

**St. Stephen's C.E. Primary School**  
**Albyn Road**  
**Deptford**  
**SE8 4ED**

**ADMISSIONS POLICY 2017/2018**

**St Stephen's Church of England Primary 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/carers 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 St Stephen's Church of England School and admits 30 pupils to the Reception class each year. This admission number has been agreed between the Governing Body and the home Local Authority and applies to the school year 2017/18. The Governing Body is required to abide by the maximum limits for infant classes (5, 6 and 7 year olds) ie. 30 pupils per class.

**Oversubscription Criteria**

**If the school is oversubscribed applications will be considered in the following order of priority:**

1. Looked after children or previously looked after children (see note 1).
2. Children with an exceptional and professionally supported medical or social educational need (see note 2).
3. Children with brothers and sisters already attending the school, whose sibling(s) will still be on roll when they join and who live at the same address (see note 5).
4. Children of teachers where the teacher has been employed at the school for two or more years at the time at which the application for admissions to the school is made.
5. Children whose parents/carers are faithful and regular worshippers at St. Stephen's Church (see notes 3 & 4).
6. Children whose parents/carers are faithful and regular worshippers at any C of E Church and who live within 1.61km (1 mile) of the school measured by a straight line between home and the school's main gate (see notes 3, 4 & 7).
7. Children whose parents/carers are faithful and regular worshippers at one of the churches included in the membership of Ecumenical Bodies in Churches Together in England, the Evangelical Alliance or Affinity Churches and who live within 1.61km (1 mile) of the school measured by a straight line between home and the school's main gate (see notes 3, 4, 6 & 7) and who do not have a denominational school.
8. Other children in order of nearness of their home measured in a straight line between home and the school (see note 7).

## Tie-breaker

In the event that two or more applicants have an equal right to a place under any of the above criteria and there are insufficient places, the governing body will use distance (see note 7) , 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. Applicants from the same block of flats will be treated equally regardless of the floor on which they live.

## Notes

### 1. *Definition of Looked After Children and 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 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.

### 2. *Definition of Exceptional Need*

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.

3. Supplementary information form required.

### 4. *Definition of faithful and regular*

Regular attendance is understood to mean at least fortnightly for at least one year before the closing date for applications. Faithful will be demonstrated by the parent/carer's involvement in one or more aspects of the community life of the Church eg. holding office, involvement in study groups, rotas, attending midweek services. No weight will be given either to the number or type of activity.

### 5. *Definition of a sibling*

A sibling is defined as a blood or adoptive sibling, half siblings, step siblings, or foster siblings living at the same address as the child.

6. A list of the churches included in the membership of Ecumenical Bodies in Churches Together in England, the Evangelical Alliance or Affinity Churches can be obtained from the School Office.

7. All distances will be measured to a central nodal point in the school premises, using digitised mapping software of the area, from a nodal point in the applicant's permanent home address, using Lewisham's mapping software.

## **Applications Procedure**

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 the Authority by 15<sup>th</sup> January 2017; if applying to this School, parents/carers must name this School as one of the preferences on the CAF. Parents/carers who wish to apply for a place under criteria (3, 5 and 6) must also complete the school's supplementary information form and return this to the School by 15<sup>th</sup> January 2017. Failure to return the supplementary form will mean that the school cannot consider the application under these admissions criteria, in this case the application will be considered under the next most appropriate criteria based on the information on the CAF.

## **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 for other applicants will be reduced. The Governors will admit all those pupils whose statement, or EHC Plan, names the school.

## **Late applications**

The School will consider late applications in accordance with the procedure in the local authority's primary admissions booklet. In essence, 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 your chance of gaining a place.

## **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 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 (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 year 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.

### **Waiting list**

The School operates a waiting list which is ordered in accordance with the admission criteria. Parents/carers may request in writing to join the waiting list. Waiting list will be held open for a minimum of one term. 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/carers who are not offered a place for their child have the right to appeal to an independent appeal panel. Parents/carers 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/carers within the same academic year unless there have been significant and material changes in their circumstances.

