

# HAMPDEN GURNEY

## Church of England Primary School

Nutford Place London W1H 5HA

Tel 020 7641 4195/4193 FAX 020 7641 5468

Headteacher: Mrs E Chua, B. Ed. M. Mus



**The Supplementary Information Form (SIF)  
is attached to the end of this document.**

### **RECEPTION ADMISSION POLICY 2017-2018**

**(for children born between 1st September, 2012 and 31st August, 2013)**

As a voluntary aided Church of England school, Hampden Gurney provides an education based on Christian principles and has close links with its parish church, The Annunciation, Bryanston St, London W1H 7AH. It is expected that all children take part in the life of the school, including the daily act of Christian worship and religious education lessons. This does not remove the right that parents have to request that their child, or children, be withdrawn from these activities.

Hampden Gurney C.E. Primary School, Nutford Place, London W1H 5HA, admits a maximum of 30 children into its Reception Year. For 2017-2018, these children will be born between 1st September, 2012 and 31st August, 2013.

In order to be considered for the school, parents should complete their local authority's Common Application Form (CAF) **and** the school's Supplementary Information Form (SIF – which follows on from this document)

For those applying under priorities 2, 3, 4 and 5 the sections on Religious Attendance details on Hampden Gurney's Supplementary Information Form (SIF) should be completed so that the Governors' Admissions Committee may consider the application fully.

#### **Education, Health and Care Plans**

Children with a Statement of Special Educational Need or with an Education, Health and Care (EHC) plan naming this School will always be offered places.

When completing the CAF, available from their local authority, parents must name the school as a preference. For Westminster, the CAF can be filled in online: [www.eadmissions.org.uk](http://www.eadmissions.org.uk)

**Please do not send it to the school.** Read it carefully and keep a copy for future reference.

Hampden Gurney's SIF is available from the school Office.

Or please email: [admissions@hampdengurney.co.uk](mailto:admissions@hampdengurney.co.uk) and a form will be emailed to you.

**(Note: we do not accept applications online).**

Completion of the CAF and SIF is no guarantee of admission. The school has a history of being heavily oversubscribed and you are strongly advised to apply for more than one school. Further advice is available from Westminster City Council School Admissions Team.

COMPLETE THE CAF AND SIF AS CAREFULLY AS YOU CAN. IF THERE IS A CHANGE IN ANY DETAIL YOU HAVE GIVEN US, PLEASE LET US KNOW WITHOUT DELAY.

## **ADMISSION CRITERIA**

Where there are more applicants than places, Governors of the school will allocate places in accordance with the following order of priority:

**1.** 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.

\*Note: By a "looked-after child" we mean one in the care of a UK local authority or being provided with accommodation by a UK 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.

**2.** Baptised children of Church of England families who attend the Parish Church of The Annunciation.

**3.** Baptised children of Church of England families who attend another Church of England Church.

**4.** Baptised children of other Christian communions. These Christian communions are members of Churches Together in Britain and Ireland. (Churches Together in Britain and Ireland is the successor body to the British Council of Churches, and co-ordinates the work of the four nations.) Details of these churches may be found by following the link from the school's website.

**5.** Baptised children of Church of England families who cannot show evidence of 3 years' attendance, 26 times per year.

**6.** All other children.

**For children to be considered on the basis of priorities 2, 3 and 4 it must be shown that:**

- a. such child has attended their place of worship with their parent/guardian **at least 26 weeks per year**, for a **full three** years, prior to the closing date for applications. That is, attendance from 16 January, 2014.
- b. at least one parent/guardian has been a communicant member of such place of worship and/or registered on such place of worship's electoral roll for this 3-year period.

The Religious Attendance Details section of the SIF must be completed by the Vicar/Priest/Minister/Religious Leader to confirm this. A copy of your child's baptism/dedication/other certificate must also be provided with your application.

If the child has attended, or is attending, a second place of worship with their parent/guardian during the 3-year period prior to the closing date for applications, which is 15 January 2017, then you are invited to provide evidence of other church attendance. You can do so by passing the Supplementary Information Form (SIF) to the minister of your second place of worship to complete the "2nd Religious Attendance Details" section of the SIF.

For a child to be considered under Criterion 2, it must be shown that both a. and b. above are wholly satisfied with the Annunciation as the place of worship.

**Attendance at a Church of England church, including the Annunciation, for less than 3 years will be aggregated with attendance at their previous church.** If the previous church is a member of the Anglican Communion the child will be considered under criterion 3. If the previous church is a member of Churches together in Britain and Ireland the child will be considered under criterion 4.

