



St Jude's Church of England Primary School

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Admissions Policy 2017/18

St. Jude's Church of England 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 into St. Jude's Church of England School and admits 30 children into the Foundation Stage (Reception Class) in the September of each year. This complies with the maximum size limit for all infant classes (5-7 year olds).

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 (i.e., 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.

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.

How to Apply to St. Jude's

Where a 4/5 year old child is about to start school for the first time:

- Southwark residents should complete the online Common Application Form found on the Southwark Schools Admissions website at: www.southwark.gov.uk/schooladmissions by early January each year. (see website information for exact dates). If a parent/carer is making an application for a child with particular educational, medical or social needs, or if that child is 'looked after' (in public care See: Note 1.) supporting written evidence should be included with the application when it is sent back to the Local Authority. *(It is recommended that parent/carers of pre-school children already having a confirmed assessment of special educational or medical needs, (usually carried out by NHS or similar agency) should make an early enquiry/application to Admissions so that advice and help may be given in advance. Please see the website for details on how to do this.*
- Parents/carers who do not live in the borough of Southwark must also apply online using the website of the local Education Authority of their home borough.
- Parents/carers should name St. Jude's as one of the preferences on the Common Application Form.
- If you are applying for a Foundation (church) place you should also complete a St. Jude's Supplementary Information Form, which is available from the school office or school website. This must then be returned to the school (also by early January).
- Remember you do not need to fill in a Supplementary Information Form if you are applying for an Open place.



Oversubscription Criteria

Foundation places

The Governors have designated 20 places each year as Foundation places, to be offered to those pupils whose families are faithful and regular worshippers in an Anglican or other Christian church (see note 2). Written evidence of applicants' commitment to their place of worship will be required at the time of application on the school's Supplementary Information Form which must be returned to the school; this evidence must be endorsed by your priest/minister. The Supplementary Information Form can be obtained from the school office or school website.

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

1. Children in public care: Looked-After children or Previously Looked-After children: (**Note 1**)
2. Children with an exceptional and professionally supported medical or social need for a place at this school. This must be supported by written evidence; (e.g. from a doctor, social worker, educational psychologist or other relevant professional) which sets out the reasons why St. Jude's is the most suitable placement and the difficulties that would be caused if the child had to attend another school.
3. Children whose families are faithful and regular worshippers at the church of St. George the Martyr, Borough High Street. (**Note 2**)
4. Children whose families are faithful and regular worshippers at another local Anglican church, for whom this is the nearest Church of England school. (**Note 2**)
5. Children who will have a brother or sister on the school roll at the time the applicant would enter the school. (**Note 3**)
6. Children whose families are faithful and regular worshippers of another Christian denomination, as recognised by the *Churches Together in Britain and Ireland* or *The Evangelical Alliance*, and for whom this is the nearest Church of England School.
7. The nearness of the home to the school, (**Note 4**)

Applicants for Foundation places who are unsuccessful, will be considered for any Open places remaining unfilled at the end of the application process.

Open Places

The governors have designated 10 places each year as Open places to be offered to pupils who do not qualify for a Foundation place, but whose parents have chosen the school for the type of education it provides. Parents applying for an Open place do so, knowing that the school aims to provide an education based on Christian principles. Therefore the Governors hope that all pupils will take part in the Christian worship of the school and participate in religious education lessons.

If there are more than 10 applicants for open places, such places will be allocated in accordance with the following criteria. These are stated in order of priority:

1. Children in public care: Looked-After Children or previously looked after children: (**Note 1**)
2. Children with an exceptional and professionally supported medical or social need for a place at this school. This must be supported by written evidence; (e.g.: from a doctor, social worker, educational psychologist, or other relevant professional) which sets out the reasons why St. Jude's is the most suitable placement and the difficulties that would be caused if the child had to attend another school.



3. Children who would have a brother or sister on the school roll at the time the applicant would enter the school. (**Note 3**)
4. The nearness of the home to the school, (**Note 4**). Distances are calculated from the main door of the home to the centre of the main school gate in Colnbrook Street.

