



St. Luke's CE Primary School

Admissions Policy 2016 - 2017

St. Luke's aims to serve its local community and welcomes children and parents from many faiths, countries and cultures. As a voluntary aided Church of England school, the school aims to provide an education based on Christian values and principles, and has very close links with its parish church where a weekly assembly takes place.

Governors hope that parents who choose St Luke's for their child have done so knowing that it is a Church of England school with distinctive Christian ethos. Governors therefore expect parents to give their full support to the ethos of the school.

Introduction:

This policy has been prepared by the Governing Body in consultation with the Diocesan Board of Education and agreed with the relevant admissions Authorities that are statutorily required to be consulted under the Education (Determination of Admission Arrangements) Regulation 1999. The Governing Body of the school, not WCC Local Authority (the LA), is responsible for deciding on admissions to the school, but works closely with the LA to co-ordinate all its admissions.

The school is part of a locally agreed co-ordination scheme and the timescale is set out in the Local Authority guidance on admission to primary school. The closing date for the school to receive the supplementary form is the same as that set by the Local Authority for receipt of the Common Application Form. Late applicants will be considered in accordance with the procedure in the Local Authority's co-ordinated scheme. This is explained in the Local Authority admission brochure

The following admissions criteria are applied in order when considering applications of children seeking entry to both reception and other classes.

GOVERNOR'S ADMISSION CRITERIA

Priority is given to admissions in this order:-

1. Children in care or children formerly in care who have ceased to be so because they have been adopted or became subject to a residence order or special guardianship order.
2. Children whose parents are committed members of, and regularly worship* in St. Luke's Church, West Kilburn.
3. Children, whose parents are committed members of, and regularly worship* in other Anglican Churches, churches and chapels of other Christian denominations.
4. Children who will have a sibling already in the school, at the time they start attending the reception class. **

5. Children who do not meet any of the previous criteria and who live closest to the school.

* At least once a month for the past year.

** 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.

*** Distance is measured in a straight line from the centre of the home property to the school gate.

Children from Multiple Births (e.g. twins/triplets).

Where the admission of children from multiple births would lead to exceeding the Published Admissions Number, priority will be given to the eldest of the siblings.

POLICY STATEMENT: Admissions

Admissions Procedure

St. Luke's is a member of the Pan-London admissions procedures and application must be made following these guidelines.

The organisation for starting school is as follows:-

Reception Places for September 2016

St Luke's operates one point of entry only to its Reception class. Therefore, children will join St. Lukes CE Primary in the September following their 4th birthday; they will have a staggered start over a 3 week period.

The total number of children admitted is 30. Parents wishing to have their applications considered need to complete the Westminster Common Admission Form, naming the school as a preference, and if applying under criteria 2 & 3 should also complete the school's Supplementary Information Form and Religious Affiliation Form which **must** be signed by their minister. Both forms must be received by the advertised closing date.

All applications, however longstanding are considered using only the criteria described. The success of all applications will be confirmed in writing to all applicants on the advertised date. **If any information provided is found to be fraudulent or misleading, the Governors reserve the right to withdraw the place even if the child has already started at the school.**

Pupils with a Statement of Special Educational Needs

The admission of pupils with a statement of Special Educational Needs is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining statements by the pupil's home local education authority. Details of this separate procedure are set out in the Special Education Needs Code of Practice.

In-Year Admissions:

Applications for in-Year admissions are made in the same way as those made during the normal admissions round. If a place is available and there is no waiting list then the local authority will communicate the governors' offer of a place to the family. If more applications are received than there are places available then applications will be ranked by the governing body in accordance with the oversubscription criteria, [with the following modifications: children without an offer of a school place are given priority immediately after other 'looked-after' children]. If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the governing body in the order of the oversubscription criteria [as modified above] and not in the order in which the applications are received. Names are removed

from the list at the end of each academic year. When a place becomes available the governing body will decide who is at the top of the list so that the LA can inform the parent that the school is making an offer.

Deferred Entry

Parents are entitled to defer entry to school for their child 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 deferment is requested. The place will then be held until the first day of the spring or summer term. Entry may not be deferred beyond statutory school age or beyond the year of application. Parents of children with birthdays in the summer term should be aware that, if they wish to defer until statutory school age, they will need to apply for a Year 1 place for September 2012 and places are unlikely to be available.

VISITS TO SCHOOL

Parents are encouraged to visit our school prior to their child starting. Please call in for an appointment and meet the Headteacher. We will be delighted to show you around and answer your questions. This is such an important time for both you and your child, so please come in and meet us.

Notes

- 'looked after child' has the same meaning as in section 22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents)
- 'home address' means the place where the child lives for more than 50% of the school week
- 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.