

ST SAVIOURS ADMISSION POLICY 2017

St Saviour's Church of England 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.

The Governors of voluntary aided schools are responsible for the admission arrangements. At St. Saviour's School the Governing Body has delegated this responsibility to its Admissions Committee whose membership is: Chair of Governors; Head teacher; Vicar of Herne Hill (ex-officio Governor), Special Educational Needs and Disability lead teacher, Principal Finance and Administrative Officer and co-opted members with special expertise.

This Admissions Policy is written to comply with the Schools Admission Code (December 2014) and takes account of advice from the Southwark Diocese Board of Education and London Borough of Lambeth. Children can be admitted under two sets of criteria, which apply in the following order:

1. Foundation criteria relating to church commitment
2. Open place criteria

Applications should be made by completing an online form on the Pan-London eAdmissions site (<https://www.eadmissions.org.uk>) or by returning a Common Application Form (CAF) to your local authority. These forms should name St. Saviour's Church of England School, Herne Hill as one of your preferences. In addition to this online or paper form application you will need to provide some documents directly to the School to comply with the criteria for entry. All applicants need to provide evidence of current address (see note [d]), and for other criteria, as specified below. Please supply these documents in an envelope along with a covering letter to explain the documents you are submitting or to give the School any further information e.g. sibling name and relationship. Note especially that if you wish your child to be considered under the Foundation criteria (note 1), you **MUST** return the School's Supplementary Form, which is available from the School Office. Failure to return the Supplementary Form will mean that the School cannot consider the application under its Foundation criteria: in this case the application will be considered under the Open Places.

All documents required to accompany an application, including the Supplementary Form must reach the school by 5pm on 15 JANUARY 2017 in an envelope marked 'Admission application- Confidential', otherwise we will not be able to consider the application under these criteria. If no documents are received to support an application for specific criteria such as Foundation Places, the application will be considered under the Open places criteria.

The Governing Body is required to abide by the maximum legal limits for infant classes (5, 6 and 7 year olds), i.e. 30 pupils per class. **Twenty four Foundation Places will be allocated under criteria 1, 2, 3, 4 & 5 (Criterion 1 will take precedence over criterion 2, 3, 4 & 5 and so on in that order of priority). Six places will be designated as Open Places and allocated under criteria 6, 7, 8 & 9.** Those who live nearest will be given highest priority within each criterion. Foundation applicants who do not meet the criteria for church commitment will automatically be considered under the Open Places criteria.

FOUNDATION PLACES (24 places available)

Criterion 1 - Looked after children and previously looked after children (note 2)

Criterion 2 - Children who worship with their parent(s) or carer(s) faithfully and regularly at the churches of St Saviour's or St Paul's in the parish of Herne Hill and who live in the parish or for whom this is the nearest Church of England school, and who have a brother or sister already attending St Saviour's school at the time of entry (note 3).

Criterion 3 - Children who worship with their parent(s) or carer(s) faithfully and regularly at the churches of St Saviour's or St Paul's in the parish of Herne Hill and who live in the parish or for whom this is the nearest Church of England school.

Criterion 4 - Children who worship with their parent(s) or carer(s), faithfully and regularly at another Trinitarian Christian Church which is a full member of Churches Together in Britain and Ireland or the Evangelical Alliance, and for whom this is the nearest Church of England school, and who have a brother or sister already attending St Saviour's school at the time of entry (note 3).

Criterion 5 - Children who worship with their parent(s) or carer(s), faithfully and regularly at another Trinitarian Christian Church which is a full member of Churches Together in Britain and Ireland or the Evangelical Alliance, and for whom this is the nearest Church of England school.

OPEN PLACES (6 places available)

Criterion 6 - Looked after children and previously looked after children (note 2).

Criterion 7 - Children with an exceptional and professionally supported medical or social need for a place at this School (note 4).

Criterion 8 - Children who, at the time of entry (see note 3a), have a sister or brother still attending the school (note 3b).

