



ADMISSIONS POLICY 2016/2017

The Governors, who are responsible for admissions to this Church of England voluntary aided nursery and primary school, have agreed with the Local Authority (LA) to admit 30 pupils for each statutory year group. These arrangements and the following admissions criteria are reviewed annually.

When 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.

1. Children who are “Looked after” or have been previously “Looked after” who ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Children whose parents/carers have attended the parish church of St Matthew's Westminster at least once a month for the past year. (Please enclose a letter from parish priest with your child's application).
3. Children who already have siblings** attending the school at the date of entry, whose parents/carers have attended a Christian church* at least once a month for the past year. (Please enclose a letter from priest/minister with your child's application).
4. Children whose parents/carers have worshipped at another Anglican church at least once a month for the past year. (Please enclose a letter from parish priest with your child's application).
5. Children whose parents/carers have worshipped at another Christian church* at least once a month for the past year (Please enclose a letter from priest/minister with your child's application).
6. Children who already have siblings attending the school at the date of entry but do not meet the previous criteria.**
7. Children whose parents/carers have worshipped at another World Faith at least once a month for the past year who want them to attend this school because of its religious tradition. (Please enclose a letter from your religious faith leader)
8. Children whose parents/carers do not meet the previous criteria but want their child to attend because of the school's religious tradition and currently attend St Matthew's Nursery.
9. Children whose parents/carers do not meet the previous criteria but want their child to attend because of the school's religious tradition.

Please note

- (a) When deciding between applicants who have equal entitlement under the criteria above, the Governors will have regard to the proximity of the applicant's home to the school. Priority will be given to applicants who live closest to the school's main entrance. Distances are determined by the shortest walking route, using the road network, from the centre of the child's home address to the main entrance of the school, as measured by the Local Authority's computerised measuring system. Where it is necessary to differentiate between applicants living in flats using the same street entrance, priority will be given to the applicant(s) living closest to the ground floor and then by ascending flat number order.
- (b) Applications on religious grounds (2,3,4,5 and 7, above) **must be supported by an attached letter completed by a priest or religious leader stating how frequently the parents / carers attend worship.**
- (c) Governors make all decisions without regard to the sex, ability, cultural or ethnic background of the child concerned.

The Westminster Common Application form must be completed for admission to Reception, naming the school. Those applying under criteria 2 -5 and 7 should complete the school's supplementary information form so that the governors can consider their application fully.

Nursery

The Governors will admit up to 32 children (20 full time, 12 part time, ie. 26 FTE) into the Nursery Class, filling vacancies as they arise first with children who will turn 4 in the academic year, in accordance with the school's admission criteria, then if there are vacancies, with children who reach the age of 3 years 3 months in-year.

Casual Admissions

The admissions criteria will be applied if casual vacancies arise during the school year.

Admissions Appeals

Parents who are not offered a place for their child are entitled to appeal to an independent committee under the provisions of the 1998 School Standards and Framework Act.

Those wishing to appeal should contact the appeals panel by writing to the school within 14 days from the date of notification.

Unsuccessful applicants will have their names included on the waiting list if requested. Any vacancies that arise will be allocated from the waiting list strictly in accordance with the above criteria.

** by Christian church we mean one who is a member or in association with Churches Together in Britain and Ireland and the Evangelical Alliance.*

*** A sibling is defined as a brother or sister, half brother or sister, or step brother or sister whose main residence is at the same address.*