



Federation of Christ Church Streatham and  
St. Luke's C of E Primary Schools

Admissions Policy – 2017 - 2018



Policy reviewed: May 2015

## **Contents**

|         |   |
|---------|---|
| Page 3  | Vision Statement  |
| Page 3  | Mission Statement   |
| Page 4  | Admissions Information and Criteria 2016-2017               |
| Page 4  | Common Application Forms                                    |
| Page 4  | Supplementary Admissions Forms                              |
| Page 4  | Special Educational Needs and Disability                    |
| Page 5  | Admissions' Criteria  |
| Page 6  | Appeals   |
| Page 6  | Waiting List  |
| Page 6  | Deferred entry  |
| Page 6  | Education out of normal (chronological) age group           |
| Page 7  | Appendix 1 – Admissions Criteria 2017/2018                  |
| Page 9  | Appendix 2 – Procedure for Admission to New Reception Class |
| Page 11 | Appendix 3 – Supplementary Admissions Form (New Year R)     |
| Page 12 | Appendix 4 – Admissions Procedure (Years R – 6)             |
| Page 13 | Appendix 5 – Supplementary Admissions Form (Years R – 6)    |
| Page 15 | Appendix 6 – Church Reference Form                          |

## Vision Statement

We believe every child is a unique gift from God.



## Mission Statement

Christian values and high expectations are at the heart of all aspects of our school life, providing a safe and happy learning environment where children are encouraged to develop respect, self-esteem and confidence. We aim to find exciting ways to educate, making use of the latest developments in technology.

At Christ Church and St. Luke's we celebrate success and encourage everyone to achieve their full potential by working together in partnership with parents, carers, the Church and wider community.

## **Admissions Information and Criteria 2017-2018**

Each year the Governing Body of Christ Church Streatham CE Primary School offer reception class places to 30 children. Children are normally admitted to school in September.

### **Common Application Forms**

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 local authority. Parents/carers must complete their home local authority's Common Application Form (CAF) and return the form to that Authority; if applying for a place at this School, parents must name Christ Church School as one of the preferences on the CAF.

Parents must apply between 1st September and Lambeth's deadline for admission into the following school year (Please refer to Lambeth's Admission to Primary School Booklet).

### **Supplementary Admission Forms**

Parents/carers who wish to apply for a place based on church attendance must also complete the school's supplementary admission form and return this to the school. Failure to return the supplementary admission form will mean that the school cannot consider the application under the church criteria, in this case the application will be considered under the next most appropriate criteria based on the information on the CAF.

Supplementary Admissions Forms are available for children who are 3 years old before 1st September (the beginning of the academic year) and must be returned to Christ Church School by Lambeth's deadline for admission.

The local authority will notify parents/carers, by letter, of the governors' decision on admissions.

The Governors will consider late applications in accordance with the procedure in the local authority's co-ordinated scheme. This is explained in the LA admission brochure and on line at [www.lambeth.gov.uk/eadmissions](http://www.lambeth.gov.uk/eadmissions).

Parents applying for a place at Christ Church School do so knowing that it has a distinctive Christian ethos which is at the heart of the school and provides an inclusive, caring and supportive environment where children learn and flourish in a setting shaped by Christian values. The governors welcome applications from all members of the community and ask all parents to respect the Christian ethos of the school and its importance to the community. Therefore the governors hope that all pupils will take part in the Christian worship of the school and will attend Religious Education lessons.

### **Special Educational Needs and Disability**

Parents/carers 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. The governors will admit all those pupils whose statement or EHC Plan names Christ Church Streatham CE Primary School. 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.

## Admissions' Criteria

The school governors have agreed with the LA that 30 pupils will be admitted to the reception class.

Christ Church School has a distinctive Christian ethos which is at the heart of this school and provides an inclusive, caring and supportive environment where children learn and flourish in a setting shaped by Christian values. We welcome applications from all members of the community and we ask all parents to respect the Christian ethos of our school and its importance to our community.