Explanatory notes

Note 1: ‘Looked after children’ or ‘previously 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 its social services function (see definition in section 22(1) of the Children Act 1989) at the time of making an application to a school.*

** A previously looked after child is a child who was looked after but ceased to be so because they were adopted or became subject to residence orders or special guardianship orders immediately following having been looked after.*

Parents/carers of children as described above who wish to apply for a Foundation place must state their preference for a church school place at the time of application.

Note 2: Faithful and regular worshipper is defined as attendance of the parent/carer at worship at least fortnightly for at least two years prior to application. Those who have recently moved to the area and who worshipped previously in a different church will be asked to supply a reference from that church so that the two-year period is covered. The governors do not give a higher preference to families where both parents worship.

Note 3: Brother or sister is defined as a sibling who is a blood relative, step-sibling, fostered or adopted child living at the same address.

(Please note: the home address is counted as the residence of the parent where the child sleeps for the majority of the week.) The home address is where the parent/carer lives and the child permanently resides unless otherwise directed by a Court Order. This will also apply to informal care arrangements. Where a child spends time with both parents/carers in separate homes and both have parental responsibility, the school will need to establish where the majority of school nights (Sunday to Thursday) are spent. This will then be treated as the home address.

Note 4: Distance from home to school is measured by a straight line from the centre of the entrance door of the applicant’s house or flat, to the centre of the main school gate. Free Map Tools website is used by the school to measure post code to post code distances.

**Where residential flats are situated in the same building, a ground floor flat would be regarded as nearer to the school. Flats on higher floors or those situated on the same level, would have their distances calculated (from the centre of their own entrance door) to the nearest public entry point of their residential block and from there to the school.*

Offers of Places

Parents/carers will receive one offer of a place in a Reception Class in early April. This notification will be sent by Southwark Schools Admissions Department and will then be followed by a letter from the school. Parents/carers should then confirm with the local authority and the school if they wish to accept the place.

Late applications for Reception Class Pupils

Any applications for the new Reception Class (September entry) that are received by Southwark after the January closing date each year are regarded as ‘late’ applications. They are not then processed by the Schools Admissions Department until a second round of allocations later in the year, once schools know if they still have places available.



In- Year Applications

Parents applying for an in-year place in Reception, or in any other age group class, may apply via Southwark School Admissions Department or directly to the school using an in-year application form which can be found on Southwark Council website.

Special Educational Needs

Parents/carers of pupils who have a statement of special educational needs, or Education, Health Care Plan (EHCP) are required to apply for school places separately through the local authority from whom advice is available. If a child with a statement, or EHCP, 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 EHCP, names the School*.

**NB: All schools are consulted by the LA prior to the school being named.*

For further advice in relation to admissions for pupils with a statement, you should contact the Southwark special educational needs and disabilities team (SEND team). Families residing outside of the borough must contact their own local authority for further details.

Waiting List

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. Any late, or in-year, applications will be added to the waiting list in accordance with the admission criteria, it is therefore possible that these applicants will have a higher priority than those already on the list. If a vacancy arises, the child at the top of the waiting list will be offered a place.

Tie Break

Where a number of applicants qualify equally for a place according to a specified criterion, the final ranking will be decided by the application of the above criteria in order. If an equal tie still remains, and it is not possible to differentiate between applicants, place(s) will be allocated by the drawing of lots. This would be supervised independently.

The Right to Appeal

Families who are not offered a place for their child have the right to appeal to an independent appeals panel. Parents wishing to appeal should do so in writing, giving reasons why they believe a place should have been offered. The appeal letter should be sent to reach the Clerk to the Appeal Panel, c/o St. Jude's School, within 20 school days of the date on the governors' notification letter. If an appeal is not successful, the Governors will not consider further applications for that child within the same academic year.

Supporting evidence

Once a place has been offered, a copy of the child's short birth certificate and evidence of the current home address (e.g. a utility bill, official document, driving licence or rent book, showing the parent or carer's name and address) will be required for all applications. Recent arrivals in the UK may wish to submit immigration papers /entry stamps if other documents are not available.