

St. Luke's C.E. Primary School

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Dear Parent(s)

**Application Pack for Admission to the Reception Class
of St Luke's C. E. School**

I am pleased to be able to enclose an application pack for admission to our Reception class in September 2017.

This pack includes the following documentation:

- important information to consider prior to making an application
- request for proof of address
- a copy of the admissions policy
- a school nursery applications form
- Priest/Minister reference form
- The Tower Hamlets Common Application Form (CAF)

You may wish to make an appointment to visit the school either before or after completing your application form. If this is so please contact the school office to arrange a suitable time.

The CAF must be returned to the school by 15th January 2017. The school application forms (and Priest/Minister references if applicable) should be returned to school. Please note if your application is received after the deadline date, it will only be considered if an offer is not accepted after all places have been allocated.

Should you have any further questions regarding the admissions process or about the school in general, please feel free to contact the school.

Thank you for your interest in our school.

Yours truly,

Mrs Rebecca Abrahams
Head teacher

2017/2018 ADMISSIONS - SUPPLEMENTARY FORM ADMISSIONS TO THE RECEPTION CLASS AND YEARS 1 TO 6 FOR THE PERIOD FROM SEPTEMBER, 2017 TO AUGUST, 2018

Application Forms

Applications for the 2017 Reception Class intake must be made on the Tower Hamlets Common Admissions Form. This form is available from Tower Hamlets Pupil Services, The Town Hall, Mulberry Place, Clove Crescent, London E14.

All other applications must be made on the School's Application Form, available from the School Office.

Supplementary Form

In addition to the Application Form, all applicants are asked to complete the Supplementary Form (*see following pages 2 to 4*) in order to ensure that the School has the information to apply the Oversubscription Criteria detailed in the Admissions Policy.

If you do not complete and return both the Common Admissions Form and the Supplementary Information Form by the closing date this may affect the priority accorded to your application by the Governing Body.

Supplementary forms should be returned to the School office by 15th January 2017.

You should ensure that you have read and understood the School's Admissions Policy before completing the Supplementary Form.

Please complete this form in block capitals using a black pen.

APPLICANT DETAILS

<u>INFORMATION ABOUT THE CHILD</u>			
Surname :			
Forenames:			
Gender: (Please tick):	Male:		Female:
Date of birth:			
Residential address: i. e. the place where the child lives for at least 50% of the school week			
Postcode:			
Names and year groups of brothers or sisters currently attending St Luke's School:			

<u>INFORMATION ABOUT PARENTS/CARERS LIVING AT THE HOME ADDRESS</u>		
	<u>1st Parent/Carer</u>	<u>2nd Parent/Carer</u>
Relationship to child: <i>e.g. Mother, Father etc</i>		
Surname:		
Forenames:		
Title: <i>e.g. Mr, Mrs, Ms, Miss</i>		
Daytime telephone number:		
Address : <i>(if different from that shown above)</i>		

CATEGORY OF APPLICATION

There are three categories of places for which applicants can apply (*see Admissions Policy*).

Please indicate the place for which you wish to apply by placing a tick against one of the following categories of places available:

NO.	CATEGORY	<i>Please tick one box only</i>
1	Place for a child currently in Public Care. <i>If you are applying for a place in this category please go to section A on page 4</i>	
2	Foundation Place for a child whose parents/carers are practising members of a Christian Church who either live or worship within the Anglican Deanery of Tower Hamlets. <i>If you are applying for a place in this category please go to section B on page 5</i>	
3	Open Place for a child not included in categories 1, and 2 above. <i>You do not need to provide any further information</i>	

Section A

If you are applying for a place on behalf of a child in public care, you should contact the School Office immediately. The Head Teacher will then contact the Local Authority to confirm the child's circumstances.

PART B: Priest/Minister's Reference (TO BE RETURNED TO THE SCHOOL)

To be completed by the parents/carers

Name of Child:	
Name of Parent(s):	
Home Address:	
	Post code:
Telephone:	
Child's date of Baptism-If applicable	
Mother's/ Guardian's Religion	
Father's/ Guardian's Religion	
Church family attends	
Name of Parish Priest/Minister/ Religious Leader	

To be completed by the priest giving the reference:

The parents are known to me:	Yes	No
The child is known to me:	Yes	No
The child is a member of a practising Christian family:	Yes	No
The child attends our place of worship- Please circle		
Weekly	Fortnightly	Monthly
		Infrequently
The family have been attending our place of worship for- Please circle		
3 months or less	6 months	1 year
		More than 1 year
I support this application:	Yes	No

If you think there are exceptional circumstances to support your application, please give details below:

Declaration

I confirm that the above statements about this child and his or her family’s practice are true, to the best of my knowledge and belief.

