



Immanuel & St Andrew C.E. Primary School

Reception Admissions Policy 2017-18

Immanuel & St Andrew 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 Governing Body is responsible for the admission of pupils to the School and admits **60 pupils** to Reception each year. The Governing Body is required to abide by the maximum limits for infant classes (for 5, 6, and 7 year olds) i.e. 30 per class.

Parents of pupils who have an 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 an 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 EHC Plan names the school.

Oversubscription Criteria

(A) Foundation Places

The Governing Body has designated **30 places** to be offered to children who with a parent/carer is a regular worshipper (see note 1) in an Anglican or other qualifying Christian Church (see note 2). **Written evidence of applicants' attendance at their place of worship is required at the time of application on the School's Supplementary Information Form, which must be returned to the School; this evidence must be endorsed by your priest.**

If there are more than 30 applicants who qualify for a foundation place, places will be allocated according to the following criteria. These are stated in order of priority:

- (i) looked after children or previously looked after children (see note 3);
- (ii) children with an exceptional and professionally supported medical or social need for a place at this school (see note 4);
- (iii) children who will have a sibling (see note 5) in the school at the time of admission and who with a parent/carer are regular worshippers (see note 1) at a qualifying Christian church (see note 2) located within the parish of Immanuel and St Andrew (see note 6);

- (iv) children who with a parent/carer are regular worshippers (see note 1) at the school's parish church, Immanuel and St. Andrew, Streatham Common and who live in the Area Deanery of Lambeth South (see note 6);
- (v) children who with a parent/carer are regular worshippers (see note 1) of any other qualifying Christian church (see note 2) and who live in the Area Deanery of Lambeth South (see note 6).
- (vi) children in order of nearness of their home to the school (see note 7).

If there are fewer than **30** qualified applicants for foundation places, any unfilled places will become additional open places. Unsuccessful qualified applicants for foundation places will be considered for an open place.

(B) Open Places

The Governing Body has designated **30 places** each year as open places, to be offered to pupils who do not qualify for a foundation place to be offered to pupils who do not qualify for a foundation place (or who qualified for a foundation place but were unsuccessful in achieving a foundation place). Parents applying for an open place do so knowing that the school aims to provide an education based on Christian principles and, therefore, the Governing Body hopes that all pupils will take part in the Christian worship of the school and attend religious education lessons.

If there are more than 30 applicants, places will be allocated according to the following criteria. These are stated in order of priority:

- (i) looked after children or previously looked after children (see note 3);
- (ii) *children with an exceptional and professionally supported medical or social need for a place at this school (see note 2);*
- (iii) children who will have a sibling (see note 5) in the school at the time of admission;
- (iv) Children whose parent/carer is a member of staff who has been employed by the school for two or more years at the time at which the admission application is made, and/or has been recruited to fill a vacant post for which there is a demonstrable skill shortage;
- (v) children in order of nearness of their home to the school (see note 7).

Tie Breaker

In the event that two or more applicants have equal right to a place under any of the oversubscription criteria for either foundation or open places 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.

Co-ordinated Admission Arrangements

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 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 this School as one of the preferences on the CAF. Parents must complete the CAF, even if their child attends the Nursery at this school. More information is available in your Local Authority's admission booklet or on their website.

Parents/carers who wish to apply for a foundation place for their child must complete the school's Supplementary Information Form (SIF) and return this to the School in advance of the deadline for applications. Failure to return the SIF will mean that the school cannot consider the application for a foundation place, and will consider the application for an open place instead.

Late applications

The Governors will consider late applications in accordance with the procedure in the local authority's admission booklet. In essence, this means that late applicants will be considered after the initial round of offers are made; this is likely to reduce considerably your chance of gaining a place.

Deferred 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 who are offered 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 put this in writing to the headteacher at the earliest opportunity and before the start of the autumn term.

Education Outside Chronological Age Group

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 basis of the circumstances of each case and in the child's best interest, taking into account the views of the head teacher. Parents/carers must complete the school's supplementary form for Education Outside Chronological Age stating 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. Parents / carers must return this form to the school by Friday 6th January 2017. Copies of the supplementary form, and further details how to make such a request are available from the school.

Waiting list

The School operates a waiting list which is ordered in accordance with the admission criteria. The waiting list is held until the end of the autumn term. Parents may request in writing to join the waiting list. If an application is received and a child is added to the waiting list, the list will be re-ranked in accordance with the oversubscription criteria.

Appeals

Parents who are not offered a place for their child have the right to appeal to an independent appeal panel. Parents wishing to appeal should obtain an appeal form from the school. The form should be sent to reach the Clerk to the Appeal panel, c/o the School, within 20 school days of the date of the letter confirming the governors' decision not to offer a place. Should some appeals be unsuccessful, the governing body will not consider further applications from those parents within the same academic year unless there have been significant and material changes in their circumstances.

Lambeth Admissions Service

The school is supported by the Lambeth Admissions Service during the admissions process.

Notes

1) *Regular worshipper is defined as a person who has attended church at least fortnightly over the previous 12 month period. In exceptional cases, a person for whom unavoidable circumstances prevented their attending for this frequency and duration may be considered to be a faithful and regular worshipper; the relevant Minister will determine whether, or not, there were unavoidable circumstances. Those who have recently moved to the area and who worshipped previously in a different church will be asked to supply a reference from that church so that the full year period is covered. The governors do not give a higher preference to families where both parents worship.*

2) A qualifying Christian Church is one that is a full member of Churches Together in England or The Evangelical Alliance. Alternatively the faith leader of a church must be willing to sign a statement of support for the teaching of the Trinitarian doctrine in their mission.

3) 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 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.

4) *Children with an exceptional and professionally supported medical or social need for a place at this school. This must be supported by written evidence at the time of application, e.g., from a specialist health professional, social worker or other care professional. The evidence must set 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) Siblings are defined as: brothers and sisters; half-brothers and -sisters; step-brothers and -sisters; foster/adopted brothers and sisters who share the same home. This does not include siblings in the nursery classes.

6) Maps detailing the boundaries of the parish of Immanuel & St Andrew and South Lambeth Deanery are available from the school.

7) Distance will be measured by the local authority's computerised mapping system. This measurement will be from the central point of the child's home to the central point of the school. Applicants from the same block of flats will be treated as living the same distance from the school, regardless of the floor on which they live. Where a child regularly lives at more than one address, the home address for admissions purposes will be the address of the person with parental responsibility. Where parental responsibility for a child is shared the home address will be the address at which the child spends more school (Monday to Thursday) nights.

Signed: _____ Chair of Governors

Signed: _____ Headteacher

Date: _____

Policy effective from: 2016

Review due: Annually