



ST JAMES HATCHAM
CHURCH OF ENGLAND PRIMARY SCHOOL

ADMISSIONS POLICY 2016/17

St James Hatcham 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 parents to respect the Christian ethos of our school and its importance to our community.

St James Hatcham is a Church of England Voluntary Aided Primary School. Each year the Governors admit **thirty pupils to the reception class** in the School.

There is a **maximum of fifty pupils on a part-time basis in the Nursery** although some full-time places may be offered to older nursery children if there are places unfilled. The admission limits have been agreed between the Governors and Lewisham Authority. The thirty places available in the Reception Class of the School are divided into Foundation places and Open places.

FOUNDATION PLACES

The Governors have designated **twenty places each year as Foundation places** to be filled by pupils whose families are committed and regular Christian worshippers.

Preference will be given to children of committed Christian families who have been worshipping for the preceding twelve months. A minimum attendance of twice a month is expected.

(Applicants recently having moved to the area and attending one of the churches for criteria 3 – 6 will be asked for a reference from their previous Minister).

If there are more than twenty applicants for Foundation places, consideration will be given to their admission according to the following criteria in order of priority.

1. Looked after children and previously looked after children (children who were looked after immediately prior to being adopted who became subject to a Residence Order or Special Guardianship Order), whose carer fulfils the Foundation place commitment. (Looked after child has the same meaning as in section 22 of the Children Act 1989 and means any child in the care of the

Local Authority or provided with accommodation by them (e.g. children with foster parents).

2. Children, whose brothers and/or sisters* are attending the School on the intended date of admission, who had obtained a Foundation place, and whose families continue to be committed and worshipping Christians.

3. Children whose parent (s) is a committed and regular worshipper in one of the churches of St James Hatcham or St Michael's United Church, New Cross.

4. Children of committed and regular worshippers on the grounds of their or their family's exceptional medical or social need for this particular school and who would not otherwise qualify for admission. The application must be supported by a letter from a hospital consultant or similar professional setting out the reasons why the school is best able to meet the child's needs and the difficulties that would be caused if the child had to attend another school.

5. Children, whose parent(s) are committed and regular worshippers in a Church of England Church within the Deanery of Deptford**.

6. Children, whose parent(s) are committed and regular worshippers in a Christian Church within the Deanery of Deptford ** (who are full members of Churches Together in Britain and Ireland).

Unsuccessful applicants for Foundation places will be automatically considered for any Open places remaining unfilled at the end of the allocation procedure. If the Governing body considers that the application does not fully meet the criteria for a Foundation place, they will transfer it and consider it for an Open place.

OPEN PLACES

Governors have designated the remaining **ten places as Open places**. In the case of applications for these places, no consideration is given to active membership of a Church of England Church, but parents applying for such Open places do so accepting that the School provides an education based on Christian principles and that pupils take part in Christian worship as well as in lessons in the Curriculum for Religious Education. If there are more than ten applicants for these Open places, then consideration will be given to them according to the following criteria in order of priority.

1. Looked after children. (Looked after child has the same meaning as in section 22 of the Children Act 1989 and means any child in the care of the Local Authority or provided with accommodation by them (e.g. children with foster parents).

2. Children who have brothers and/or sisters* attending the School on the intended date of admission.

3. Children on the grounds of their or their family's exceptional medical or social need for this particular school and who would not otherwise qualify for admission. The application must be supported by a letter from a hospital consultant or similar professional setting out the reasons why the school is

best able to meet the child's needs and the difficulties that would be caused if the child had to attend another school.

4. Places will be offered to children solely on the grounds that they live locally to our school and priority is given to those whose permanent home address is nearest, measured in a straight line from the home to the school gate. (In determining where a child lives we cannot accept the address of grandparents, other relatives or child minders unless the parents themselves also live at the same address. (Proof of permanent address will be required by production of current council tax and utility bills).

If any one criterion is oversubscribed in either foundation or open categories, places will be offered to the children living closest to the school, measured in a straight line from the home to the main school gate.

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

** A map showing parish boundaries is available from the school.

THE NURSERY

Pupils will be admitted to the Nursery initially on a part-time basis. If oversubscribed, the Governors have designated thirty places as Foundation places and twenty places as Open places. Applications are to be made directly to the school who will decide on the offers to be made.

The same criteria and order of priority will be applied in the allocation of these Nursery class places as are set out above in respect of the school.

Only the Headteacher will decide on the balance of the three and four year olds to be admitted to the Nursery and the number of full-time Nursery places. Full-time places will be offered as available strictly on an age basis with the oldest children gaining the opportunity to attend morning and afternoon.

Because nursery education is not compulsory, children in our nursery cannot be given priority for a place in the school's Reception class. Attending the nursery therefore does not guarantee your child a place in the school. If you wish to apply for a place in the school for your child, you must complete Lewisham's Common Application Form and include St James as a preference. All applications for entry to the school are considered on their merits according to the Admissions Policy set out in the Prospectu

NOTES

Applications for the academic year 2015/16 must be made on Lewisham's Common Application form (CAF) which is available from the school or the LA between November 2015 and January 2016 (dates to be published). It must be returned in a sealed envelope to Lewisham by the published date 2016 and a copy retained by the parent. Applications may also be made on-line.

A supplementary form must be completed and signed by the minister (if a Foundation place is sought) and returned to the school during the same period. Failure to return a supplementary form will mean that the Governing Body will consider the application under the Open criteria.

Letters giving the result of applications will be all be posted by first class mail by the LA and acceptance and proof of permanent home address and evidence of the child's date of birth for successful applicants must be provided to the school within ten school days. Once this information has been verified, the offer of a place will be confirmed.

Unsuccessful applicants will be given reasons related to the oversubscription criteria listed above and advised of their right of appeal to an independent appeal panel. Parents may apply to join a reallocation (waiting) list and be considered for any future vacancies in criteria order.

Late applicants - Priority can be given if it can be proved that the application was late because the family had just moved into the area. This application will then be measured and inserted in distance order in the appropriate criteria. Other late applicants, **who have not participated in the scheme**, can also be added to the list in criteria order. Other late applicants will be held on a separate list in distance order and siblings will not be given priority.

All applications for any year group must be made on a common application form via the Local Authority, as per the new School Admissions Code. Details will be referred direct to the school and governors must determine whether the child can be offered a place or refuse admission and give the applicant the right of appeal. This must be completed within 20 days.

Appeals

Parents can appeal against the decision not to offer a place to an independent appeals panel and forms may be obtained from the school. The School Standards and Framework Act 1998 (as amended by the Education Act 2002) limits the circumstances in which an independent appeal panel may allow an appeal where the child was refused a place on 'class size prejudice' grounds. An information sheet is obtainable from the school.

April 2016