



Admissions Policy 2017/18

Saint Cecilia's Church of England School has a distinctive Christian ethos at its heart 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 ask all parents/carers and applicants to respect the Christian ethos of our school and recognise its importance to our community.

Foundation places:

100 places will be offered to children who themselves or whose parents/carers are practising members of a Christian church [see Note (a)] in the following order of priority:

1. Looked After Children (Children in Public Care) and those who ceased to be looked after children because they were adopted, or because they became subject to a residence order, child arrangements order or a special guardianship order [see Note (c)]
2. those who attend Anglican churches
3. those who attend other Christian churches.

Within each of the above criteria, priority will be given in the following order to:

- (i) children who have a sibling on the roll of the school at the time of application [see Note (f)];
- (ii) children of staff [see Note (h)].
- (iii) children living nearest to the school using a straight line measurement [see Note (i)]

Open places:

50 places will be offered to children irrespective of their religious background. Priority will be given in the following order to:

- (i) Children in public care (children looked after) and those who ceased to be children looked after because they were adopted, or because they became subject to a residence order, child arrangements order or a special guardianship order [see Note (c)]
- (ii) children who have a sibling on the roll of the school at the time of application, providing the sibling accepted an Open Place [see Note (f)];
- (iii) children of staff [see Note (h)].
- (iii) children living nearest to the school using a straight line measurement [see Note (i)].

Specialist music places:

10 Foundation and 5 Open places will be offered to children who demonstrate that they have the aptitude to benefit from a specialist course in music. Places will be allocated on the basis of an aptitude test carried out in November/December to include performance either as a vocalist or instrumentalist and a test of aural perception and awareness. Applicants will be placed in rank order according to their total score in the aptitude test.

Applicants will need to complete an additional information form if they wish to be considered for a specialist place. Those not offered a specialist place will automatically be considered for a place under the general admission criteria.

Where the number of Foundation music place applicants who meet the aptitude criteria for a specialist music place is less than 10, any unfilled specialist music places will be offered to Open place applicants who meet the aptitude criteria (in rank order according to their total score in the aptitude test as above).

Notes:

- a) Attendance at a Christian church which is either a full member of "Churches Together in England", The Evangelical Alliance, The Federation of Independent Evangelical Churches, The Association of Grace Baptist Churches, or, Affinity **at least twice a month for two years** is required to be eligible to apply for a Foundation place.

- b) A reference will be sought from the minister or church leader at the place of worship for applicants for Foundation places.
- c) A Looked After Child is a child in the care of a local authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989. An adopted child is defined by section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. A residence order is defined by section 8 of the Children Act 1989. A child arrangement order is defined by section 8 of the Children Act 1989 as amended by section 14 of the Children and families Act 2014. A special guardianship order is defined by section 14A of the Children Act 1989.
- d) Any unfilled Foundation places will become additional Open places.
- e) All unsuccessful applicants for Foundation places will be considered for Open places. However, where the applicant does not meet the criteria for eligibility for a Foundation place but has a sibling in the school on the date of admission who accepted a Foundation place, the sibling link will be disregarded.
- f) A sibling is defined as a full brother or sister, a step/half/adopted brother or sister living at the same address, a child who is living at the same address as part of the family by reason of a court order, or a child who has been placed with foster carers as a result of being looked after by a Local Authority.
- g) The school is organised under one roof with a lift providing access to the upper floors. All classrooms may be accessed without steps and there is a ramp at the entrance to the playground. The school has six toilets designed for use by pupils with disabilities, including one with shower facilities. The school will take all reasonable steps to ensure that pupils with disabilities have the same opportunities as other pupils.
- h) The member of staff must have been employed by the school for two or more years at the time at which the application for admission to the school is made, or be a member of staff who was recruited to fill a vacant post where there is a demonstrable skill shortage.
- i) Distance will be measured from home to school using a straight line measurement. This commences at the location of the property determined by the National Land Planning Gazetteer and terminates at the central point of the school site as determined by Wandsworth Borough Council Geographical Information System. Measurements by alternative systems and/or to other points will not be taken into account in any circumstances.

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 use distances in the first instance, to decide between applicants; where applicants have identical distance measurements, priority amongst them will be determined by random allocation.

Application Procedure and Timetable:

Saint Cecilia's Church of England School participates in the co-ordinated admission scheme of Wandsworth Borough Council, applicants must complete their home local authority's Common Application Form; applicants who wish to be considered for Foundation and Specialist Music places, must also complete the supplementary information form(s). The school also adheres to the common timetable for admissions, including the arrangements for dealing with applications received after the closing date as set out in Wandsworth Borough Council's scheme.

The Governing Body is responsible for in-year admissions to this school. However, parents/carers wishing to apply in-year should complete Wandsworth Borough Council's in-year application form and return it to the Council which will then refer the application to the school. Having considered the application, the Governing Body will inform the applicant whether or not a place can be offered and advise the Council of the outcome.

Continuing Interest List:

Parents/carers who are not offered a place may request to be put on the Continuing Interest List. The Continuing Interest List will be ordered in accordance with the published admissions policy and will be held until 31st August 2017, after which applicants will need to reapply.

Appeal Arrangements:

Applicants refused a place at the school will have the right to appeal against the decision to an independent admission appeal panel established under the School Standards and Framework Act 1998. Appeals must be received within 20 school days of receipt of the letter refusing a place at the School. Should an appeal be

unsuccessful, the Governing Body will not consider further appeals from those applicants within the same academic year unless there have been significant and material changes in their circumstances.

If you wish to appeal, please download an Appeal Form from the Admissions section on the school's website or contact the school's Admissions Officer to request a form.

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.

Special educational needs

Parents/carers of pupils who have a statement of special educational needs, or an 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 Governing Body will admit all those pupils whose statement, or EHC Plan, names the school.

Admission of children outside their normal age group

Children are educated in school with others of their age group. However, in exceptional circumstances parents/carers may choose to seek places outside of their child's chronological year 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 interest and may provide recent professional evidence to support this. Further details of how to make such a request are available from the school.