



# Admissions Policy

Christ Church C of E Primary School, Shooters Hill, SE18

## Admissions Arrangements for September 2017/18

Christ Church CofE Primary School, Shooters Hill, SE18 seeks both to provide a Christian education to the children of Christian parents and to fulfil its mission of pastoral responsibility to the children of the local community.

Christ Church CofE Primary School, Shooters Hill, SE18 is designated a 1 form entry school. This means that the school admits a maximum of 30 children in any one year group. We have one point of entry for all children starting Reception Class in the September of the academic year in which they have their fifth birthday.

15 places have been designated Foundation Places and 15 Open Places.

When there are more applications than there are places available, the Governors will admit pupils according to the following criteria, in order of priority.

### Foundation Places

The Governing Body has designated 15 places to be offered to children who themselves and whose parent or carer is a faithful and regular worshipper at Christ Church, or one of the named Anglican Churches in Plumstead Deanery.

#### *Criteria for Foundation Places:*

In order to qualify for a foundation place a child, together with a parent or carer, will need to have worshipped faithfully and regularly –at least monthly-- at Christ Church, or a named church in the Deanery, for a period of 3 years by the closing date of the application procedure. In addition, parents or carers will be expected to show active involvement in the church (see notes 1, 2 and 3).

Places will be allocated to children who meet the criteria for a Foundation Place (see below) in the following order:

First priority will go to children with a statement of special educational needs (SEN) or an education, health and care plan (EHCP) naming the school (see note 4).

Remaining places will be allocated in the following priority order.

1. Looked After Children or previously looked after children (see note 5) who meet the criteria for a Foundation Place.
2. Children, who meet the criteria for a Foundation Place and who will have a sibling attending the school at the time of their admission (see note 6)
3. Children who worship at Christ Church, Shooters Hill, and who meet the criteria for a Foundation Place.
4. Children who worship at one of the following churches in Plumstead Deanery: St Mary's, Welling; St John's, Plumstead; All Saints', Shooters Hill and who meet the criteria for a Foundation Place (see note 2).

If more than 15 children qualify for a Foundation Place, places will be allocated according to distance from the child's main residence to the school (see notes 7 and 8).

For information on Tie Break see note 7.

If fewer than 15 people qualify for a Foundation Place the remaining places will become Open Places.

Applicants who do not meet the criteria for a Foundation Place will be considered for an Open Place.

## **Open Places**

The Governing Body has designated 15 places each year as open places. Parents applying for an open place do so knowing that the school aims to provide an education based on Christian principles (see note 9).

In the event Open Places are oversubscribed, places will be allocated in the following priority order.

First priority will go to children with a statement of special educational needs (SSEN) or an education, health and care plan (EHCP) naming the school (see note 4).

Remaining places will be given in the following priority order.

1. Looked after children or previously looked after children (see note 5).
2. Children who will have a sibling attending the school at the time of their admission (see note 6).
3. Remaining places will be allocated based on distance from the home to the school (see notes 7 and 8).

For information on Tie break see note 7.

# Christ Church C of E Primary School – Shooters Hill

## Admissions Arrangements for September 2017/18

### Explanatory Notes

#### **Note 1: Foundation Places**

The Governing Body has designated 15 places to be offered to children who together with a parent or carer are faithful and regular worshippers at Christ Church, or one of the named Anglican Churches in Plumstead Deanery and whose parents or carers are actively involved with the life of that church. Written evidence of the applicant's commitment and that of their parent or carer to their place of worship will be required at the time of application on the School's Supplementary Information Form which must be returned to the school. The supplementary forms will be forwarded to the priest of the church concerned for confirmation.

#### **Note 2: Named Anglican Churches in Plumstead Deanery**

The named Churches in Plumstead Deanery are:

Christ Church, Shooters Hill; All Saints, Shooters Hill; St Mary the Virgin, Welling; St John's, Plumstead

#### **Note 3: Examples of Active Involvement in the Church**

Active involvement in the church includes participation in church activities. It also includes membership of church committees, such as Giving Group, Fabric & Vision Group, Social Committee and PCC. Finally, it includes responsibilities in the church e.g. warden or assistant warden, sidesperson, youth group leader, Messy Church co-ordinator or helper, leading worship or other involvement in services. This is not an exhaustive list.