If there are more than 30 applicants, places will be allocated according to the following criteria after the admission of any children with a statement of special educational needs or Education, Health and Care Plan which names Christ Church School. In deciding admissions the governors will adopt the following order of priority.

- 1 Looked after children or previously looked after children

*Looked after children are children who are in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions as described by Section 22(1) of the Children Act 1989 at the time of making an application to the school. Previously looked after children are children who were looked after immediately prior to being adopted, or who became subject to a residence order, (now termed child arrangement order under the Children & Families Act 2014), or special guardianship order. The Governors will require written confirmation that the child is looked after, or previously looked after, and will be so at the time of making an application to the school.*

- 2 Involvement of parent/carer in The Parish of Christ Church Streatham.

- 3 Involvement of parent/carer in other qualifying Christian churches located within one-mile radius of the school.

***To be counted as "qualifying" churches must be full members of Churches Together in Britain and Ireland. To obtain admission to the school on the basis of priorities 2 and 3, it must be shown that the parent/carer is involved in the worship of the church, attending services more frequently than once a month on average, for at least a year. Where there has been a change of the church attended, the previous church attendance will be counted, if it was a qualifying church. A reference will be required from the priest/minister of the churches attended.***

- 4 Children with an exceptional and specific medical or social need for a place at Christ Church School. This must be supported by written evidence, e.g. from a doctor, social worker, or educational psychologist, which sets out the reasons why this school is the most suitable school and the difficulties that would be caused if the child had to attend another school.

- 5 The presence of a brother or sister already on the school roll and who would still be on the roll at the date the child would be admitted. (Brothers and sisters include step siblings, half sibling, adopted and foster siblings providing they are living at the same address).

- 6 Remaining places will be offered according to the proximity of the home of the applicant to the school (priority will be given to those who live nearest to the school).

The Local Authority's admissions' department will use computer software to calculate the distance from home to school as the crow flies. The distance is measured from the school pedestrian gate to the nearest point of the house or block of flats.

Where it is not possible to admit all applicants who fall within a particular priority category a decision will be made between them by applying subsequent priorities.

In the event that two or more applicants have equal right to a place under any of the above criteria and there are insufficient places, the Governing Body will use distance, in the first instance, to decide between applicants. If more than one application is received from residents of the same block of flats, a visit will be made to ascertain the nearest flat to the school; if applicants live equidistant from the school the Governing Body will draw lots to decide between applicants.

*Unsuccessful parent/carer applicants have a right to appeal against the decision of the governors. If a letter refusing a place to a child is sent, details of the appeals process will be included.*

### **Appeals**

Parents of children who do not gain admission have the right to appeal against the decision to an Independent Appeals Panel. Appeals must be lodged within 20 school days of notification of a refusal. Appeal forms are obtainable from the school. Completed forms should be returned to the Clerk to the Admissions Panel, at Christ Church Streatham CE Primary School by May 2017. The appeal decision will be final and binding.

### **Waiting List**

Unsuccessful applications will be kept on our waiting list (which will be ranked in accordance with the oversubscription criteria).

### **Deferred entry**

Christ Church School admits children to the Reception class in the September of the school year in which a child attains the age of 5 years. (The school year runs from 1 September to the 31st August.) All parents/carers are entitled to a full-time place for their child in the Reception class from September and are strongly advised to accept this arrangement, but may defer entry until the beginning of the term after their child is five years old (i.e.), when the child reaches compulsory school age) or until the beginning of the summer term whichever is earlier. In exceptional circumstances, and in agreement with the school, children may attend part-time until their child reaches compulsory school age. Parents/carers who have been offered a place at the School and wish to defer entry for their child and/or attend part-time must put this in writing to the headteacher at the earliest opportunity and before the start of the autumn term.