#### **TIE-BREAKER**

In the event of over-subscription in any of the above criteria, priority will be given to:

**FIRST:** Children with siblings already on the roll of the school who will still be in the school at the time the applicant is admitted. This includes half-brothers or half-sisters, adopted brothers or sisters, step-brothers or step-sisters or the children of the partner of the parent or carer, provided they live at the same address as the applicant. Please note sibling priority only applies to children with sibling(s) at the school in Reception to Year 6 at the time of admission. Nursery is not included.

**SECOND:** Children living closest to the school. Where the order of priority is otherwise equal, preference will be given to a child who lives the shortest distance from the school. Home address is defined as the address at which the child resides for 50% or more of the school week. 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. Where it is necessary to further differentiate between applicants living the same distance from the school, priority will be decided by random allocation.

#### **CLOSING DATE FOR APPLICATIONS AND NOTIFICATION DATE.**

The CAF must be received by your Local Authority by the closing date, Thursday, 15 January, 2017 (paper forms must reach Westminster by 17:00 on this day, online applicants have until 23:59 to submit their application).

**Hampden Gurney's SIF must also be received by the school on this date by 15.30.**

National offer day is Thursday, 16 April, 2017. Letters from Westminster are posted first class to all applicants on this day and should therefore arrive in the post on 17 April.

Applicants who applied on Westminster's eAdmissions site will also be able to get their results on the evening of 16 April.

#### **WAITING LIST**

We admit a maximum of 30 children into Reception. **A list of applicants will be prioritized based on the admission criteria and places offered accordingly.** We then rank the remaining applicants in a waiting list according to the admission criteria. If a child chooses not to take up a place when offered then that place will be offered to the first child on the waiting list and so on until we have 30 children in Reception. We will continue to use this waiting list should further vacancies occur at any time during the 2017-2018 school year. To ensure that the list is accurate, unsuccessful applicants who wish their child's name to be added to the Waiting List should complete and return the response slip attached to the notification letter by 15.30 on 11th May, 2017. Our waiting lists are updated yearly.

#### **APPEALS PROCEDURE**

Unsuccessful applicants have the right to appeal the decision of the Governors Admission Panel. This appeal must be made in writing on a special form, which is available from the school office. Or please email:

[admissions@hampdengurney.co.uk](mailto:admissions@hampdengurney.co.uk) and a form will be sent to you. The form must then be returned to the school within 20 school working days of the postmark on the envelope of the letter informing parents that their application has been unsuccessful. These forms will be forwarded to the Clerk of the Independent Appeals Panel by the school. The Appeals Panel will meet to review the appeal on the date fixed by the Clerk. The Appellant and a Governor's representative will be invited to attend. Further information is available from:

<https://www.westminster.gov.uk/school-admission-appeals>

## **APPEALS TIMETABLE**

The Appeals Form must be returned to the school by 15.30 on 16 May, 2017.

Appeals will be heard by 17 July, 2017.

The decision of the Appeal Panel is final and binding on both the Governors and the Appellant, unless reversed by the Law Courts following a judicial review hearing.

## **DATE OF ADMISSION/DEFERRED ENTRY**

Children will normally be admitted to the Reception Year in the September following their fourth birthday. In line with the Admissions Code, parents can defer their child's entry to the Reception Year until later in the school year, where they have been offered a place at a school to start before they are of compulsory school age. Where entry is deferred, the school will hold the place for that child and not offer it to another child. However, entry cannot be deferred beyond the beginning of the term after the child's fifth birthday, nor beyond end of the Reception Year.

In practice this means that parents could defer entry until January for children born between 1st September and 31st December, or until April for children born between 1st January and 31st August. Parents can also request that their child attends part-time until he/she reaches compulsory school age.

### **Summer Born Children Entering Reception Classes**

- it is for a full-time place from the September following the child's fourth birthday;
- the place may be deferred until later in the school year 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 2017/18. But no later than the term after the child's fifth birthday, when s/he 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. The school will hold any deferred place for the child.
- where parents wish, a child may attend part-time until they reach compulsory school age.

To ensure continuity of pupils' progress and development, only under exceptional circumstances would deferment be recommended.

**(Hampden Gurney School and Westminster City Council reserve the right to check any details provided by applicants. Please note: the address of another family member or a work address is not acceptable. Any attempt to mislead the School or Westminster City Council may result in the withdrawal of the offer of a place.)**



### SUPPLEMENTARY INFORMATION FORM (SIF)

### RECEPTION CLASS 2017-2018

(for children born between 1st September, 2012 and 31st August, 2013)

- Before completing this form, please read the school's Admission Policy document, which is attached to the front of this SIF.
- PLEASE PRINT CLEARLY IN BLOCK CAPITALS.

