

St Mary Magdalene C. E. Primary School



Admissions Policy 2017-2018

Ratified by Governing Body:

Signature:Chair of Governors Date:

Reviewed/Written	February 2016
Policy Approved by Governors	
New Review Date	September 2016

Statement of Intent.

As a multi-cultural Rights Respecting church school we actively promote a caring, respecting and accepting environment that enables our pupils to **“Believe, Achieve and Succeed Together”** both within and beyond the classroom.

This is at the root of the implementation of this policy to ensure that we maintain our distinctive Christian character of which we are proud.

A Rights Respecting School (UN Convention on the Rights of the Child)



Article 3: The best interests of the child must be a top priority in all decisions and actions that affect children.

Article 28: Every child has the right to an education. Primary education must be free.

Admissions Policy 2017 - 2018

St. Mary Magdalene is a Church of England voluntary aided primary school in the parish of St. Mary Magdalene, Paddington. Responsibility for admissions to the school lies with the governing body. St. Mary Magdalene School provides a Christian education for children aged 3+ to 11 years. We ask all parents applying for a place to respect the school's distinctive Christian ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of the school to apply for and be considered for a place.

The governing body, having consulted with City of Westminster Local Authority, the London Diocesan Board for Schools and other admissions authorities, intends to admit 30 pupils to the Reception Class in the school year beginning in September 2017 following the child's fourth birthday. The school believes that for academic, social and emotional reasons all pupils accepted into the Reception Class start fulltime in September, although in certain situations a place may be deferredⁱ, part-timeⁱⁱ or out of normal year group.ⁱⁱⁱ

Oversubscription Criteria

Where there are more applicants for places than the number of places available, the governing body will offer places according to the criteria below in priority order. These apply to admissions to the Nursery and Reception Class, and admissions to all other year groups. (Please see glossary for definitions of categories)

1. Children who are 'looked after' children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order.
2. Children from Christian families who regularly attend worship at the parish church of St. Mary Magdalene, Paddington as witnessed by the Religious Affiliation Form.
3. Children from Christian families who regularly attend worship at other churches as witnessed by the Religious Affiliation Form.
4. Children from families active in other faiths as witnessed by the Religious Affiliation Form.
5. Children already attending St Mary Magdalene Nursery.
6. Any other children.

Please note in each category, priority will be given to siblings of current pupils at the school.

Tie-breaker

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to oversubscription, the places up to the admission number will be offered to those living nearest to the school. Distances are measured by a straight line from the address seed point (determined by Ordnance Survey data) of the child's home address to the main school gate for pupils 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.

Glossary

1: Definition of 'looked after children'

By a 'looked after child' we mean one in the care of the local authority or being provided with accommodation by the 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).

2: Definition of 'Christian'

Christian is defined as being a member of a Christian Church which is recognised as a full member of Churches Together in Britain and Ireland or the Evangelical Alliance.

3: Definition of 'regular worship'

Regular worship is defined as attendance at Sunday worship at least once a month during the last year confirmed in writing by the parish priest/vicar on the Religious Affiliation Form.

4: Definition of 'other faith' and 'active'

- a) Other faiths include Judaism, Islam, Hinduism, Sikhism, and Buddhism.
- b) Active means regular attendance as determined by their place of worship as confirmed by a Rabbi, Imam, an elder or equivalent on the Religious Affiliation Form.

5: Definition of 'sibling'

- a) A brother or sister, including a step, adopted, half brother or sister, or foster brother or sister at the same address.
- b) A child who is living as part of a family unit by reason of a Court Order.
- c) A child who has been placed with foster carers as a result of being looked after by the authority and attending the school.

6: Definition of 'home address'

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Home will be the child's ordinary place of residence and will be deemed to be a residential property at which the parent(s) or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to the school.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week.

Co-ordinated Scheme for Admissions Arrangements

1. Applications for a place at the school are made by the completion and return of the Common Application Form and if appropriate the Religious Affiliation Form by **15th January 2017**.
 - The **Common Application Form (CAF)** which parents will receive with the Local Authority's Admission booklet. If you do not live in Westminster, you will need to complete the CAF supplied to you by the Local Authority in which you live. The completed CAF naming the school must be returned to the appropriate Local Authority by 15th January.
 - St. Mary Magdalene School's Religious Affiliation Form which is available from the school on request or can be downloaded from the school's website, should be completed if you are applying under criteria 2,3 or 4 so that the governors may consider your application fully, and must be returned to the school by 15th January 2017.

Parents are advised to keep copies of the forms before submitting them.

2. Parents will be sent notification of the outcome of their application by 18th April 2017.
3. A child attending St. Mary Magdalene School's Nursery is not guaranteed a place in the Reception Class. Nursery parents must apply in the same way as other applicants.
4. Applications for a a place in the Nursery class and in year applications are to be made direct to the school using the school's application form and, if appropriate, the Religious Affiliation Form.

Nursery

The Governors intend to admit 26 full time children into the Nursery in the school year 2017-2018. Children are admitted in September who turn 4 years old during the academic year.

Admissions Appeals

Parents who are not offered a place for their child are entitled to appeal under provisions of the Education Act 2002. Parents wishing to appeal should complete an appeal form available from the school office. The completed form should be returned to the Clerk to the Appeal Panel, via the school office, within 20 school days from the date of the letter refusing admission.

Parents do not have a right of appeal against a decision not to admit a child to the Nursery Class.

Waiting Lists/ Late Applicants

Unsuccessful applicants will be kept on a single waiting list with any late applicants, ranked in criteria order. Waiting lists are reviewed on a regular basis.

Casual Admissions

The Governor's Admission Criteria will be applied if casual vacancies occur in the main school during the academic year and there are more applicants than places.

Children with Special Educational Needs or Education, Health and Care Plans

Children with a statement of Special Educational Needs or with an Education, Health and Carer (EHC) Plan naming the school will always be offered places.

i Deferred Admission

The place may be deferred to January but not beyond the point at which they reach compulsory school age (the term after the fifth birthday). This means that parents of a child whose fifth birthday falls between 1 September 2017 and 31 March 2018 may request that their child is not admitted until later in the school year 2017/2018. 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. The school will hold any deferred place for the child.

ii Part-time

Where parents wish a child may attend part-time until they reach compulsory school age.

iii Admissions out of normal age group

Parents may wish their child to be admitted outside of their normal age group. In the case of summer born children (i.e. those born between 1 April and 31 August) seeking to delay starting school for one school year and then to be admitted into Reception Year below their normal age group, an application for admission into Reception Year with the child's normal age group should be made in the usual way accompanied by a request to be admitted into Reception Year the following year with supporting evidence.

The request will be considered by the school on the basis of the circumstances of each case and in the best interests of the child to whom the request relates. The school will take into account the parents' views, the views of the Headteacher of the school, information about the child's academic, social and emotional development, the child's medical history and the views of the child's medical or health professionals (where relevant), whether the child has previously been educated outside of his or her normal age group, and whether the child would naturally have fallen into a lower age group if it were not for being born prematurely.

Parents should therefore take these factors into account when writing their request and considering what supporting documentation to attach to their request when submitting their application for admission.