### **Education out of normal (chronological) age group**

Children are educated in school with others of their age group. However, in exceptional circumstances parents/carers may choose to seek places outside of their child's chronological year group. Decisions will be made on the basis of the circumstances of each case. Parents/carers must state clearly why they feel admission to a different year group is in the child's best interest and may provide recent professional evidence to support this. Further details of how to make such a request are available from the school.

## APPENDIX 1

# CHRIST CHURCH STREATHAM C E PRIMARY SCHOOL ADMISSIONS CRITERIA 2017/2018

The school governors have agreed with the LA that 30 pupils will be admitted to the reception class for the year **2017/2018**.

Christ Church School has a distinctive Christian ethos which is at the heart of this school and provides an inclusive, caring and supportive environment where children learn and flourish in a setting shaped by Christian values. We welcome applications from all members of the community and we ask all parents to respect the Christian ethos of our school and its importance to our community.

If there are more than 30 applicants, places will be allocated according to the following criteria after the admission of any children with a statement of special educational needs or Education, Health and Care Plan which names Christ Church School. In deciding admissions the governors will adopt the following order of priority.

- 1 Looked after children or previously looked after children

*Looked after children are children who are in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions as described by Section 22(1) of the Children Act 1989 at the time of making an application to the school. Previously looked after children are children who were looked after immediately prior to being adopted, or who became subject to a residence order, (now termed child arrangement order under the Children & Families Act 2014), or special guardianship order. The Governors will require written confirmation that the child is looked after, or previously looked after, and will be so at the time of making an application to the school.*

- 2 Involvement of parent/carer in The Parish of Christ Church Streatham.

- 4 Involvement of parent/carer in other qualifying Christian churches located within one-mile radius of the school.

***To be counted as “qualifying” churches must be full members of Churches Together in Britain and Ireland. To obtain admission to the school on the basis of priorities 2 and 3, it must be shown that the parent/carer is involved in the worship of the church, attending services more frequently than once a month on average, for at least a year. Where there has been a change of the church attended, the previous church attendance will be counted, if it was a qualifying church. A reference will be required from the priest/minister of the churches attended.***

- 4 Children with an exceptional and specific medical or social need for a place at Christ Church School. This must be supported by written evidence, e.g., from a doctor, social worker, or educational psychologist, which sets out the reasons why this school is the most suitable school and the difficulties that would be caused if the child had to attend another school.

- 5 The presence of a brother or sister already on the school roll and who would still be on the roll at the date the child would be admitted. (Brothers and sisters includes step siblings, half sibling, adopted and foster siblings providing they are living at the same address).

- 6 Remaining places would be offered according to the proximity of the home of the applicant to the school (priority will be given to those who live nearest to the school).

The Local Authority's admissions' department will use a computer to calculate distances of home from the school as the crow flies. The distance is measured from the school pedestrian gate to the house or nearest point of a block of flats. If more than one application is received from residents of the same block of flats, a visit will be made to ascertain the nearest flat to the school; if applicants live equidistant from the school the Governing Body will draw lots to decide between applicants.

Where it is not possible to admit all applicants who fall within a particular priority category a decision will be made between them by applying subsequent priorities.

In the event that two or more applicants have equal right to a place under any of the above criteria and there are insufficient places, the Governing Body will use distance, in the first instance, to decide between applicants. If more than one application is received from residents of the same block of flats, a visit will be made to ascertain the nearest flat to the school; if applicants live equidistant from the school the Governing Body will draw lots to decide between applicants.