#### **FOR THOSE APPLYING UNDER CRITERIA 2, 3, 4 and 5.**

\* Please pass this form to your minister, who completes the section under Religious Attendance Details. **THE FORM SHOULD BE RETURNED TO PARENTS/GUARDIANS SO THEY CAN FILL IN THE CHECKLIST TO ENSURE ALL DOCUMENTS ARE ENCLOSED.**

**INCOMPLETE FORMS WILL NOT BE PROCESSED.**

\* If the child has attended, or is attending, a second place of worship with their parent/guardian during the 3-year period prior to the closing date for applications, which is 15 January 2017, then you are invited to provide evidence of other church attendance. You can do so by passing the Supplementary Information Form (SIF) to the minister of your second place of worship to complete the "2nd Religious Attendance Details" section of the SIF.

**Please complete the CHECKLIST at the very end of this form before submitting your application.**

Child's Surname.....

Child's Forename.....

Date of Birth...../...../.....Male / Female (delete as appropriate)

Address.....

.....

Postcode .....Telephone: .....

EMAIL: .....

Your Local Authority.....

**Sibling(s) who attend(s) Hampden Gurney:** Children with siblings already on the roll of the school who will still be in the school at the time the applicant is admitted. This includes half-brothers or half-sisters, adopted brothers or sisters, step-brothers or step-sisters or the children of the partner of the parent or carer, provided they live at the same address as the applicant. Please note sibling priority only applies to children with sibling(s) at the school in Reception to Year 6 at the time of admission. Nursery is not included.

Yes / No (delete as applicable). Name of Sibling(s) at Hampden Gurney and Class Year(s):  
.....

Current or most recent school attended: \_\_\_\_\_

Looked after child, or previously looked after child (Criterion 1):

Yes / No (delete as applicable)

**(If Yes, please supply supporting documentation).**

**We ask that you supply a copy of your child's baptism or dedication certificate.**

**I declare that the information given on this form is correct and accurate.**

**Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**Please print names of Parents and Guardians:**

\_\_\_\_\_

**(Hampden Gurney School and Westminster City Council reserve the right to check any details provided on this form. Please note: the address of another family member or a work address is not acceptable. Any attempt to mislead the School or Westminster City Council may result in the withdrawal of the offer of a place.)**

Name of Child: \_\_\_\_\_ Child's Date of Birth: \_\_\_\_\_

Name of Parent(s)/Guardian(s): \_\_\_\_\_

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**SIF - RELIGIOUS ATTENDANCE DETAILS**  
(To be completed by Vicar/Priest/Minister/Religious Leader)

RELIGIOUS PLACE OF WORSHIP: .....

Denomination of Church: ..... Address: .....

..... Postcode.....

**For children to be considered on the basis of priorities 2,3 and 4, as set out in our Admission Policy document, it must be shown that both a) and b) criteria are met:**

- a. such child has attended their place of worship with their parent/guardian/ **at least 26 weeks per year**, for a **full three years**, prior to the closing date for applications. **That is, attendance from 16 January, 2014.**
- b. at least one parent/guardian has been a communicant member of such place of worship and/or registered on such place of worship's electoral roll for this 3-year period.

<b>1.</b> Is this place of worship a member of the <i>Churches Together in Britain &amp; Ireland</i> ?	Yes / No (delete as applicable)
<b>2A.</b> Has the above child attended the above place of worship with their parent/guardian for a full 3-year prior to the closing date, <b>that is from 16 January, 2014?</b> <b>YES / NO (delete as applicable)</b>	<b>YES - (Also answer 2B, 2C and 4)</b> <b>NO - (Go to 3 and also 4)</b>
<b>2B.</b> How many times PER YEAR have they attended church from 16 January, 2014 – 15 January, 2015 16 January, 2015 – 15 January, 2016 16 January, 2016 – 15 January 2017	Number of times: PER YEAR: _____ PER YEAR: _____ PER YEAR: _____
<b>2C.</b> If required, is the church able to show evidence of attendance?	YES/ NO (delete as applicable)
<b>3.</b> If the family has not attended for <b>3 full years</b> , i.e. from January 16, 2014, please fill in the period attended. And if the family's frequency is less than 26 times a year, please indicate attendance during this period. <b>(A)</b> Period attended: From: _____ To: _____	
<b>(B)</b> How many times have they attended church since the first occasion?	Number of times: _____



**4. I confirm that at least one parent/guardian of the above child has been for the Period stated in either 2 or 3:**

A communicant member of the above place of worship?

