



Macaulay CE Primary School

Admission Policy

This policy will apply to the intake into Reception Year in the year 2017-2018

At Macaulay Church of England Primary School staff, parents and governors seek to ensure that every pupil receives an outstanding education that develops their full potential in their academic, spiritual and moral life. We have a distinctive Christian ethos which is at the heart of the school. We provide an inclusive, caring and supporting environment where children learn and flourish in a setting shaped by Christian values. We welcome applications from all members of our local community – those with Christian or other faith and those with none – and expect all parents and pupils to respect the Christian ethos of our school.

The Admission Policy sets out the requirements for admission to Macaulay Church of England Primary School each academic year. This policy was approved by the Governors, Southwark Diocesan Board of Education and Lambeth Local Authority and took effect on 1 April 2015, superseding any former admission policy.

The Governors admit thirty (30) pupils to the Reception Class each academic year. This admission limit has been agreed between the Governors and the Local Authority for the year 2017/2018.

Parents wishing to apply for a place for entry during an academic year must do so by the closing date for application (see note 1).

Late applications

The school will consider late applications in accordance with the procedure in the Local Authority's co-ordinated scheme. This means that late applicants will be considered after the initial round of offers is made; where the school is oversubscribed this is likely to reduce considerably late applicants' chance of gaining a place.

Waiting List

The school operates a waiting list which is ordered in accordance with the admissions criteria. Parents may request in writing to join the waiting list. The waiting list is maintained for a period of two years subsequent to the start of the applied for year of entry.

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.

Co-ordination

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 the Local Authority's Common Application Form (CAF) and return the form to the authority; if applying for a place at this school, parents must name this school as one of the preferences on the CAF. Parents who wish to apply for a Foundation Place must also complete the school's Supplementary Information Form and return this to the school. Failure to return the Supplementary Information Form will mean that the school cannot consider the application under the Foundation criteria. In this case the application will be considered under the Open Places criteria based on the information on the CAF. Please contact the school for a Supplementary Information Form.

Deferred and 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 1st 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 (ie 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 out of normal (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. Parents/carers must state clearly why they feel admission to a different age group is in the child's best interests and may provide recent professional evidence to support this. Further details of how to make such a request are available from the school.

Foundation Places

Twenty-one (21) places are offered to pupils whose families are faithful and regular worshippers in a Christian Church at the closing date for application (see note 2).

The parent or carer must provide with the application:

- proof of baptism of the applicant in the Christian faith (see note 3)
- a reference from the minister or vicar of the church or churches attended, dated not more than 3 months prior to the closing date for application and confirming **faithful and regular worship** (see note 2)

If there are more than 21 qualifying applicants, places will be allocated according to the following criteria, in order of priority:

- (i) Looked after children or previously looked after children (see note 4)
- (ii) Children with an exceptional and professionally supported medical or social need for a place at this school (see note 5)
- (iii) Children with a sibling (see note 6) in the school at the date of entry (see note 7) and whose families remain faithful and regular worshippers (see note 2) in a Christian Church at the closing date for application.
- (iv) Children whose families are faithful and regular worshippers (see note 2) at any Anglican church;
- (v) Children whose families are faithful and regular worshippers (see note 2) at any other Christian denominational church (see note 8);

It may happen that there are insufficient places to admit all applicants meeting a single criterion. In this case the Governors will allocate places to children whose parent or carer lives nearest to the school (see note 9). If applicants live equidistant from the school the Governing Body will draw lots to decide between applicants. If there are fewer than 21 qualified applicants for Foundation Places, any unfilled places will become additional Open Places. Unsuccessful applicants for Foundation Places will be considered for any Open Places remaining unfilled at the end of the Open Place allocation procedure.

Open Places

Nine (9) places each year are offered as Open Places to pupils who do not qualify for a Foundation Place at the closing date for application. If there are more than 9 applicants, Open Places will be allocated according to the following criteria, in order of priority:

- (i) Looked after children or previously looked after children (see note 4).
- (ii) Children with an exceptional and professionally supported medical or social need for a place at this school (see note 5);
- (iii) Children with a sibling (see note 6) in the school at the date of entry (see note 7).
- (iv) Children whose parent/carer lives nearest to the School (see note 9).

In the event of oversubscription in any of the above criteria, distance (as measured in (iv) above) will be used to determine between applicants. In the event that two or more applicants live the same distance from the school and there are insufficient places to admit all applicants, places will be allocated by drawing lots.

If there are fewer than 9 qualifying applicants for Open Places, any unfilled places will become additional Foundation Places. Unsuccessful applicants for Open Places will be considered for any Foundation Places remaining unfilled at the end of the allocation procedure.

Special Educational Needs:

Parents 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.

Notes:

1. 'The closing date for application' means the date set by Lambeth prior to the commencement of the academic year in which the child enters the school.
2. 'Faithful and regular' means that the child has been baptised in the Christian faith or has a certificate of thanksgiving and that he or she and at least one of their parents or carers attend a place of worship at least twice a month over the period of three years immediately prior to the closing date for application.
3. 'Proof of baptism' means a baptismal or christening certificate or a certificate of thanksgiving for the gift of a child for those Christians who do not practise infant baptism
4. 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 and 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 admission to the school.
5. This must be supported by written evidence at the time of application, eg, 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. Written supporting evidence must be attached to the Common Application Form at the time of application.
6. A 'sibling' is defined as a pupil having a shared parent and living at the same address as the child making the application and extends to those of whole or half blood and those of either parent by legal adoption

7. 'The date of entry' means the date on which the child attends or is due to attend the school officially for the first time.

8. A Christian Church is one that is a full member of a local Churches Together Group, Churches Together in England or The Evangelical Alliance.

9. 'Nearest to the school' means the distance measured in a straight line using the local authority's computerised mapping system from a point from the child's home as identified by the software to the school's main gate in Victoria Rise as profiled in the software. If two applicants live equidistant from the school, the drawing of lots by the Chair of the Admissions Sub-Committee will be used to determine the matter.