*Unsuccessful parent/carer applicants have a right to appeal against the decision of the governors. If a letter refusing a place to a child is sent, details of the appeals process will be included.*

A full copy of the admissions policy is available on the school website at:-

[www.christchurchstreatham.lambeth.sch.uk](http://www.christchurchstreatham.lambeth.sch.uk)



## APPENDIX 2



# THE FEDERATION OF CHRIST CHURCH STREATHAM AND ST. LUKE'S C of E PRIMARY SCHOOLS

Cotherstone Road, London SW2 3NF

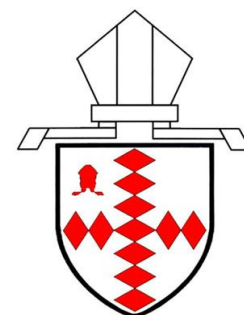
Tel 020 8674 4308

Fax 020 8671 6999

**Executive Headteacher Mrs Nicky Zeronian-Dalley**

e-mail:- [admin@christchurchstreatham.lambeth.sch.uk](mailto:admin@christchurchstreatham.lambeth.sch.uk)

website:- [www.christchurchstreatham.lambeth.sch.uk](http://www.christchurchstreatham.lambeth.sch.uk)



## PROCEDURE FOR ADMISSION TO THE RECEPTION CLASS 2017 - 2018

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 Local Authority (LA). Parents must complete the Local Authority's Common Application Form (CAF) and return the form to the LA; if applying for a place at this school, parents must name this school as one of their preferences on the CAF.

Parents who wish to apply for a place under 1, 2, & 3 of the admissions criteria must also complete the school's Supplementary Admissions Form and return it to the school. Parents who do not return the Supplementary Admissions Form will be considered under criteria 5 and 6

- 1 The admissions criteria are appended overleaf.
- 2 Supplementary Admissions Forms are available for children who are 3 before 1st September (the beginning of the academic year).
- 3 Supplementary Admissions Forms for the reception class must be in school by Lambeth Admission's deadline for admission into the following school year. An acknowledgement is sent out so please contact the school if you have not received an acknowledgement after a week. You will be notified whether or not your application has been successful after the school's Admissions Committee has reached a decision.
- 4 With your Supplementary Admissions Form you will receive a letter for your church minister together with a reference form and a return envelope. Please take the forms to your minister yourself so that s/he can discuss the reference with you if required. Please ask for the form to be completed and returned to the school in the envelope provided. Your minister may appreciate you putting a stamp on the envelope before giving it to him / her. It is your responsibility to check that the school has received your reference.

- 5 The school will require all applicants to provide proof of the child's home address. This must be the child's permanent address on the closing date for applications. If you change your address later, you must tell the council straight away. You must not use a business address, childminder's address or any address other than the home.
- 6 The home address is the address where the child resides. Where a child spends time with both parents/carers in separate homes and both have parental responsibility, the school will need to establish where the majority of school nights (Sunday to Thursday) are spent and treat that as the home address.
- 7 When offered a place at the school the offer will be conditional until proof of address and date of birth. Original copies of the following documentation will be required:
  - Child's birth certificate
  - Current benefit documentation
  - Council tax bill (within the current year)
  - One other from TV licence, credit card, bank statement, store card statement or utility bill etc (within the current year)
- 8 Proof of address and age must be supplied immediately on request by the school. Occasionally we have reason to suspect that a family does not live at the address stated. If this is the case, we will carry out an investigation. Should we discover that a parent is making a fraudulent claim the offer of a place will be withdrawn.
- 9 Unsuccessful applications will be kept in ranked order on a waiting list.
- 10 Tours of the school are arranged by appointment with the headteacher.
- 11 The Local Authority's admissions' department will use a computer to calculate distances of home from the school as the crow flies. The distance is measured from the school pedestrian gate to the house or nearest point of a block of flats. If more than one application is received from residents of the same block of flats, a visit will be made to ascertain the nearest flat to the school; if applicants live equidistant from the school the Governing Body will draw lots to decide between applicants.

