

All Saints' CE Primary School Blackheath



ADMISSIONS POLICY FOR 2017-2018

Review Period:	Annual
Reviewing Committee:	Admissions



All Saints' Church of England Primary School, Blackheath (the School) is a voluntary aided Church of England School in which education is offered based on Christian principles. Parents applying do so knowing that the School expects pupils to take part in the Christian worship of the School, and to attend religious education classes, assemblies and church services. The National Curriculum also requires multi-faith education, which is provided across the School.

Entry into Reception

There are three broad categories of entry into the reception class:

- Looked After Children
- Foundation Places
- Open Places.

The School has a one form entry with a capacity of 30.

If it is necessary to choose between otherwise equal applicants of any category, a straight-line measurement will be taken from home to school by or under the supervision of the Local Authority and applicants ranked in distance order with priority given to the shortest distance between home and school. Distance will be measured in a straight line, using digitised mapping software, from the home to a single nodal point in the school premises. If more than one applicant lives in a multi-occupancy building (e.g. flats) priority will be given to the applicant whose door number is the lowest numerically and/or alphabetically. In the unlikely event of an exact tie, the Governing Body will draw lots to decide between applicants.

Proof of qualifying address will be required; for example, recent utilities bill, council tax statement or telephone bill, at time of entry to the School.

This policy has been agreed by the full Governing Body of the School and is reviewed annually.

The School participates in Lewisham's Co-ordinated Admissions scheme.



Looked After Children

Looked After Children and previously looked after children (see definitions) will have priority over all other applicants. In the event that one place is offered under this category, the number of Foundation Places the Governing Body is able to offer will be reduced by one. If two places are offered, the number of Open Places the Governing Body can offer will also be reduced by one. If more than two places are offered under this category the number of other places offered will be reduced at the discretion of the Governing Body.

Foundation Places

Subject to the priority granted to Looked After Children, the Governors have designated 20 places as Foundation Places for admission to reception class to be offered to pupils whose parents/carers are regular practising worshippers in a relevant church as defined on page 5.

Written evidence of applicants' commitment to their place of worship supported by the priest or minister will be required at the time of application on a separate supplementary form. Attention is drawn to the Process below for the consequences of failure to return the supplementary form in due time.

If there are less than 20 qualified applicants for Foundation Places, any unfilled places will become additional Open Places.

If there are more than 20 qualified applicants for Foundation Places, places will be allocated according to the following criteria in order of priority:

- 1) Children whose parents/carers are regular practising worshippers at one of the Relevant Churches with a sibling attending the School and who will be still be on the School roll at the proposed date of entry of the applicant.
- 2) Children whose parents/carers are regular practising worshippers at one of the Relevant Churches.



3) Children whose parents/carers are regular and practising worshippers at one of the churches included in the membership of Ecumenical Bodies in Churches Together in Britain and Ireland or the Evangelical Alliance.

Open Places

Subject to the priority granted to Looked After Children, the Governors have designated 10 places as Open Places for all other applicants for admission to reception class. If there are more than 10 qualified applicants, consideration will be given to the following criteria, which are expressed in order of priority:

- 1) The presence of a sibling in the School who will be on the School roll at the proposed date of entry of the applicant.
- 2) Children with an exceptional and professionally supported medical or social need. 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.
- 3) Children who live within the parish of All Saints' Church, Blackheath.
- 4) Other children in order of proximity of home to the school.

Deferred entry

The School admits children to the reception class in the September of the school year following their fourth birthday. Parents/carers may opt to defer entry to the reception class until the beginning of the term in which their child is five years old, but cannot defer entry beyond the end of the school year.



Parents/carers may also request that their child attends part-time until their child reaches the age of five.

Casual or In-Year Admissions

Casual or in-year applications received for the admission of a child to any age group submitted on or after the first day of the school year of admission will be considered by the Admissions Committee.

The Governing Body is responsible for in-year admissions to this School. Parents/carers wishing to apply in-year must complete an application form and return this to the School.

In the case of more than one application the Admission Committee will apply the published criteria for the school at the time of application.

All applications will receive a notification of decision and, where appropriate, advised of the right of appeal to an independent appeal panel.

Application Process and Timetable

Applications must be made on your home local authority's Common Application form (CAF), which is available from the School or the Local Authority. The CAF must be returned your home local authority by the closing date for applications.

Applicants are referred to the relevant annual booklet on Starting Schools in Lewisham for the process and timetable for applications including applications outside the normal timeframe and for details of Lewisham's Co-ordinated Admissions scheme to which the School adheres.

Applicants who elect to apply for a Foundation Place must complete a supplementary form which can be obtained from the School office. The first page of the supplementary form should be completed by parents/carers of the applicant who should then pass the form to the priest or minister in good time so that the declaration of the priest/minister can be completed. The form will then be completed and signed by the priest or minister and needs to be



returned to the School by the closing date for applications. This will usually be done by the priest or minister but it is the responsibility of parents/carers to ensure that this happens.

Supplementary forms are used to confirm the applicants' level of practice. If a family's nominated Minister is unable to confirm the level of practice as set out in the school admission policy, the application will not then be considered for an open place.

Failure to return the supplementary form by the due date will mean that the Governors cannot consider the application under the Foundation Places. In this case, the application will be considered under the Open Places based on the information submitted on Lewisham's CAF.

Unsuccessful qualified applicants for a Foundation Place will only be considered for an Open Place in the unlikely event that there are more Open Places available than applicants for Open Places after the allocation procedure for Open Places has been completed.

Unsuccessful Applicants and Right of Appeal

It has to be emphasised that the School is invariably over-subscribed and that entry can be offered rarely to all candidates. Unsuccessful applicants will be given reasons related to the over subscription criteria listed above and advised of their right of appeal to an independent appeal panel. Where the Governors' decision in relation to an application for admission is not accepted, an appeal can be made by the parent/carer of the applicant via the School to an independent body. Appropriate forms are obtainable from the Headteacher and completed appeal forms must be returned to the School within 20 school days of the date of the letter giving notification of the admission decision for forwarding to the clerk of the Appeal committee.

For unsuccessful candidates, a waiting list for reception admissions, ordered in accordance with the criteria, will be kept to the end of the academic year. Parents are asked to inform the school if they wish to remove their child's name from the waiting list.



Definitions:

Home: The home shall be as determined by the Local Authority.

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). A previously looked after child is a child who was adopted, or subject to a residence order, or special guardianship order, immediately following having been looked after.

Parent(s)/Carer(s): References to parent/carers shall be to the person or persons with parental responsibility for the applicant.

Sibling: A sibling is defined as a blood or adoptive sibling, or half sibling or foster or step-siblings, in each case living at the same address as the child applicant.

Regular practising worshippers

Regular practising worship of parents/carers determines an applicant's qualification for a Foundation Place and is defined as regular attendance at the worship of the Relevant Churches stated in this policy for a period of three years or more at the time of application: this is understood to mean at least fortnightly. Where a child's parents/carers have moved or changed church within 3 years, full supporting evidence will be required from the priest or minister of the previous church in which the parents/carers regularly worshipped, as well as from the current local church. Regular attendance at the previous church will be counted in these circumstances.

Relevant Churches

All Saints', Blackheath
St John's, Stratheden Road, Blackheath
St Michael's and All Angels, Blackheath Park



Church of the Ascension, Dartmouth Row
St James', Kidbrooke
Society of Friends, Blackheath