Date:_____ Priest’s/Minister’s/Religious Leaders name:_____ signed:_____

Parish Priest/Minister’s Countersignature (only where the Parish Priest/Minister is not giving the reference):

I confirm that the child is **resident** in my parish.

Date:_____ Priest’s Name:_____ signed:_____

This form must be completed and returned to the School Office with evidence of Date of Birth, Baptismal Certificate (where applicable), and proof of address.

Signed..... Date.....

PLEASE NOTE:

- (i) The completion of this Application is not a guarantee that a place is available for your child.
- (ii) Please refer to Admission Criteria’s attached with this form.

FOR OFFICE USE ONLY	
Evidence of Date of Birth provided	<input type="checkbox"/> Date.....Initials.....
Copy of Baptismal Certificate Provided	<input type="checkbox"/> Date.....Initials.....
Proof of Address Provided	<input type="checkbox"/> Date.....Initials.....
Date Application Received	

Admission Policy Foundation/Open Place
2017/18

The Governing Body is responsible for the admission of children to St. Luke's C.E. School and does so in accordance with the 2014 Admissions Code. The Governing Body will admit 60 children to the Reception year. This admission number has been agreed between the Governing Body and the Local Authority and applies to the 2017/18 school year. In order to meet the statutory requirement on infant class size (5, 6 and 7 year olds), the reception year will have a maximum of 30 pupils per class.

Children are offered a full time place for the September following their fourth birthday. The school year runs from 1 September 2017 to the 31st August 2018. Parents/Carers may opt to defer entry to the Reception class until the beginning of the term after their child is five years old, but cannot defer entry beyond the end of the school year. This means that if your child's birthday is in February 2018 you could apply for the 2017.18 year, have an allocated full time school place from September 2017 but start attending Reception from January 2018. The school will hold any deferred place for a child. It is also possible for parents to request that their child attends part time until they reach compulsory school age.

For children whose fifth birthday falls between 1 April 2017 and 31 August 2017, parents may want them to be admitted out of the normal age group and in September 2017 which would be the start of Year 1. If this is the case, parents are advised to discuss this with the school at an early stage and the school will consider the best interests of the child given parental views, academic achievement, social and emotional development as well as where relevant, medical information. A final decision will be made by the headteacher and this will be clearly laid out in writing.

In the event that parents decided not to apply for a Reception place but instead to apply for a place in Year 1 they need to be aware that the Year 1 year group may have no vacancies as it could be full with children transferring from Reception.

(A) Foundation Places

The Governing Body has designated up to 40 places to be offered to children whose parent is a practising member of a Christian Church (see note 1) and live or worship within the Anglican Deanery of Tower Hamlets. A map of the Tower Hamlets Deanery is available in the School office.

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, church or religious leader.

If there are more than 40 applicants, places will be allocated according to the following criteria. These are stated in order of priority:

- (i) Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order (see note 2);
- (ii) Children who will have a brother or sister (see note 3) in the school at the time of admission whose parent/carer is a practising member of a Christian Church (see note 1) and live or worship within the Anglican Deanery of Tower Hamlets (see note 4);
- (iii) Children whose parent/carer is a practising member of a Christian Church (see note 1) and live or worship within the Anglican Deanery of Tower Hamlets (see note 4).

In the event of oversubscription in any of the above criteria, priority will be determined in order of straight-line distance from home to school, as measured by Tower Hamlets Council's Geographical Information System (see note 5).

Children with a Statement of Special Educational Need or with an Education, Health and Care plan naming St. Luke's C. E. School will always be offered places.

If there are less than 40 qualified applicants for foundation places, any unfilled places will become additional open places. Unsuccessful applicants for foundation places will be considered for any open places remaining unfilled at the end of the allocation procedure.

(B) Open Places

The Governing Body has designated up to 20 places as open places, to be offered to children 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 and, therefore, the Governing Body hopes that all children will take part in the Christian worship of the school and attend religious education lessons.