**APPENDIX 3**

|   |
|---|
| <p style="text-align: center;"><b>CHRIST CHURCH STREATHAM<br/>C E PRIMARY SCHOOL<br/>SUPPLEMENTARY ADMISSIONS FORM<br/>FOR THE RECEPTION CLASS</b></p> <p style="text-align: center;">(PLEASE return this form to the school no later than 8th January 2016<br/>PARENTS WHO DO NOT RETURN THE<br/>Supplementary Admissions form will BE considered under criteria 5 – 8.<br/>Do not forget to return the Common Application Form (CAF) to Lambeth by mid-January 2017</p> |
|---|

Child's Surname \_\_\_\_\_ First Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

Day Time Tel Number \_\_\_\_\_ Mobile \_\_\_\_\_

Mother's/Carer's Full Name:

Ms/Miss/Mrs \_\_\_\_\_

Father's/Carer's Full Name: Mr

\_\_\_\_\_

**Name** of parent(s)/carer(s) to whom letters are to be sent at the above address:

\_\_\_\_\_

Brothers & Sisters (Names & Dates of Birth) currently attending Christ Church Streatham School and who will still be attending at the date of admission.

\_\_\_\_\_

Name of your Church and address where it meets

\_\_\_\_\_

Name of Minister \_\_\_\_\_ Telephone No \_\_\_\_\_

**Signed** \_\_\_\_\_ Parent/Carer or Legal Guardian

## APPENDIX 4



# THE FEDERATION OF CHRIST CHURCH STREATHAM AND ST. LUKE'S C of E PRIMARY SCHOOL'S

Cotherstone Road, London SW2 3NF

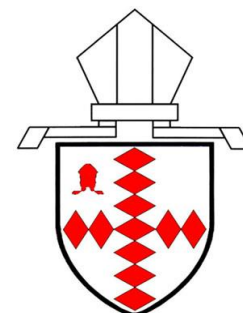
Tel 020 8674 4308

Fax 020 8671 6999

**Executive Headteacher Mrs Nicky Zeronian-Dalley**

e-mail:- [admin@christchurchstreatham.lambeth.sch.uk](mailto:admin@christchurchstreatham.lambeth.sch.uk)

website:- [www.christchurchstreatham.lambeth.sch.uk](http://www.christchurchstreatham.lambeth.sch.uk)



## ADMISSIONS PROCEDURE FOR YEARS R - 6

- 1 The admissions criteria are appended overleaf.
- 2 Admission Forms are available for applications to Years R – 6. Please note that you are also required to fill in a Common Application Form which can be picked up from Olive Morris House on Brixton Hill.
- 3 We send an acknowledgement upon receipt of Supplementary Admissions Form so please contact the school if you have not received an acknowledgement after 4 weeks. You will be notified whether or not your application has been successful after the school's Admissions Committee has reached a decision.
- 4 With your application form you will receive a letter for your Church Minister together with a reference form and a return envelope. Please take the forms to your Minister yourself so that he/she can discuss the reference with you if required. Please ask for the form to be completed and returned to the school in the envelope provided. Your Minister may appreciate you putting a stamp on the envelope before giving it to him / her. It is your responsibility to check that the school has received your reference.
- 5 The school will require all applicants to provide proof of the child's home address. This must be the child's permanent address. If you change your address later, you must tell the council straight away. You must not use a business address, childminder's address or any address other than the home.
- 6 The home address is the address where the child resides. Where a child spends time with both parents/carers in separate homes and both have parental responsibility, the school will need to establish where the majority of school nights (Sunday to Thursday) are spent and treat that as the home address.

- 7 When offered a place at the school the offer will be conditional until proof of address and date of birth. Original copies of the following documentation will be required:
- Child's birth certificate
  - Current benefit documentation
  - Current council tax bill
  - One other from TV licence, credit card, store card statement or utility bill etc (within the current year)
- 8 Proof of address and age must be supplied immediately on request by the school. Occasionally we have reason to suspect that a family does not live at the address stated. If this is the case, we will carry out an investigation. Should we discover that a parent is making a fraudulent claim the offer of a place will be withdrawn.
- 9 Your application will be considered, together with others on the waiting list, if a vacancy arises. The waiting list is ordered according to the admissions criteria. Unsuccessful applications will be kept in ranked order on a waiting list.
- 11 The Local Authority's admissions' department will use a computer to calculate distances of home from the school as the crow flies. The distance is measured from the school pedestrian gate to the house or nearest point of a block of flats. If more than one application is received from residents of the same block of flats, a visit will be made to ascertain the nearest flat to the school; if applicants live equidistant from the school the Governing Body will draw lots to decide between applicants.

