

ST BARNABAS & ST PHILIP'S C.E. PRIMARY SCHOOL

GOVERNORS' ADMISSIONS POLICY

The Governors are responsible for admissions into the seven year groups in the school. Each year group has an agreed limit of 30 pupils. These arrangements and the admissions criteria below are reviewed annually.

Each year 30 places are available in the Reception Year for those whose fifth birthdays fall between the 1st September and the 31st August. All children are admitted in September (Autumn Term).

Parents who wish their child to be considered for a place at the school are requested to apply between the start of the autumn term and the closing date for applications set by the Borough, in the academic year preceding the year of entry. All applicants must complete their home authority's Common Application form. Parents applying under criterion 2 are also asked to complete the school's supplementary information form and a clergy reference form, so that Governors may consider their application fully. All forms may be collected from the school during that period. Parents/carers are also welcome to visit the school during one of the regular open morning sessions.

Should there be more applications than places, they will be considered under the following criteria, in order:

- 1. Priority will be given to 'Looked after' children***
- 2. 25 places for the children of Regular Church Members.**
 - a. First, to children who regularly** attend either St Barnabas Church, Addison Road, W14 or St Philip's Church, Earls Court Road, W8; and who have at least one parent or guardian who are regular members of the same church
 - b. Secondly, to children who regularly** attend a church affiliated with 'Churches Together in Britain and Ireland' and/or the Evangelical Alliance; and who have at least one parent or guardian who are regularly attend the same church.

*A 'looked after child' is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions. This includes a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order.

** Regular attendance is attendance at a service of public worship (or Sunday School) at any time during the week, at least twice a month. The regular attendance should have been for at least one year prior to the date of application. Applicants who have only recently started attending the church in question will be considered if they have regularly attended for a minimum of four months and provide a letter from their previous church indicating compliance with these criteria.

- 3. Up to 5 places for all remaining applications**

Tie Breaker Criteria

If there are more applicants than places available under categories 2-3 above, then the tie-breaker criteria will be applied in this order:

1. The presence of brother(s) or sister(s) already in the school and who will be there at the time of entry of the new child. This includes half brothers or half sisters, adopted brothers or sisters, stepbrothers or sisters or the children of the parent or carer's partner provided these live at the same address.
2. Distance between home and school with priority being given to children who live nearest the school. Nearness to the school will be calculated using a straight line (as the crow flies) measurement from the child's home 'address point' determined by Ordnance Survey Data to the centre of the school grounds as determined by the Royal Borough using its computerised measuring system. The child living closest to the school will receive the highest priority.

If applicants share the same address (for example, 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.

Should more than one child have the same distance a decision will be made using random allocation. Accessibility by car or public transport will be disregarded

In Year Admissions

Applications must be made to the Royal Borough Admissions Team on the borough's application form. If a place can be offered, this will be notified by the Royal Borough on behalf of the governing body. In addition a school supplementary form (and Church/Clergy reference form, where relevant) must be completed and returned to the school. If the school is full in the requested year group, children will be placed on the waiting list in the following order:

First, those in public care; second, children who regularly attend St Barnabas or St Philips church; third, children who regularly attend another church; fourth, all others.

If there are more applicants than places available, then the tie-breaker criteria (above) will be applied. If a place can be offered, this will be notified by the Home LA.

Pupils with a Statement of Special Educational Needs

The admission of pupils with a statement of Special Educational Needs is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements by the pupil's home local authority. Details of this separate procedure are set out in the Special Educational Needs Code of Practice.

Appeals

If an application for a place is unsuccessful, parents have the right to appeal. **Appeals must be made within 14 days of the date of the decision and are considered by an independent appeal panel.** Further information about how to make an appeal may be obtained from the Clerk to the Governors, c/o St Barnabas & St Philip's C.E. Primary School, 58 Earls Court Road, London W8 6EJ.

Summer-Born Children

Requests for admission outside of a child's chronological year of entry will be considered in accordance with para 2.17 of the current admissions code. The governors, as the admission authority, will make decisions on the basis of the circumstances of each case, informing parents of their statutory right to appeal. This right does not apply if the child is offered another a place in another year group at the school. Each case will need to be supported by a professional (eg GP, social worker) that provides the reason for admission outside of the chronological year group.

Expectations

Parents and carers will be expected to encourage their children to contribute to, and benefit from, the Christian ethos of the school.