Yes / No (delete as applicable)

Registered on the above place of worship's electoral roll?

Yes / No (delete as applicable)

Signed .....Dated:.....

Please print name:.....

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**2<sup>nd</sup> SIF / OTHER RELIGIOUS ATTENDANCE DETAILS**

If the child has attended, or is attending, a second place of worship with their parent/guardian during the 3-year period prior to the closing date for applications, which is 15 January 2017, then you are invited to provide evidence of other church attendance. You can do so by passing the Supplementary Information Form (SIF) to the minister of your second place of worship to complete the "2nd Religious Attendance Details" section of the SIF, which follows on the next page.

**ALL APPLICANTS: please also complete the CHECKLIST on the last page, which will ensure you have completed or provided all the necessary components.**

Name of Child: \_\_\_\_\_ Child's Date of Birth: \_\_\_\_\_

Name of Parent(s)/Guardian(s): \_\_\_\_\_

**SIF - 2<sup>ND</sup>/ OTHER RELIGIOUS ATTENDANCE DETAILS**  
**(To be completed by Vicar/Priest/Minister/Religious Leader)**

**RELIGIOUS PLACE OF WORSHIP:** .....

Denomination of Church: ..... Address: .....

..... Postcode.....

**For children to be considered on the basis of priorities 2, 3 and 4 as set out in our Admission Policy document, it must be shown that both a) and b) criteria are met:**

a. such child has attended their place of worship with their parent/guardian/ **at least 26 weeks per year**, for a **full three** years, prior to the closing date for applications. **That is, attendance from 16 January, 2014.**

b. at least one parent/guardian has been a communicant member of such place of worship and/or registered on such place of worship's electoral roll for this 3-year period.

<b>1.</b> Is this place of worship a member of the <i>Churches Together in Britain &amp; Ireland</i> ?	Yes / No (delete as applicable)
<b>2A.</b> Has the above child attended the above place of worship with their parent/guardian for a full 3-year prior to the closing date, <b>that is from 16 January, 2014?</b> <b>YES / NO (delete as applicable)</b>	<b>YES - (Also answer 2B, 2C and 4)</b> <b>NO - (Go to 3 and also 4)</b>
<b>2B.</b> How many times PER YEAR have they attended church from 16 January, 2014 – 15 January, 2015 16 January, 2015 – 15 January, 2016 16 January, 2016 – 15 January 2017	Number of times: PER YEAR: _____ PER YEAR: _____ PER YEAR: _____
<b>2C.</b> If required, is the church able to show evidence of attendance?	YES/ NO (delete as applicable)
<b>3.</b> If the family has not attended for <b>3 full years</b> , i.e. from January 16, 2014, please fill in the period attended. And if the family's frequency is less than 26 times a year, please indicate attendance during this period. <b>(A)</b> Period attended: From: _____ To: _____	
<b>(B)</b> How many times have they attended church since the first occasion?	Number of times: _____
<b>4.</b> I confirm that at least one parent/guardian of the above child <b>has been for the Period stated in either 2 or 3:</b>	
A communicant member of the above place of worship?	Yes / No (delete as applicable)
Registered on the above place of worship's electoral roll?	Yes / No (delete as applicable)

Signed ..... Dated:.....

Please print name:.....

**CHECKLIST - Parent(s)/Guardian(s) please complete before submitting Application.**

**Please ensure one box is ticked in every section, 1-5.**

**1. COPY of Baptism/Dedication/Other Certificate Enclosed:**

YES

NOT APPLICABLE

**2. RELIGIOUS ATTENDANCE DETAILS:**

Signed by Minister: YES

NOT APPLICABLE

**3. 2<sup>ND</sup> RELIGIOUS ATTENDANCE DETAILS:**

To be completed by Minister if the child has attended a second place of worship with their parent/guardian during the 3-year period prior to the closing date for applications, which is 15 January, 2017.

Signed by Minister: YES

NOT APPLICABLE

**4. Have you completed your local authority's Common Application Form (CAF)?**

YES

**5. For a looked after child or previously looked after child, supporting documentation enclosed:**

YES

NOT APPLICABLE

Please return your completed SIF and enclosures, **by the closing date 15 January, 2017**, to:

**RECEPTION APPLICATIONS 2017-2018**

The Admissions Officer

**HAMPDEN GURNEY PRIMARY SCHOOL**

13 NUTFORD PLACE

London W1H 5HA

**PLEASE NOTE: We do not accept Applications by Email.**