**APPENDIX 5**

**CHRIST CHURCH STREATHAM  
C E PRIMARY SCHOOL  
SUPPLEMENTARY ADMISSIONS FORM  
FOR YEARS R – 6**

Child's Surname \_\_\_\_\_ First Names \_\_\_\_\_

Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Day Time Tel Number \_\_\_\_\_ Mobile no \_\_\_\_\_

Mother's Full Name:

Ms/Miss/Mrs \_\_\_\_\_

Father's Full Name:

Mr \_\_\_\_\_

**Name** of parent(s) to whom letters are to be sent at the above address:

\_\_\_\_\_

Brothers & Sisters (Names & Dates of Birth) currently attending Christ Church Streatham School:

\_\_\_\_\_

Name of your Church and address where it meets:

\_\_\_\_\_

Name of Minister \_\_\_\_\_ Telephone No \_\_\_\_\_

**Signed** \_\_\_\_\_ Parent or Legal Carer.

**APPENDIX 6**



**THE FEDERATION OF CHRIST CHURCH  
STREATHAM AND ST. LUKE'S  
C of E PRIMARY SCHOOL'S**

Cotherstone Road, London SW2 3NF

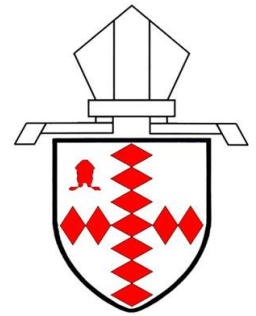
Tel 020 8674 4308

Fax 020 8671 6999

**Executive Headteacher Mrs Nicky Zeronian-Dalley**

e-mail:- [admin@christchurchstreatham.lambeth.sch.uk](mailto:admin@christchurchstreatham.lambeth.sch.uk)

website:- [www.christchurchstreatham.lambeth.sch.uk](http://www.christchurchstreatham.lambeth.sch.uk)



Dear Sir or Madam

RE: PARENT(S)/CARER(S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CHILD'S NAME: \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

These parent(s)/carer(s) have applied to this school for admission of their child. Under our admissions criteria some priority is given to children whose parents are involved in the life of the Christian Church (full details are attached).

We would be very grateful to know from you whether one or both of these parents/carers(s) attend your Church, how frequently and for how long. We also need to know whether your church is a full member of Churches Together in England.

You will appreciate that in order to be fair to all applicants, it is important to have accurate information and we would very much appreciate it if you would complete the form overleaf and return it in the envelope provided as soon as possible.

Thank you for your help.

Yours sincerely

Fr Steven Tricklebank  
Chair of Governors

**CONCERNING THE PARENT(S)/CARER(S) OF:**

**(CHILD'S NAME)** .....

**(DATE OF BIRTH)** .....

The parent(s)/carer(s) is/are known to me, attending my Church:

*(please tick)*

weekly [  ]; more than once a month [  ]; less than once a month [  ];  
for parade or special services only [  ]; occasionally [  ].

They have been coming for:

less than one year [  ]; at least a year [  ]; more than two years [  ]

Any other comments you wish to make

---

---

---

Is your Church a member of CTE?

Yes [  ] No [  ]

Name of Church and address where it meets

---

---

Name of minister \_\_\_\_\_ Telephone No \_\_\_\_\_

Address: \_\_\_\_\_

---

Signed \_\_\_\_\_ (Minister) Date \_\_\_\_\_