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Dear Parent/Carer,

We are delighted that you are considering St Paul's as one of your primary school application choices and enclose our admissions criteria for 2017-18.

In order to be considered for a place at St Paul's, you **MUST** name the school as one of your choices on your common application form (CAF) which must be completed for the local authority in which you reside.

A supplementary information form (SIF) should be completed if you wish to apply for a place under criterion 3 (church places) so that the governors can consider the application fully.

**IMPORTANT:**

**Please note that there is no direct right of admission for children who currently attend our nursery class.** All applications for Reception are considered against the criteria for over subscription and attendance at St Paul's Nursery **does not** guarantee a place in the Reception Class.

Yours sincerely,

Claire Fletcher  
Headteacher



## Admissions Criteria 2017-18

If you would like your child to be considered for a place at St Paul's CE Primary School, you **MUST** name the school on the Common Application Form (CAF), which is available on line from September 2016.  
H & F residents can obtain a paper form by calling 0207 745 6434

If you are applying under criterion 3 (church practice) you will need to complete a Supplementary Information Form, which is available from the school. Your clergy must complete, countersign and stamp page 2 of this form and return it to the school in order to allow the governors to assess how well you meet our criteria.

If there are more applicants than places, then places will be offered to children in the following order of priority:

1. **Looked After Children and Previously Looked After Children**.<sup>\*</sup> There must be evidence of this from the Local Authority.
2. **Sibling**. Children who have a sibling in the school at the time of admission.<sup>\*\*</sup>
3. **Church Places**. After the first 2 criteria have been decided, 50% of the remaining places will be offered in the following order to children who, with their parent/s or guardian/s:
  - 3.1 regularly worship<sup>\*\*\*</sup> at St Paul's Church, Hammersmith
  - 3.2 regularly worship<sup>\*\*\*</sup> at another Christian church<sup>\*\*\*\*\*</sup> and live within the Deanery of Hammersmith & Fulham<sup>\*\*\*\*\*</sup>.
4. **Open Places**. The remaining 50% will be given to children who live nearest the school and live within the Deanery of Hammersmith & Fulham<sup>\*\*\*\*\*</sup>.
5. Any remaining places will be offered to children who live nearest the school and allocated in order of proximity of their home to the front door of the school using the Geographical Information System in use by the Local Authority at the time of application<sup>\*\*\*\*</sup>

<sup>\*</sup>Previously Looked After Children are children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order.

<sup>\*\*</sup>For the purpose of this policy, sibling is defined as brother or sister, half-brother or half-sister, stepbrother or stepsister or foster child living with the same parent/carer at the same address at the time of admission.

<sup>\*\*\*</sup> 'Regular worship' refers to attendance at a weekend church service with one or both parents/guardians at least fortnightly for a year or more prior to making the application. This must be confirmed by completion of a Supplementary Information Form completed, countersigned and stamped by a member of the clergy.

<sup>\*\*\*\*</sup> Applicants under all criteria will be prioritised according to their nearness to the school. In all cases nearness to the school will be calculated using a straight line measurement (as the crow flies) from the child's home address point determined by Ordnance Survey data to the centre point of the school as determined by the LA's computerised measuring system. Accessibility by car or public transport will be disregarded. If any applicants share the same address, i.e., live in the same block of flats or shared house, priority will be given to those closest to the ground floor and then by ascending flat number order. In the event that more than one child have the same distance, a decision will be made using random allocation. Proof of address will be needed when you apply for a place at the school.

<sup>\*\*\*\*\*</sup> A map showing the Deanery of Hammersmith & Fulham is available at the school.

<sup>\*\*\*\*\*</sup> Christian churches will only be recognised if they are a full member of churches Together in Britain & Ireland or of the Evangelical Alliance UK

## GENERAL INFORMATION

St Paul's School is a Voluntary Aided Church of England primary school that welcomes children from all sections of the community who want a Christian education. We are a one-form entry primary school with nursery provision within an Early Years Foundation Stage unit.

All applications for a place in the main school at St Paul's Primary School will be co-ordinated by Hammersmith & Fulham Education Department.

The governing body is committed to the equal opportunities of all applicants, including the disabled and will ensure reasonable adjustments are made under the Disability Discrimination Act 1995 to accommodate the needs of children with any disability.

### Admissions Procedures for Entry to Reception 2017-18

#### PLACES AVAILABLE

The governors have agreed with the relevant authorities that there will be a maximum of 30 children in each class from Reception to Year 6. Children are admitted to Reception in September.

#### APPLICATION FOR RECEPTION CLASS

##### On-line

Parents should complete the on-line Common Application Form (CAF) for the LA in which they live. On the form, parents can name up to 6 primary schools which should be ranked in order of preference.

##### Paper applications.

H & F residents are encouraged to apply on line. However, a paper application form can be obtained by ringing 0207 745 6434. The completed form must be returned to the Tri-Borough Education department at Kensington Town Hall, Horton Street, W8 7NX by 5pm on Sunday 15<sup>th</sup> January. Residents of other boroughs will need to contact the education department at their home LA. The form should be returned to that LA by 5pm on Sunday 15<sup>th</sup> January.

##### Supplementary Information Forms (only needed if you are applying under criterion 3)

If you are applying under criterion 3 you will need to complete a Supplementary Information Form, which is available from the school. This will need to be completed, countersigned and stamped by your clergy and returned to the school in order to allow the governors to assess how well you meet our criteria.

**CAF must be submitted for all children who would like to be considered for a place in Reception, whether or not they attend St Paul's Nursery. There is no automatic transfer from the Nursery to the main school.**

#### LATE APPLICATIONS

Applications received after the borough deadline will be regarded as late. Late applications will be processed after the borough offer date.

## **WAITING LIST**

Unsuccessful and late applications can be placed on the waiting list at the parent/carers request. Places will be allocated in accordance with the above criteria, maintaining the balance between criteria 3 & 4.

Children will remain on a waiting list until a vacancy arises. Annually, the school will write to the family of every pupil on the waiting list and request confirmation that the place is still needed. If a reply is not received by the deadline on the letter then the school will assume that the place is no longer required and will remove the child's name from the waiting list. The admissions committee will only consider applicants who confirm their interest.

## **IN-YEAR ADMISSIONS**

Applications for in-year admissions are co-ordinated by the LA in the same way as those made during the normal admissions round. If applications are submitted under criteria 3, parents/carers will need to complete a Supplementary Information Form, which is available from the school. The second page of this form will need to be completed, countersigned and stamped by a member of clergy, in order to allow the governors to assess how well the child meets the admissions criteria.

If a place is available and there is no waiting list then the school 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 admission criteria. If a place cannot be offered at this time then the parent may request the reasons and will be informed of their right of appeal. The parent 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 admission criteria and not in the order in which the applications are received. When a place becomes available the governing body will decide which child is at the top of the list so that the LA can inform the parent that the school is making an offer. Please note that this could mean that a child's name could move up or down the list.

## **MULTIPLE BIRTHS**

Twins, triplets and multiple birth children will be considered as individuals alongside all other applicants. Every effort will be made to accommodate twins or multiple birth children within the same school provided the class number does not exceed 31.

## **DATE OF ADMISSION AND DEFERRED ENTRY**

Children will normally be offered a full time place in the reception class the September following their fourth birthday. In line with the Admissions Code, parents can defer their child's entry until the beginning of the term after the child's fifth birthday, or until April 2017 for children born between 1st January and 31st August 2012. Parents can also request that their child attends part-time until he/she reaches compulsory school age.

## **SUMMER BORN CHILDREN**

For children whose fifth birthday falls between 1<sup>st</sup> April 2018 and 31<sup>st</sup> August 2018, whose parents who do not wish them to start in the school year 2017-18 but wish to be admitted in September 2018 should discuss this with the school at an early stage. Decisions will be made on the circumstances of each case and in the best interest of the child/ren. Parental views, academic achievement, social and emotional development and where relevant, medical views will be taken into consideration, along with the views of the Headteacher.

If a deferral is agreed, parents' can apply for a Reception place in 2018 through the normal admissions process and their application will be ranked according to the schools oversubscription criteria. Alternatively, they may decide not to apply for a reception place in the school but apply for a year 1 place in September 2018. A year 1 place cannot be guaranteed.

This right to request a later admission does not apply if the child is applying for a place in another year group at the school.

## **EDUCATION HEALTH AND CARE PLANS**

Children with a Statement of Special Educational Need or with an Education, Health and Care (EHC) plan naming St Pauls will be admitted in accordance with Section 43 of the Children and Families Act 2014.

## **APPEALS**

Parents whose applications for admission are not successful are encouraged to contact the School for advice. Appeals against the decision may be sent to the Clerk to the Appeals Committee c/o St Paul's School. The appeal must be lodged within 14 days (10 working days) from the date of notification that the application was unsuccessful.