A parent /carer will fulfil the requirements for a foundation place if he/she has shown genuine active involvement in the church, by participation in at least one regular activity in Church (see above), in addition to worshipping monthly at their Church. Those worshipping at one of the named Churches in Plumstead Deanery will be expected to make the same commitment to their Church.

#### **Note 4: Children with a statement of special educational needs, or Education, Health and Care (EHC) Plan.**

Parents of pupils who have a statement of special educational needs, or Education, Health and Care (EHC) Plan are required to apply for school places separately through the local authority from whom advice is available. If a child with a statement, or EHC Plan, is placed in the school by the local authority before the normal admission round, the number of places available to other applicants will be reduced. The Governors will admit all those pupils whose statement, or EHC Plan, names the School.

### **Note 5: Looked-after children and previously looked-after children**

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 (see definition in section 22(1) of the Children Act 1989). A previously looked-after child is a child who was adopted, or subject to a residence order (now termed child arrangement order under the Children & Families Act 2014), or special guardianship order, immediately following having been looked after. The governors will require written confirmation that the child is looked after, or previously looked after.

### **Note 6: Siblings (brothers and sisters)**

A sibling is defined as a blood or adoptive sibling, a half-sibling or a foster or step-sibling living at the same address as the child.

If a situation arises where the last child to be offered a place is one of twins or multiple birth, the second twin or all multiple birth siblings will be admitted as a permitted exception to the Infant Class Size legislation which normally limits classes to no more than 30 children.

### **Note 7: Distance**

Distance from home to school is measured as a straight line from the centre of the home address to the centre of the school, using digitised mapping software.

Tie break: Should two applicants live an equal distance from the school, the offer of a place will be decided by random allocation. Applicants living in the same multi-occupancy building or of equal distance to the school will be decided by a random allocation.

### **Note 8: Home Address:**

If a child resides equally between both parents, we consider the principal home address as being the address at which your child is registered while attending early years provision, with a GP and, if applicable, the address of the parent who is in receipt of Child Benefit or Child Tax credits.

### **Note 9: Open Places**

In order to allow children who live within the catchment area of the school, but who do not meet the criteria for a Foundation Place, to attend the school, the Governing Body has designated 15 places each year as open places. Parents applying for an open place do so knowing that the school aims to provide an education based on Christian principles and therefore the governing body hopes that all pupils will take part in Christian worship and religious education.

## **Deferred entry to Reception Class**

Most children start school in September. If you feel that your child is not ready to start school in the September following their fourth birthday, please contact the Headteacher initially for a discussion on the school's policy to support transition to school.

With regards to summer born children we follow Royal Borough of Greenwich's published Admissions Guide.

## **Dates by which applications must be received**

The school is part of the locally agreed co-ordination scheme and the timescales for applications to be received and processed are those agreed with the Royal Borough of Greenwich. Parents must complete their home local authority's common application form; if applying for a place at this school, parents must name this school as one of the preferences on the CAF. Parents who wish to apply for a place under the church criteria must also complete the supplementary information form and submit this to the school.

Foundation Applications should be made according to the timescales as published in the Royal Borough of Greenwich Admissions Guide.

Supplementary information forms are to be submitted to the school by the 15<sup>th</sup> January 2017. The school will forward the forms to the Vicar of Christ Church, Shooters Hill, or to the incumbents of All Saints, Herbert Road; St Mary's, Welling or St John's, Plumstead for verification.

## **Fair access**

The school is committed to taking its fair share of pupils who are hard to place in accordance with the locally agreed fair access protocol. Pupils admitted under the protocol will take priority over any children on the waiting list and this may include, on occasion, admitting above the planned admissions number.

## **Waiting list**

The school operates a waiting list in accordance with the admissions criteria. The waiting list will be held until the end of the academic year at which point parents who wish to remain on the waiting list need to confirm they wish their child to remain on the waiting list for the following academic year.

## **Appeals**

Parents have the right to appeal against the governors' decision to refuse a place in the school to their child. Any parent wishing to do so should obtain an appeal form, which is available at school. Appeals should be sent to the clerk to the appeals, Christ Church Primary School, SE18 3RS within 20 school days. It should be noted that in accordance with the School Admissions Code the Governing Body is required to abide by the maximum limit for infant classes (i.e. 5, 6 and 7 year olds) of 30 pupils per class. All appeals are heard by an independent appeal panel in accordance with the Schools Standards & Framework Act 1998.