

**St. Anne's CE Primary School**  
**Admissions Policy (Reception and Main School)**  
**2018/19**

*St. Anne's Church of England School has a distinctive Christian ethos which is at the heart of this school and provides an inclusive 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 Board of Governors is responsible for the admission of pupils to St. Anne's Church of England School and admits 30 pupils to the reception class each year. This admission number has been agreed between the Board of Governors and the Local Authority and applies to the year 2018/19. Places will be offered first to children with an Education Health and Care Plan (EHCP) which names the school; these children will be included in the overall admission number of the school. Any unfilled Foundation places will become additional Open Places; any unfilled Open Places will become Foundation Places. Unsuccessful Foundation Applicants will be automatically considered on equal terms for Open Places.

**NOTE:** If any children are admitted under Criteria 1-3 or an EHCP, then the number of Foundation/Open places will reduce depending on the category under which the children are admitted. In the event of oversubscription, the Governors will admit pupils according to the following criteria that are listed in order of priority:

**OVERSUBSCRIPTION CRITERIA**

1. Looked after children or previously looked after children. (see Note A)
2. Children with an exceptional and professionally supported medical or social need for a place at this school as decided by the Board of Governors (See Note B)
3. Children of teachers with Qualified Teacher Status, who have been employed by the Board of Governors to work at the School for two or more years at the time at which the application for admission to the School is made and/or are recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. FOUNDATION PLACES – up to fifteen (15) (see note above)  
Places will be allocated to children whose parents/guardians are regular worshippers in Christian congregations. Parents who wish to apply for a Foundation Place must also complete the school's supplementary form and return this to the School by 15 January 2018; this form must be supported by the Priest/Church Leader/Minister of their Church who must complete the relevant section of the supplementary form. If there is no supporting statement from the Priest/Church Leader/Minister or if the supplementary form is not returned to the School, the application will be considered under category 5 Open Places. In the event of oversubscription, places will be offered according to the following criteria. These are stated in order of priority:
  - (a) Children with at least one parent who is a regular worshipper at St Anne's Wandsworth, St John's Earlsfield, or St Andrew's Earlsfield
  - (b) Children who live within the School's priority area (see attached map) with at least one parent who:
    - (i) is a regular worshipper\* at other Church of England churches
    - (ii) is a regular worshipper\* of other churches belonging to Churches Together in England
  - (c) Children living outside the priority area in order of categories 4 b(i), and (ii) above
5. OPEN PLACES – up to fifteen (15) (see note above on page 1)
  - (a) Children living within the priority area (see attached map) in the following order
    - (i) Children who have a sibling on the roll of the School on the closing date for applications who will still be on the school roll on the date of admission (see Note C)
    - (ii) Children with at least one parent who is a regular worshipper\* of another religious faith

- (iii) Children living nearest to the School by a straight-line measurement (see Note D)
- (b) Children living outside the priority area in order of categories 5a (i), (ii) and (iii) above

\* by 'regular worshipper' the Governors understand a person to have attended church on at least two Sundays or mid-week, every month over the last year. With respect to other faiths, regular worshipper is understood to mean participation in collective worship at least twice a month over the last year.

To qualify under criterion 5 a(ii) and 5b(ii)a parent must worship in a faith community which is part of the Inter Faith Network for the UK. For admission under this criterion the faith communities represented are: the Baha'i; Buddhist; Hindu; Jain; Jewish; Muslim; Sikh; and Zoroastrian.

Applications for Reception class must be submitted to the school by 15<sup>th</sup> January 2018 at the latest for admission in September 2018. **Please note that your child is not guaranteed a place in the main school if they attend St. Anne's Nursery and there is no automatic transfer; parents who have a child in the nursery class must submit a new application in order to be considered for a reception place.**

## NOTES

### A Children Looked After or previously looked after

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.

### B Exceptional Medical and Social Needs

Applications for exceptional and professionally supported medical and social needs must be supported by a current letter from a special health professional, or a social worker/care professional working with the family. The letter must give reasons why the child's exceptional conditions or circumstances make it essential for them to attend St Anne's school and must state the difficulties that would be caused by their attending an alternative school. If evidence is received after the closing date of 15 January 2018, it will not be taken into account until after places have been offered on 16 April 2018.

### C Siblings

A sibling is defined as: a full brother or sister, a step/half-brother or sister or adopted child living at the same address, a child who is living 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.

### D Address and Distance Measurement

The address you give must be your child's only permanent address on the closing date for applications. This must not be a business address, childminder's or relative's address, or any address that is not the child's permanent home. The information you provide will be checked and you will be asked for proof of the home address. **If a place is offered on the basis of false or misleading information it will be withdrawn.** If there are more applications than places in any category priority will be given to those who live nearest to the school in order of a straight-line measurement between the home and the centre of the school site. All measurements will be calculated by Wandsworth Council's GIS system and no other measurements will be taken into account. Where applicants have identical distance measurements, and there are insufficient places, priority amongst them will be determined by random allocation. The priority area shown on the attached map is the area within the line. This boundary line runs down the middle of roads.

### E Late applications

The School will consider late applications in accordance with the procedure in the local authority's co-ordinated scheme. In essence, this means that late applicants will be considered after the initial round of

offers is made; where the school is oversubscribed this is likely to reduce considerably your chance of gaining a place.

#### F      Waiting Lists

Children who have not been offered a place at the school will be placed on the school's waiting list in order of the admissions criteria listed above. Late applications are placed on the waiting list in order of the published oversubscription criteria regardless of the date the application was added to the list. This means that a child's position on the list can move down as well as up. Waiting lists are maintained until the end of the school year following admissions unless the parent/carer asks for their child's name to remain on the list.

#### G      Co-ordinated Admissions System

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 the Local Authority's Common Application Form (CAF) and return the form to the Authority by 15 January 2018; if applying for a place at this School, parents must name this School as one of the preferences on the CAF.

#### H      Date of admission/deferred 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 they reach compulsory school age. Parents/carers who have been offered a place at the School and wish to defer entry for their child and/or request part-time attendance must put this in writing to the headteacher at the earliest opportunity and before the start of the autumn term.

#### I      Admission of children outside their normal 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.

#### J      Appeals

Parents who are not offered a place for their child have the right to appeal to an independent appeal panel. Parents wishing to appeal should obtain an appeal form from the Wandsworth Independent Appeal Service on (020) 8871 7554 or [educationappeals@wandsworth.gov.uk](mailto:educationappeals@wandsworth.gov.uk) for information and appeal forms. Information on the deadlines for appealing will be available on the council's website at [www.wandsworth.gov.uk/admissionappeals](http://www.wandsworth.gov.uk/admissionappeals). Parents may not appeal twice for a place at the same school in the same year unless the Governors' accept that there have been significant and material changes in the circumstances

#### K      Admission of vulnerable children who are hard to place outside the normal round of admissions

The School is committed to taking its fair share of vulnerable children who are hard to place, in accordance with locally agreed protocols. Accordingly, outside the normal round of admissions, the Board of Governors is empowered to give consideration to a child where admissions is requested under any local protocol which carries the agreement of both Board of Governors and the Diocese for the current admissions year. The Board of Governors has this power even when admitting such a child would exceed the normal admissions number.



# St Annes CE Primary School Admissions Priority Area