Criterion 9 - Children in order of nearness of the home to the school (note 8).

Tie-breaker

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 applicants live equidistant from the school the Governing Body will draw lots to decide between applicants. Families of service personnel or crown servants returning from overseas to the UK with a confirmed posting to a Unit postal or quartering address that is within the parish of Herne Hill or at an address for which this is the nearest Church of England school will be treated as if they were already living at the address, so long as the posting is scheduled to take place before the start of the school year for which admission is being made.

Notes:

1. 'Faithfully and regularly' means attending worship at least twice a month over a period of one year prior to the closing date for applications (15th January 2017). When a parent or carer is new to the area, the name and the address of the Minister of religion at the previous Church must also be given. Governors request evidence of regular Church attendance through the Minister's form.
 - The parent(s)/carer(s) must ensure that the Minister's form (obtained from the School office) has been completed and returned to the school, before the admissions procedure begins by 1st March.
 - For initial entry to reception class only (rising 5s), the School will send parents a copy of the completed Minister's form or letter when it has been returned to the School. If you have not received the photocopy by two weeks after the closing date, you must not assume that the School has received a completed form for your child and you should check further with the Minister.
 - Minister's forms returned to the School after 1st March, or after a letter of rejection has been sent out, can only be used to decide on priority on the subsequent waiting list.
2. 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 defined 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 copies of the following documents to accompany the application for previously looked after children: adoption order, child arrangements order or special guardianship order and a letter from the local authority that last looked after the child, confirming that (s)he was looked after immediately prior to that order being made.
3. (a) Past family associations with the School cannot be considered unless a brother or sister is still at the School AT THE TIME OF ENTRY, when the child is due to start. If the address given at the time of the application differs from the address at the time of entry, the Governors reserve the right to withdraw the place, if you move further away from the School. Brothers and sisters are blood relatives, step-siblings, half-siblings, adopted and foster siblings living at the same address.

(b) For Open Places only, the offer of a place to a brother or sister will be entirely dependent on their previous sibling(s) having been offered a place under the Open Place criteria.
4. Medical or social need: please supply written evidence, e.g. from a specialist health professional, social worker, or educational psychologist that 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. Special educational needs: 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. 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. The Governors will admit all those pupils whose statement, or EHC Plan, names the School.
6. Deferred/Part-time entry: The 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, 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. 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 write to the Headteacher at the earliest opportunity and before the start of the autumn term.
7. Children are normally educated in school with others of their age group; however, in exceptional circumstances parents/carers may seek a place outside of their child's normal age group. Decisions will be made on 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 interests and may provide recent professional evidence to support this. Please request details of how to make such a request from the School.
8. Proximity to the School is measured by the shortest safe walking distance from the home address to the School entrance, in which those who live nearer are given highest priority. Measurement is taken from the front door of the property and from the main entrance to a block of flats. Proof of address of the parent(s)/carer(s) and child is required. Applications are considered on the child's home address only.

Please note:

- a) The school is normally oversubscribed.
- b) The School operates a waiting list, which is ordered in accordance with the above admission criteria: length of time on the waiting list is irrelevant. Parents may request in writing to join the waiting list via the School office.
- c) The School will consider late applications in accordance with the procedure and timescales operated by the Local Authority and published in their admissions information booklet.
- d) For every application proof of address will be required from the last 3 months in the form of a utility bill, Benefit Agency letter, Council Tax demand, mortgage statement or tenancy agreement.

Appeals: Parent(s) or Carer(s) who are not offered a place for their child have the right to appeal to an independent appeal panel. Parent(s) or Carer(s) wishing to appeal should obtain an appeal form from the School. The form should be sent to reach the Clerk to the Appeal panel, care of the School, within 21 days of the date of the letter confirming the Governors' decision not to offer a place. Should an appeal be unsuccessful, the Governing Body will not consider further applications from those parent(s) or carer(s) within the same school year unless there have been significant changes in their circumstances.