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

- (i) Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order (see note 2);
- (ii) Children who will have a brother or sister (see note 3) in the school at the time of admission;
- (iii) Children who live at an address within the Parish of Christ Church, Isle of Dogs (see note 4). A map of the Parish is available in the School Office;
- (iv) Children who live at an address within in the Anglican Deanery of Tower Hamlets not included in iii) above (see note 4). A map of the Tower Hamlets Deanery is available in the School office;
- (v) Children who live at and address outside of the Anglican Deanery of Tower Hamlets (see note 4);

In the event of oversubscription in any of the above criteria, priority will be determined in order of straight-line distance from home to school, as measured by Tower Hamlets Council's Geographical Information System (see note 5).

Children with a Statement of Special Educational Need or with an Education, Health and Care plan naming St. Luke's C. E. School will always be offered places.

Admissions to Year 1 – Year 6

Application for admissions to all other year groups will be considered in accordance with the order of priority in the Oversubscription Criteria above.

Notes:

- 1 A Christian Church is one that is a full member of a local Churches Together Group, Churches Together in England, The Evangelical Alliance, or The African and Caribbean Evangelical Alliance. Practising members are Families who currently practice their religion and have attended their church or place of worship at least fortnightly for a minimum of six months prior to the submission of the admission application.
- 2 By a "looked-after child" we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangements order

is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion should be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order)."

- 3 Qualifying siblings are brothers and sisters, half-brothers and -sisters, step-brothers and -sisters, foster and adopted brothers and sisters who share the same home. Attending a reception, infant or junior class.
- 4 The address is the place where the child lives for at least 50% of the school week. Applicants must provide the School with proof of address as specified on the application form. Independent verification may be sought.
- 5 The straight line distance is measured from the centre point of the address to the centre point of the nearest available school entrance in constant use, as determined by Tower Hamlets Council's Geographical Information System Distances measured by other means i.e. private car, pedometer or internet websites are likely to result in different calculations that should not be relied upon as evidence that the local authority's distance calculation is incorrect. Where applicants have identical distance measurements, priority amongst them will be determined at random.

Co-ordinated admission arrangements

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 must complete their home Local Authority's Common Application Form and return the form to their home Authority, even if they are applying for a school in another Local Authority area. If parents are applying for a place at this School, they must name this School as one of the preferences on their home Local Authority's Common Application Form. Parents who wish to apply for a foundation place must also complete the school's supplementary form and return this to the School by the end of January. Failure to return the supplementary form will mean that 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 Common Application Form.

In-Year Admissions

Applications for In-year admission must be made to the Local Authority's Pupil Admissions Team on the 'in year' application form available from the school office or from the Local Authority's Pupil Admission Team. The Local Authority will refer the application to the school which will inform the applicant whether or not a place can be offered and advise the Local Authority of the outcome.

Protocols on "hard to place" children

The School is committed to taking its fair share of vulnerable children who are hard to place, in accordance with the Local Authority's Fair Access Protocol. Accordingly, outside the normal round of admissions, the Governing Body is empowered to give absolute priority to a child where admission is requested in agreement with both of the Governing Body and the Diocese for the current admission year. The Governing Body has this power even when admitting such a child would exceed the school's normal admission number.

Child with a Statement of Special educational needs

Parents of child who has a statement of special educational needs are required to apply for school place separately through the local authority from which advice is available. If a child with a statement 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.

Children in the school nursery

Applicants should be aware that a child's attendance in the School's Nursery Class does not guarantee a future place in the Reception Class or Years 1 to 6. A fresh application must be made by those seeking places in any year group.

Late applications

The Governors will consider late applications in accordance with the procedure in the local authority's co-ordinated scheme as published in its Starting School brochure.

Waiting list

If there is no place available at the School, parents/carers may have their applications placed on the School's waiting list. In the event of a vacancy arising in any year group the Oversubscription Criteria (*see above*) will be applied in order to determine the offer of places.

Periodically, those applicants on the waiting list will be contacted and asked to confirm if they wish it to remain on the waiting list. If confirmation is not received by a given date the application will be removed from the waiting list.

Appeals

Parents who are not offered a place for their child have the right to appeal to an independent appeal panel. All appeals are handled for us by Tower Hamlets Local Authority. Parents wishing to appeal can obtain an appeal form from:

Pupil Admissions Team
Tower Hamlets Local Authority
Town Hall
Mulberry Place
5 Clove Crescent
E14 2BG
Tel: 020 7364 5006