



## Admission Policy Foundation/Open Place

St. George's Church of England Primary School. Corunna Road, London, SW8 4JS



### Admission policy 2018/19

St. George'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 to respect the Christian ethos of our school and its importance to our community.

The Governing Body is responsible for the admission of pupils to the School and admits 30 pupils to the reception class each year. This admission number has been agreed between the Governing Body and the Local Authority and applies to the year 2017/18. The Governing Body has agreed to use the same criteria for admissions to the Nursery. Admissions to the Nursery are separate and do not guarantee a place in reception.

The Governing Body is required to abide by the maximum limits for infant classes (5, 6 and 7 year olds), ie, 30 pupils per class (primary schools only).

**Deferred and part-time 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 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 (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.

### **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.

### **(A) Foundation Places**

The Governing Body has designated 15 places to be offered to pupils whose parent/carer is a faithful and regular worshipper in an Anglican or other Christian Church (see note 1). 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 on pages 4 and 5 which must be returned to the School; this evidence must be endorsed by your priest. If there are more than 15 applicants, places will be allocated according to the following criteria. These are stated in order of priority:

1. looked after children or previously looked after children (see note 2);
2. children whose parent/carer is a faithful and regular worshipper (see note 3) at St. Saviour's or St. George's or All Saints Church in the Parish of Battersea Fields;
3. children whose parent/carer is a faithful and regular worshipper (see note 3) at another Anglican or other Christian Church and who have siblings (see note 4) in the school at the time of admission
4. children whose parent/carer is a faithful and regular worshipper (see note 3) at one of the local Anglican or other Christian churches listed in note 5;
5. children whose parent/carer is a faithful and regular worshipper (see note 3) at another Anglican or other Christian church.

In the event of oversubscription in any of the above criteria, priority will be determined in order of nearness of the 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, places will be allocated by drawing lots.

If there are less than 15 qualified applicants for foundation places, any unfilled places will become additional open places. Unsuccessful qualified 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 15 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 and, therefore, the Governing Body hopes that all pupils will take part in the Christian worship of the school and attend religious education lessons.

If there are more than 15 applicants, places will be allocated according to the following criteria. These are stated in order of priority:

1. looked after children or previously looked after children (see note 2);
2. children who have siblings (see note 4) in the school at the time of admission
3. children in order of nearness of the home to the school (see note 6).

In the event of oversubscription in any of the above criteria, distance (as measured in (iv) above) will be used to determine between applicants. In the event that two or more applicants live the same distance from the school and there are insufficient places to admit all applicants, places will be allocated by drawing lots.

### **Notes:**

- 1 A Christian Church is one that is a full member of a local Churches Together Group, Churches Together in England, or The Evangelical Alliance.
- 2 Looked after children are children who are in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions as defined by Section 22(1) of the Children Act 1989 at the time of making an application to the school. Previously looked after children are children who were 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.
- 3 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.
- 4 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.

- 5 The following local churches are included in this criterion:  
Christ Church Battersea, The Ascension Lavender Hill, Christ Church Clapham  
Union Grove Baptist Church, Springfield Methodist Church
- 6 Distance is measured in a straight line using the local authority's computerised mapping system (this measurement will be from a central point of a child's home to a central point of the school).

### **Waiting list**

The School operates a waiting list which is ordered in accordance with the admission criteria. The waiting list is held until the end of the autumn term each year. Parents may request to join the waiting list. Each new child added to the list will cause the list to be re-ordered in accordance with the admission criteria.

### **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 Wandsworth Council. Parents wishing to appeal should apply for the appeal forms to:

Wandsworth Education Appeals Service  
Room 111  
The Town Hall  
Wandsworth High Street  
London  
SW18 2PU

Email: [educationappeals@wandsworth.gov.uk](mailto:educationappeals@wandsworth.gov.uk)

Telephone: 020 8871 7554

You have at least 20 school days to submit your appeal from the date you heard you did not get a place at the school.

### **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 the Spring Term. 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.

### **Late applications**

The Governors will consider late applications in accordance with the procedure in the local authority's co-ordinated scheme as published in the LA school admissions booklet.

### **Special educational needs**

Parents/carers 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\*.

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

**SUPPLEMENTARY INFORMATION FORM FOR ADMISSION TO  
ST GEORGE'S CHURCH OF ENGLAND SCHOOL**

**Completion instructions: Only complete this form if you attend church** and wish to be considered for a foundation place.

The completed form should be returned direct to the school. Failure to return this form will result in any application being considered under the open place criteria.

You should ensure that you have a copy of the admission policy prior to completing the form and returning it to the school no later than 12 noon on the last Friday in January for the year for which you are applying. You must also complete the Common Application Form available from your home Local Authority and name this school on that form. The Common Application Form should be returned direct to your Local Authority.

**NB: Parents should only complete this form if they are applying for a Foundation place (church place).**

**1 Pupil Information:**

Surname of child:

Other Name(s):

Date of birth:

**2 Parent/Guardian Information**

Name of parent(s)/guardian(s):

Home address:

Post Code:

Home telephone:

Daytime telephone (if different):

**3 Church Commitment**

Name of church which you attend:

If this is not an Anglican Church please state the denomination to which your church belongs:

Do you attend church worship at least fortnightly?    Yes        No   

Have you worshipped in this church for at least two years prior to application?    Yes        No   

If you have worshipped for less than two years at your current church please supply the name and address of your previous church and minister below, in addition to your current minister overleaf.

**4 Church Information**

Name of Priest/Minister:

Address of Priest/Minister:

Post Code:

I confirm that the information given above is correct and that I have read the admission policy.

Signed:  
(Parent/guardian)

Date:

**Please do not complete the Minister's section below; your minister should complete the following section to verify the information given in paragraphs 3 and 4 above.**

**5 For Minister's reference only:**

Can you confirm that the applicant is a committed member of your church in the terms of our admission policy, ie, that they have attended worship at least fortnightly for the last two years? **Yes/No**

Are there any particular circumstances that the governors should take into account, eg, if church attendance has been less than fortnightly because the applicant is looking after an elderly relative, or for some other valid reason, please give brief details below.

Is your church a member of a local Churches Together Group, Churches Together in England or The Evangelical Alliance?  
Please specify.

Please supply Registration No:

**NB:** If a family is refused a place at the school and appeals against the governors' decision, this form may be used as evidence at the appeal.

Signed:  
(Minister)

Date: