



# St Thomas' CE Primary School

## Admissions Policy for 2017-18

St Thomas' CE Primary School is a Voluntary Aided Church of England primary school that welcomes children from all sections of the community who require a Christian education. The School strives to provide the best education for its pupils, both academically and personally. St Thomas' gives high priority to developing strong links with home, the Parish church and the wider community. It believes that working closely with the parents is vital to ensuring that children achieve their full potential.

### Application form for entry to reception class through to Year 6

#### Common Application form

Parents and carers should complete the local authority Common Application form. On the form parents can name up to 6 primary schools. Parents need to rank the schools in the order of preference. This form must be returned to the Education Department by the published deadline. The RBKC admissions team can be contacted on 020 7745 6432/6433/6434 or email [school.admissions@rbkc.gov.uk](mailto:school.admissions@rbkc.gov.uk)

#### Supplementary information form

As St Thomas' is a Church school parents who wish to be considered under admissions criteria 3, 4.1, 4.2, and 5.0 (detailed on page 2) of St Thomas' admissions criteria should complete the Supplementary Information Form so that the governors can consider your application fully. You can obtain this form from the school office or download a copy from our website and you must return the form to the school by **15<sup>th</sup> January 2017**. The office staff will date and sign forms on the day they are received. You must ensure that the form has been signed and stamped by the relevant clergy before submission. **If you do not complete the form, your child's chance of being offered a Foundation Place will be adversely affected as governors will not be able to consider your application.**

#### Places Available

St Thomas' is a one form entry primary school. 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. The nursery accepts a maximum of 26 children for 26 full-time-equivalent places.

#### Timetable for Admissions Consideration

##### *Reception class admissions*

**All children who would like to be considered for a place in Reception must apply directly through your home Local Authority. Children who attend St Thomas' nursery do not transfer automatically.** Children whose fifth birthday falls between 1<sup>st</sup> September and 31<sup>st</sup> August will be considered for entry to the Reception class in September.

##### *Supplementary information form*

Parents who wish to be considered under admissions criteria 3, 4.1, 4.2, and 5.0 of St Thomas' admissions criteria should also complete the Supplementary Information Form so that the governors can consider your application fully. Forms can be collected from the school office or downloaded from our website and you must return it by **15<sup>th</sup> January 2017**.

**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 the end of the Reception year. In practice this means that parents could defer entry until January for children born between 1<sup>st</sup>

September and 31 December, or until April for children born between 1 January and 31 August. Parents can also request that their child attends part-time until they reach compulsory school age.

### ***Nursery admissions***

**Children who would like to be considered for a place in St Thomas' Nursery must apply directly to the school using the Supplementary Information form.** You can obtain this form from the school office or download a copy from our website and you must return the form to the school by 5.00pm on **15<sup>th</sup> January 2017**. Children are admitted in September, if their fourth birthday falls between 1<sup>st</sup> September of that year and 31<sup>st</sup> August of the following year. Most children offered a place in the Nursery Class spend three terms there before taking up a place in the school's Reception Class.

From September 2017 all children will only be entitled to a free place of 15 hours (3 hours each morning). We will be obliged to charge for afternoon places. However working parents will be able to secure funding for 30 hour full-time places from the Local Authority. **It is important to note that admission to the Nursery Class does not guarantee a place in the school's Reception class.**

If there are any vacant places in Nursery class during the year, we will prioritise those children who will be 4 years old before 31<sup>st</sup> August. After this, we will consider children who have become 3 years old in the previous term and apply the admissions criteria below if this group is over-subscribed (children who become 3 between 1<sup>st</sup> September to 31<sup>st</sup> December will be considered for a place to start in the spring term, children who become 3 between 1<sup>st</sup> January & 30<sup>th</sup> April will be considered for a place to start in the summer term). Please be aware that places offered to this group of children will be for 15 hours only.

**Other classes** will be filled as vacancies arise but families must apply through the local authority's central admission procedures, using the local authority's application form. The school's supplementary information forms for Year 1 to 6 is also required and admissions criteria will be applied to any children on the waiting list.

### **Admissions criteria**

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

1. Looked After Children and children who were previously looked after but immediately after being looked after became subject to an adoption (or made subject to child arrangement order or special guardianship order. There must be evidence of this from the local authority.
2. Children who have a particular learning, pastoral, medical or social need to attend St Thomas' and who would not otherwise qualify for admission. \*
3. Children who have a brother or sister (including half siblings & looked after children at the same address) in the school at the time of the application deadline for Reception admissions.
4. Children of a member of staff
  - 4.1 who 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
  - 4.2 or who is recruited to fill a vacant post for which there is a demonstrable skill shortage
5. After the first 4 criteria have been decided 50% of the remaining places are Foundation Places & will be given to children who, along with either one/both parents/guardian \*\*
  - 5.1 habitually worship at the Church of St Thomas & St Andrew, Kensal Road \*\*\*
  - 5.2 habitually worship at a Church of England Church in within the Kensington Deanery
  - 5.3 habitually worship at another Christian church and who live within the parish of Kensal Town
  - 5.4 habitually worship at another Christian church \*\*\*\*
6. The remaining 50% are Community Places and will be given to children who live nearest the school and will be admitted in order of proximity of their house to the front door of the school using the electronic routing method used by the Royal Borough. Should a decision need to be made where more than one child lives the same distance from home to school this will be done using random allocation.

\* eg children with a particular learning, pastoral, medical or social need that is supported by written evidence of a professional such as a doctor, social worker or statutory assessment. This evidence will need to be submitted with the application form stating clearly the particular reason why St Thomas' is the most suitable school for the child and the difficulties that would be caused if the child were to attend another school.

\*\* When splitting the remaining places if there is an odd number, then the Foundation places will be apportioned the larger number eg if there are 13 remaining places then 7 will be allocated to Foundation and 6 to community places.

\*\*\* 'habitual worship' refers to attendance at a Sunday service by the child along with one/both parents/guardian at least twice a month during term time over the year preceding application and confirmation of this by way of a pro forma reference by relevant clergy. If the family has been worshipping for less than one year, a pro forma reference from the previous place of worship will be required.

\*\*\*\* 'another Christian church' refers to a church recognized via membership of 'Churches Together in Britain and Ireland, Churches Together in England or 'The Evangelical Alliance'.

Foundation places will be allocated first and if this category is over-subscribed, added to the Community places (5) list. Foundation places will be prioritised from 5.1 to 5.4

In the normal course, applicants under each of the first five criteria will be prioritised according to proximity of their dwelling place to the front door of the school using the electronic routing method used by the Royal Borough.

If multiple siblings (twins, triplets) apply for a place in the same year then both will be admitted even if this takes the class size over the prescribed number of places.

## **Appeals**

Parents whose applications for admission are not successful are encouraged to contact the school governors for advice. Appeals against the decision may be sent to the clerk to the governors c/o St Thomas' CE Primary School. The appeal must be lodged within 20 school/working days from the date of notification that the application was unsuccessful.

## **Waiting List**

Children can be placed on the waiting list at the parent/carers request in accordance with the above criteria. The admission committee will use the above criteria to rank the order of the waiting list. Governors will ensure that places are allocated equally: half to community places and half to foundation places.

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 dead line 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.

## **Late applications**

Late applications will only be considered if there is a legitimate reason e.g. bereavement, serious illness, move into the area, child protection. The admissions committee requests written evidence from a professional in support of the reason for lateness. The admissions committee must receive this evidence prior to the meeting of the admissions committee.

## **In-year admissions**

Applications for In-Year admissions are made in the same way as those made during the normal admissions round. As St Thomas' is a Church school parents who wish to be considered under criteria 3, 4.1, 4.2, and 5.0 of St Thomas' admissions criteria should complete the Supplementary Information Form so that the governors can consider your application fully. You can obtain this form from the school office or download a copy from our website. 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.

## **Admission of children outside their normal age group**

Under paragraph 2.17 of the School Admissions Code 2014 parents may request that their child be educated out of his/her chronological age group. Such requests must be made in writing to the Chair of Governors during the autumn term in the year of application i.e. Sept – Dec 2015 for entry in September 2016. Governors will consider each request on its own merits and permission will only be given in exceptional circumstances. Each case will need to be supported by a professional (e.g. GP, social worker) that gives the reason for admission outside of the chronological age group. When the application is made, it will be ranked with all the other applications and no further exceptions will be given. A statutory right of appeal will be given upon refusal if no place has been offered in any school year.

### **Appendices:**

**The Parish of Kensal Town comprises the area bounded by the following geographical features/roads:**

- South of the canal
- North of the Paddington Rail link
- East of Ladbrooke Grove
- West of the Great Western Road

**The Parish lies within the Royal Borough of Kensington and Chelsea.**

**The Deanery of Kensington includes:**

- St Barnabas Kensington
- St Helen Kensington
- St Helen: St Helen's Gardens
- St Francis of Assisi (Mission Chapel) Dalgarno Way
- St Clement w St Mark & Norlands St James
- St Clement: Treadgold Street
- St James: St James Gardens
- St John Notting Hill
- St Michael Ladbrooke Grove
- St Peter Notting Hill
- St Stephen Gloucester Road
- Kensal Town - St Thomas w St Andrew & St Phillip
- All Saints Notting Hill
- St George, Campden Hill
- St John the Baptist Holland Road
- Kensington - St Mary Abbots w Christ Church & St Philip
- St Mary Abbots : Kensington High Street
- Christ Church: Kensington
- St Philip's, Earl's Court Road

**Church membership – to check whether your church is recognised by the following organisations, visit the following websites:**

- Churches Together in Britain and Ireland - [www.ctbi.org.uk](http://www.ctbi.org.uk)
- Churches Together in England – [www.cte.org.uk](http://www.cte.org.uk)
- The Evangelical Alliance – [www.eauk.org](http://www.eauk.org)

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