

**St. Peter's C of E Primary School,**  
**33 St. Peter's Road, London W6 9BA 020 8748 7756**

## **St Peter's CE Primary School Governors' Admission Policy** **2017- 18**

Head Teacher: Miss Karen Frazer  
Chair of Governors: Mrs Emma Bruce  
As agreed with Hammersmith & Fulham Local Authority  
and the London Diocesan Board for Schools

### **INTRODUCTION**

St. Peter's is a one form entry school and the standard class size is 30 pupils. As a Voluntary Aided Church of England school, we aim to provide an education based on Christian principles and we enjoy close links with our parish church. We welcome children from practising Christian families as well as from the local community. The policy reflects Governors' agreed aims to keep families together by giving high priority to siblings.

If at any time there are more applications for admission to the School than there are places available, the Governors on the Admissions Committee will decide between applications on the basis of the Admissions Policy below. Please read both parts of the Policy carefully. The admissions criteria are set out in PART ONE with **definitions of the terms shown in blue** and general information on the admissions procedure in PART TWO.

### **PART ONE**

#### **Arrangements for when the School is oversubscribed**

C1 The Governors will give the highest priority to **Looked After Children, including those previously Looked After.**

After places have been allocated to **Looked After Children** and any children offered a place at St Peter's through the separate process which admits those with statements of special needs or Education, Health and Care Plans, which specifically name the school the remaining places will be offered as Foundation Places or as Open Places. A maximum of 75% of the remaining places will be offered as Foundation Places, after which all applications will be considered as being for Open Places taking no account of Christian commitment.

#### **Foundation Places**

A child may be considered for a Foundation Place if his/her parent(s) are **Practising Members of a Christian Church.** The School will seek **supportive evidence** of this from the **applicant's** parish priest or minister (Supportive Church Reference).

If there are more applications with a supportive Church Reference than Foundation Places available, then candidates will be ranked as follows

- C2. Supportive Church Reference + **Sibling** in the school at the time of application and at the proposed time of entry
- C3 Supportive Church Reference

#### **Open Places**

After the Foundation Places have been allocated the remaining candidates will be considered under the Open Place category and ranked as follows:

- C4 **Sibling** in the School at the time of application and at the proposed time of entry  
C5 All other candidates

### Oversubscription in any of the above categories

If there is a need to sort between applications in any of the above categories then the Governors will do so using the criteria listed below in order of priority.

1. Children with **Social/Medical Needs** (but please note this is subject to Governors' discretion - see Notes in Part Two)
2. Children who live closest to the School as determined by the **Tiebreak Procedure**

This method of sorting between applications will be used **only** when there is over-subscription within any of the categories C1- C5 in stated priority order.

## PART TWO

### NOTES TO ACCOMPANY 2017-18 ADMISSIONS POLICY

Please read the following notes carefully. This Policy applies only to children who are being considered for entry after the beginning of September 2017. If you have any queries, or would like anything explained to you more fully, please do not hesitate to contact the School.

#### GENERAL POINTS TO NOTE

- The Governing Body is committed to **equal opportunities** for all candidates including the disabled. Reasonable adjustments are made under the Disability Discrimination Act 1995 to accommodate the needs of children with any disability.
- Children who have **statements of special educational needs** or **Education, Health and Care Plans** that name the school under the terms of the Education Act 1996 will be admitted to the school under a **different admissions procedure through their home Local Authority**.
- In the case of applications concerning candidates with particular social or medical needs the Governors reserve the right to decide whether or not the School is able to meet those needs. (see definition on last page of policy)
- Successful **Applicants** will be offered Reception places to start the September following their fourth birthday. In line with the Admissions Code, they may request to defer their place within the academic year 2017/18. In considering any requests to defer places Governors reserve the right to consider the wider educational and organisational implications for the school, as well as the needs of the individual child.
- Any application for a child's entry to be deferred further, i.e. that the child be educated out of his/her academic age group will be considered by the school on an individual basis and will only be granted in exceptional circumstances. Parents should write to the school and the Local Authority as early as possible during the 2016 autumn term giving reasons and providing compelling professional evidence to support their request. If a deferral is not agreed and the applicant decides to apply for a year 1 place in September 2018 a year 1 place cannot be guaranteed.
- Other applications for a child to be educated out of their age group will be considered by the school on an individual basis as described above and only be granted in exceptional circumstances.
- The Governors' admissions criteria are strictly applied. Appropriate evidence will be required in support of any application. This will include proof of residence. (e.g. utility bill received within three months of application) both at the time of application and acceptance of a place (see Tiebreak Procedure definition). If a child lives with

parents with shared responsibility, the home address will be where the child spends more time during the school week.

- **Applicants** with twins, triplets etc. should be aware that Governors will treat these children as individuals in this process and apply the criteria accordingly. Should twins come at number 30 and 31 on a final ranked list they may both be admitted. The admission of triplets/quads etc. in these circumstances will also remain at the Governors' discretion.

### **PROCEDURE FOR ENTRY INTO THE SCHOOL**

All applications for Reception places at St. Peter's will be coordinated in accordance with the Pan-London Admissions Scheme. A common application form (CAF) produced by the Local Authority in which an **Applicant** is resident should be completed and returned to that same Local Authority. The recommended way to apply is online via: [www.eadmissions.org.uk](http://www.eadmissions.org.uk). Paper forms, if desired, are available from the applicants' home Local Authority; for Hammersmith & Fulham residents these can be obtained from the Tri-borough Admissions Team at the Education Department, Kensington Town Hall, Hornton Street, London W87NX.

