. When there are more applicants than there are places, the governors will allocate places to children strictly in accordance with the following approved and published criteria.
3. The criteria will be applied in order of precedence starting with the criterion number 1. Applications will be considered under either route A OR route B.
4. After the admission of any looked after children and those with a Statement of Special Educational Need (SEN) or with an Education, Health and Care (EHC) plan, 2/3rds will be admitted under route A and 1/3rd under route B.

Responsibility for admissions rests with the governors.

Parents applying through the London Borough of Camden will be informed via a letter posted on **18th April 2017 whether** or not their child has been offered a place. Applicants using the London Borough of Camden online service will be able to check online from the evening of 18th April 2017. For applications through other boroughs please check with your own local authority.

Admission Criteria

1. Looked-after children (children in public care) or a child who was previously looked-after but immediately after being looked-after became subject to an adoption, child arrangement order or a special guardianship order.

Then **EITHER Route A:** 2/3 of remaining places

A2. Firstly, children whose parents/carers are regular worshippers at St Mary's or Old St Pancras Church in the Parish of Old St Pancras, or at St Pancras Church on the Euston Road, and who reside within the parishes of Old St Pancras or St Pancras. Regular worship is attendance at least fortnightly at services for a period of at least one year prior to the application. **A completed Christian Worship Form is required from the relevant parish priest.**

A3. Secondly, children whose parents are regular worshippers (as detailed above) at other Christian churches who are members of or affiliated to Churches Together in Britain and Ireland or the Evangelical Alliance, and who reside within 0.33 miles of the school (distance will be measured in a straight line from the child's home address to the centre of the school, using the Local Authority's computerised measuring system). **A completed Christian Worship Form is required from the relevant church leader,** who must say whether that church is a member of or affiliated to Churches Together in Britain and Ireland or the Evangelical Alliance. (Children who have access to a local denominational school of their own faith will not be considered under this category.)

Any remaining places left under THIS criterion will be awarded from Route B.

OR Route B: 1/3 of remaining places.

B2. Children with a sibling at the same school who will still be on roll when they join. Sibling refers to brother or sister, half-brother or half-sister, adopted brother or sister, step-brother or step-sister, or the child of the parent/carer's partner where the child for whom the place is sought is living in the same family unit at the same address as the sibling. A sibling relation does not apply when the older child will leave before the younger one starts.

B3. Of the remaining applicants, distance will be measured in a straight line from the child's home address to the centre of the school, using the Local Authority's computerised measuring system with those living closer to the school receiving higher priority. Where more than one child have the same distance then random allocation will be used, with an independent monitor.

Notes

1. 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 childminder's address, or any address other than the child's home will not be accepted. Proof of address will be sought and may be the subject of further

investigation.

2. The governors reserve the right to seek verification of the information parents have given on the application form and to withdraw places if false information has been given.
3. Children with a Statement of Special Educational Need (SEN) or with an Education, Health and Care (EHC) plan naming the school as the placement school will always be offered places.
4. In the case of twins or the case of a multiple birth if a place is offered to one of the children priority will be given to all other siblings.
5. Where applicants' distance measurements are exactly the same, in blocks of flats for instance, priority will be determined by the drawing of lots.
6. Where the number of applicants eligible in a particular criterion exceed the number of places available, preference will be given based on distance from the school according to the formula in criterion A3 or B3.
7. There is no automatic right of entry for children in the Nursery. Children have to reapply to Camden for entry into the Reception class.
8. By a "looked-after child" we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangements order' is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion should be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).

Delayed Entry to Reception

Parents can request:

- (a) that the date their child is admitted to school is deferred until later in the academic year or until the term in which their child reaches compulsory school age; and
- (b) that their child takes up the place part-time until the term in which the child reaches compulsory school age.

This means that parents of a child whose fifth birthday falls between 1 September 2016 and 31 March 2017 may request that the child is not admitted until later in the academic year 2016/17. But no later than the term after the child's fifth birthday, when he/she reaches compulsory school age. For children born between 1 April and 31 August, this is not beyond the beginning of the final term of the school year for which it was made.

Admissions out of normal age group

For children's whose fifth birthday falls between 1 April 2017 and 31 August 2017, parents who do not wish them to start school in school year 2016-17, but to be admitted in September 2017 for school year 2017-18 should discuss this with the school at an early stage of the application process. Requests must be in writing to the Governing Body clearly stating the reason, providing strong supporting reasons for seeking a place outside the normal year group. Parental views, academic achievement, social and emotional development and where relevant medical views will be taken into consideration. The views of the Headteacher will also be taken into account. The admission panel and Headteacher will make a decision based on individual circumstances and in the best interests of the child.

Appeals

If you are not offered a place the school will tell you the reasons why. You have the right of appeal to an independent Appeals Panel; the school will provide details of how to appeal.

Waiting List

When the school is oversubscribed and after the admissions to the Reception Class have been decided, if you have not been offered a place you may ask for your child's name to be put on a waiting list. Route A and B waiting lists are maintained. Late applications will also be put on a waiting list. The waiting lists will be maintained in order according to the oversubscription criteria. The waiting lists are reviewed at the start of each school year, and applicants will be asked to confirm that they wish to remain on a waiting list.

In-Year Admissions

In-Year admissions are those that take place at times other than normal admissions to Reception Class. Applications for in-year admissions are made directly to the school. You will be advised as to whether a place is available or not. If a place cannot be offered, you may ask us for the reasons why. You have the right of appeal to an independent Appeals Panel; the school will provide details of how to appeal. You may also ask for your child's name to be put on a waiting list. Route A and B waiting lists are maintained. When a place becomes available, the school will determine who is top of the waiting list in accordance with the oversubscription criteria. The length of time on a waiting list does not determine admissions decisions. All offers of places will be made by, and must be accepted by, the school.

Review

The Governors review the admissions criteria each year, so applicants for places for future years should ensure that they are aware of the latest criteria. The criteria are published on the school website.

Reviewed September 2015