### **In Year Applications**

The Governing Body is responsible for In-Year Admissions to this school. Parents/Carers wishing to apply In-Year must complete the local authority's in year application form and return this to the local authority and the school's supplementary information form where relevant and return it to the school.

### **Fair Access**

The school is committed to taking its fair share of pupils who are hard to place in accordance with the locally agreed fair access protocol. Pupils admitted under the protocol will take priority over any children on the waiting list and this may include, on occasion, admitting above the planned admissions number.

**SUPPLEMENTARY INFORMATION FORM  
FOR ADMISSION TO  
ST STEPHEN'S CHURCH OF ENGLAND PRIMARY SCHOOL**

Albyn Road,  
Deptford,  
SE8 4ED

**Completion instructions:**

- Parents/carers must complete this form **in full** if they wish their child to be considered for a Church place at St. Stephen's ie. under criteria 5, 6 or 7.
- Please ensure that you have read and understood the School's admissions policy and notes. The policy with notes can be found on the school website.
- Return the form **DIRECTLY** to the school office by the closing date for applications (15<sup>th</sup> January 2017).
- Parent/carers must **ALSO** complete the Common Application Form available from your home Local Authority and name this school on that form. The Common Application Form should be returned direct to your home Local Authority by 15<sup>th</sup> January 2017.

**1. Pupil Information**

Surname of child:

Other name(s):

Date of birth:

Male / Female

**2. Parent / Guardian Information**

Name of parent(s) / guardian(s):

Home address:

Post code:

Home telephone:

Daytime telephone (if different):

**3. Church/Faith Commitment (please ensure you complete ALL questions in this section)**

Name of church/place of worship which you attend:

Address of church/place of worship:

If this is **not** an Anglican Church please state the denomination to which your church belongs:

1. Do you attend at least fortnightly?	<b>Yes</b>	<b>No</b>
2. Have you worshipped in this church for at least one year? (If less than 12 months please supply details of previous church and minister.)	<b>Yes</b>	<b>No</b>
3. Please supply other evidence of your commitment to your church community (by circling Yes or No). No account will be taken of the number or type of activities.		
<b>holding office</b>	<b>Yes</b>	<b>No</b>
<b>involvement in study groups</b>	<b>Yes</b>	<b>No</b>
<b>attending midweek services</b>	<b>Yes</b>	<b>No</b>
<b>Other (please specify):</b>		

**4. Church/Place of Worship Information (we will write to confirm the above information before considering your application)**

Name of Priest / Minister:

Address of Priest / Minister:

Post code:

Contact number:

**NB:** If you have moved recently, please give the name and address of your previous Priest / Minister.

**I confirm that the information given above is correct and that I have read the Admissions Policy and notes.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Parent /Guardian)

**5. For Priest/Minister's reference only – please complete ALL questions in this section**

Can you confirm that the applicant is a regular and faithful member of your Church in the terms of our admissions policy ie. that they have attended worship at least fortnightly for the last year and that you agree with the comments made in section 3.

**Yes                  No**

Are there any particular circumstances that the governors should take into account eg. if the church attendance has been less than fortnightly because the applicant is looking after an elderly relative or some other valid reason. Please give brief details below.

**Is your church a member of:**

- |                                   |            |           |
|-----------------------------------|------------|-----------|
| • A local Churches Together Group | <b>Yes</b> | <b>No</b> |
| • Churches Together in England    | <b>Yes</b> | <b>No</b> |
| • The Evangelical Alliance        | <b>Yes</b> | <b>No</b> |
| • Affinity                        | <b>Yes</b> | <b>No</b> |

Please supply a registration number to support the above affiliation: \_\_\_\_\_  
(not your Charities Commission number)

**NB: If a family is refused a place at the school and appeals against the governors' decision, this form may be used as evidence at the appeal.**

**Signed:**

**Date:**

**Print name:**

**Church / Place of Worship stamp:**