**Applications must be submitted no later than 15<sup>th</sup> January 2017** for entry into the Reception class during the academic year 2017/18.

**In addition Applicants** wishing their child to be considered for a Foundation Place should fill in St Peter's Supplementary Information Form (SIF) **also by 15th Jan 17**, in order for the Governors to assess how well they meet the faith requirements described. Failure to complete a SIF will result in Governors not being able to assess **Applicants'** church attendance, whilst ranking candidates. Copies of this form are available from the School and on the School website. Governors will consider the information received on the Supplementary Information Forms strictly in accordance with the admissions criteria. The Local Authority in which an **Applicant** is resident will inform parents of the outcome of their applications in accordance with the published Pan-London timetable. If parents would like more general information about primary school applications they should contact their home Local Authority.

**Applicants** who are unsuccessful will be advised of their right to make a formal appeal against the Governors' decision not to admit their child. An independent appeal panel will hear their appeal and decide whether or not to uphold it.

**If it is found that a place has been obtained on a fraudulent basis, the offer will be withdrawn.**

**Change of Address Applicants** are obliged to inform the LA and the School immediately of a change of address. Failure to do so may result in the withdrawal of a place.

**Late applications** and late Supplementary Information Forms for Reception will not be accepted after the LA's deadline. Applications submitted after the process has started will be placed on the waiting list (see below) and considered for casual vacancies after the first round of offers.

**In-Year Admissions Applicants** will need to complete the In-Year CAF that can be obtained from Hammersmith & Fulham Admissions Team, or from the Council website and a SIF for the school if they are applying for a Foundation Place so that Governors can assess how candidates meet the faith requirements described. If a place is available and there is no waiting list then the Admissions Team will communicate the Governors' offer of a place to the family. If a place is available and more applications are received than there are places available then candidates will be ranked by Governors in accordance with the categories and the oversubscription criteria listed in Part One. The intention of the Governors will be to retain so far as possible the balance between Foundation and Open places as set out in Part One above. If the **Applicant** is unsuccessful they will be offered the opportunity of being placed on a waiting list.

**Waiting lists** are maintained and reviewed regularly at the school. There will be a list of applications with a Supportive Church Reference (i.e. candidates who qualify for a Foundation Place) and a list of all other applications. Applications will be kept in order on each list. Late applications and those made mid-year will be placed on the relevant list (Foundation or Open), again ranked according to the categories and oversubscription criteria listed in Part One above. Governors meet to consider casual vacancies in any year group as they arise. It should be noted that the waiting lists are reviewed each time a vacancy arises so that all applications including most recent ones (who may meet the admissions criteria better) are considered equally. When a place becomes available Governors will decide whether it should be offered as a Foundation Place or an Open Place. The intention of the Governors will be to retain so far as possible the balance between Foundation and Open Places as set out in Part One above but noting the overriding principle of giving precedence to Looked After children and keeping families together by giving priority to siblings. Governors will then decide who is at the top of the relevant list (i.e. Foundation or Open) so that the LA can inform the [Applicant](#) that the school is making an offer.

### **DEFINITIONS OF TERMS CONTAINED IN THE POLICY**

<b>Christian Church</b>	Any church which is a full member of "Churches Together in Britain and Ireland" or the "Evangelical Alliance".
<b>Looked After Children</b>	Children in public care or children previously in public care, who ceased to be so because they were adopted, or became subject to a child arrangement or special guardianship order.
<b>Practising Members</b>	A child's parent(s) are ' <b>practising members</b> ' if one or both parents (or carers with legal parental responsibility for the child) attends services at their church regularly (a minimum average attendance of twice a month over a minimum period of two years prior to the date of the religious evidence), as proved by their parish priest on the supplementary information form provided by the school.  <b>NB The Governors do not operate a points system.</b>
<b>Sibling</b>	Brother or sister, adopted brother or sister, half brother or sister, stepbrother or sister or foster child living with the same parent/carer at the same address. NB In order for the sibling criteria to apply, the sibling must already be attending the main school at the time of application <u>and</u> must still be attending the school at the time the child enters the school.
<b>Social/Medical Needs</b>	Exceptional social or medical need of the child of which a professional assessment has been provided with the application form in a letter from the child's general practitioner, social worker, medical consultant or other appropriate body together with a statement from the professional stating why in the opinion of the professional St. Peter's is the only school that can meet the child's social or medical need;
<b>Tiebreak Procedure</b>	The method and procedure for measuring the distance between the child's home and the School whereby that distance is taken as being the shortest straight line measurement (as measured by an independent computerised geographical information system) from the child's home to the Main School front entrance door; and in the case of an absolute tie lots will be drawn. NB Proof of address (dated within 3 months of application) will be required on making an application to the school and proof of the same address will be required on accepting a place. Please note the important statement in Part 2 above concerning any change of address.
<b>Applicant</b>	The parent or carer who has certified on the application form that they have parental responsibility for the child;

	NB where there is reference to “parent” or “parents” in the policy, the term includes carer(s) with legal parental responsibility for the child.
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