

**ST GEORGE'S CE PRIMARY SCHOOL**  
**(Formerly known as Christ Church)**  
**ADMISSIONS POLICY**

**2017 - 2018**

Our Mission:

*To provide our children with a stimulating learning environment within a Christian ethos, that enables them to develop socially, spiritually and academically to their highest potential and to gain a life-long love of learning.*

The governors admit 60 pupils to the Reception class each academic year. The admissions limit has been agreed between the Governors and the Local Authority.

Governors of Voluntary Aided schools are responsible for the admission policy for the school and ensuring that it is fully implemented. The governing body reviews its admission policy annually as required by law.

Applications for consideration for the academic year 2017-18 must be made in accordance with Lewisham's co-ordinated admissions arrangements. Parents/carers 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/carers 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 the school cannot consider the application under the church criteria; in this case the application will be considered under the next most appropriate criteria based on the information on the CAF. The governors will consider late applications in accordance with the procedure in the local authority's admission booklet.

Offers of places will be made in accordance with Lewisham's co-ordinated admissions arrangements.

In accordance with the school's mission statement and educational aims, the governors have established the following order of priorities for admission: these criteria will be applied if the school is oversubscribed.

### **OVERSUBSCRIPTION CRITERIA**

There are three broad categories of entry into the Reception classes:

- Looked after children and those with exceptional need of a place at the school
- Foundation places
- Open places

## **1. LOOKED AFTER CHILDREN AND THOSE WITH EXCEPTIONAL NEED OF A PLACE AT THE SCHOOL**

Children in this category are given priority in this order:

- a Looked after children or previously looked after children. (See note 1).
- b Children who have an exceptional personal or family acute medical or social need for a place at this school. (See note 2).

Note: If places are awarded under either category above, the number of foundation places and open places will be reduced accordingly.

## **2. FOUNDATION PLACES**

The Governing Body has designated 20 places to be offered to pupils who have one or more parents who are faithful and regular worshippers in a Christian Church. If there are more than 20 applicants who fulfill the requirement for a foundation place the following criteria will be applied:

- a Children who have one or more parents who are faithful and regular worshippers at either of the parish churches within the parish of Forest Hill St George & Lower Sydenham St Michael's and All Angels. (See note 3)
- b Children who have one or more parents who are faithful and regular worshippers at any Anglican Church and who live within the parish of Forest Hill St George & Lower Sydenham St Michael's and All Angels, (See note 3).
- c Children who have one or more parents who are faithful and regular worshippers at one of the churches included in the membership of the Ecumenical Bodies in Churches Together in England and/or the Evangelical Alliance and who live within the parish of Forest Hill St George & Lower Sydenham St Michael's and All Angels. (See notes 3 and 4).

If the school is oversubscribed with applicants within the above criteria, the following criteria will be used to determine priority:

- i) A sibling (see note 5) on roll at the school on the date of entry of the applicant and who is expected to be on the school roll at the intended date of admission (ie Year 6 children will not qualify as a sibling)
- ii) Nearness of home to the school (see note 6)

In the event that two or more applicants live the same distance from the school and there are insufficient places to admit all applicants, the place will be allocated by drawing lots.

If the Governing Body considers that your application does not fully meet the

criteria for a Foundation place, they will transfer it and consider it for an Open place. If there are fewer than 20 qualified applicants for foundation places, any unfilled places will become open places.

A supplementary form completed by the Parish priest or Minister will be required to support an application for a Foundation Place. If you have moved within 2 years, a letter from your previous Priest or Minister will be taken into account.

### **3. OPEN PLACES**

Open places are for those pupils whose parents have chosen the school although they do not qualify for a Foundation place. Parents applying for an open place do so knowing that the school aims to provide an education based on Christian principles.

The Governing Body has designated 40 places to be offered to pupils. If there are more applications than places, the following criteria will be applied in order of priority:

- a. Children who have a sibling on roll at the school on the date of entry of the applicant
- b. Nearness of home to the school (see note 6)

#### **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 draw lots to decide between applicants.

#### **Appeals**

Unsuccessful applicants have the right to appeal against the decision of the governing body 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 receipt of the letter of refusal. 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.

#### **Waiting List**

The Governing Body will establish a waiting list of unsuccessful applicants for both foundation and open places. This will be ordered in accordance with the admission criteria. The list lasts for one academic year. Parents wishing their child to remain on the list must inform the school in writing by 31st August preceding the new academic year. 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.

## **Notes:**

### **1 Looked after Children**

A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in section 22(1) of the Children Act 1989) at the time of making an application to the school.

A previously looked after child is a child who was 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 Exceptional Social and Medical Needs**

Applications under this criterion 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 Definition of Faithful and Regular**

Regular attendance at worship for at least two years before the closing date for application: this is understood to mean at least fortnightly.

**4 Membership of Churches Together in Britain and Ireland and/or the Evangelical Alliance.** A list is available from the school office on request. A copy of the parish boundaries of Forest Hill St George & Lower Sydenham St Michael's and All Angels is also available on request from the school office.

### **5 Definition of Sibling**

A sibling is defined as a blood or adoptive sibling, or half sibling, plus foster or step-siblings living at the same address as the child. Proof of sibling relationship may be required.

### **6 Distance measurements**

Distance from home to school is measured by a straight line using the Local Authority's electronic measuring system; all distances will be measured to one 'nodal' point in the school and not to a particular school gate.

### **7 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 31 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.

### **8 Blocks of flats**

Applicants from the same block of flats will be treated equally regardless of the floor on which they live. In the event that two or more applicants live the same distance from the school and in the same block of flats and there are insufficient places to admit all applicants, places will be allocated by drawing lots.

### **9 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.

### **10 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 admission number.

### **11 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.

## **ST GEORGE'S CE PRIMARY SCHOOL NURSERY PLACES**

The governors admit 50 part-time pupils to the Nursery Class, 25 morning places and 25 afternoon places (15 hours per week). The notification of placement will be sent the term before the child should start Nursery. If oversubscribed, the governors have designated 25 as Foundation places and 25 as Open places.

The same criteria and order of priority will be applied in the allocation of these Nursery class places as set out above in respect of the school. No guarantee of a place in the Reception class of the School can be given to parents of children who are attending the Nursery, as admission to the Reception class is decided depending on their eligibility at the time along with any other applicants. A separate application for Reception class must be made in accordance with Lewisham's co-ordinated admissions arrangements. There is no right of appeal if an applicant is not offered a nursery place.