



ADMISSION CRITERIA TO ST. STEPHEN'S CE PRIMARY SCHOOL FOR SEPTEMBER 2017

St Stephen's school welcomes children from all faiths or of no faith. As a voluntary aided Church of England school, the school aims to provide an education based on Christian principles, and has close links with its parish church where whole school worship takes place four times a year. Governors hope that parents who have chosen this school 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. Governors hope that all children will attend the acts of collective worship and will take part in the religious education curriculum offered by the school.

The Governing Body has responsibility for admissions to the school and places are allocated according to our admission criteria, which are listed below in order of priority.

1. Looked after children¹ and previously looked after children.²
2. Children whose families have worshipped at St. Stephen's Church, Westbourne Park W2 at least monthly for at least a year.
3. Children from families who live in the local area and worship at a Christian church and children from families who worship at a Christian church in the local area.

The local area is defined overleaf.

Worshipping at a Christian church means having worshipped there at least monthly for at least a year. We will require confirmation from the priest or minister. Christian churches are those recognised by Churches Together in Britain and Ireland and members of the Evangelical Alliance.

In the case of a family who has moved to the United Kingdom from abroad in the 12 months prior to submitting the application worshipping at a Christian church means having worshipped at a Christian Church (as defined above) at least monthly since arriving in the United Kingdom and having attended a Christian place of worship at least monthly in the country from which they have come to the UK for at least a year. We will require confirmation from a priest or minister in each place.

¹ A "looked after child" is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (as defined in s22(1) of the Children Act 1989) at the time of making the application.

² A "previously looked after child" is a child who was looked after, but ceased to be so because he or she was adopted or became subject to a residence order or special guardianship order.

4. Children with a brother or sister (including step-brother, step-sister, half brother or half sister) or other child under the responsibility of the same parent or carer and living at the same address who will be in the school at the time the child starts Reception.
5. Children already attending the Nursery class at St. Stephen's.
6. Children of staff at the school if either or both of the following conditions are fulfilled:
 - (a) the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
 - (b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
7. Children or families where there is a social or medical need. This will require supporting evidence from an appropriate health professional (e.g. doctor or social worker) setting out the particular reasons why St Stephen's is the most suitable school and the difficulties that would be caused if the child had to attend another school.
8. Children from families practising other world faiths who
 - have attended a place of worship at least monthly for at least a year (We will require confirmation from a faith leader)
 - and live within the local area defined below.
9. If there are remaining places, these will be offered to children living closest to the school. Distances are determined by the shortest walking route, using the road network, from the centre of the child's home address to the main pupil 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.

Each criterion will be applied in the order given above. Should there be more applications in any category than places available, the next criterion will be applied. Distance from home to school (measured as set out above) will be used as a tie break.

Where parents or guardians have shared responsibility for a child and live at different addresses, the "home address" for the purposes of these criteria will be the address where the child lives for the majority of the school week.

While operating within the constraints of our building, we do everything reasonable to accommodate the needs of all pupils.

The Local Area

The boundaries of the local area are Bayswater Rd, Westbourne St, Westbourne Terrace, Harrow Rd, Great Western Rd, Tavistock Crescent and Portobello Rd. Both sides of these roads are included. A map is available in school showing this area.

- Governors will admit 30 children into the Reception class.

- Applications must be received by **15th January 2017**. Offers will be made to parents on **17th April 2017**.
- Attendance in the Nursery Class does not guarantee a place in the Reception class. A separate application for this must be made at the appropriate time.
- St Stephen's CE Primary School is participating in Westminster's scheme for co-ordinated admission arrangements. For application to Reception class parents must complete the Westminster Common Application Form. In addition those applying for places under criteria 2, 3 and 7 should complete the school's Supplementary Information Form (SIF) so that the governors may consider the application fully.
- Parents of children who have been refused admission to the school have a right to appeal. Information about this procedure is available at the school.
- The names of unsuccessful applicants and late applicants will be kept on one waiting list in the order of the above criteria. Late applicants should apply directly to the school.
- This admissions policy will be reviewed annually each Autumn term.

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 LEA can inform the parent that the school is making an offer.