



**All Saints' C. of E. Primary School**

Putney Common, SW15 1HL

**Admissions Criteria**

**Reception Class 2019/20**

# All Saints' C. of E. Primary School

## Admissions Policy 2019/20

All Saints' Church of England Primary School provides a happy, secure and stimulating learning environment where Christian values are embraced by all. We will work together to shape the citizens of the future by nurturing individuality, providing challenge, developing self-esteem and promoting respect and care for each other and for God's world. We welcome applications from all members of the community and we ask parent(s)/carer(s) to respect the Christian ethos of the school and its importance to our community.

- The Board of Governors is responsible for the admission of pupils to All Saints' Church of England Primary School and admits 30 children to the Reception class each September. This admission number has been agreed between the Board of Governors and the Local Authority and applies to the year 2018/19. The Board of Governors is required to abide by the maximum limits for infant classes (5, 6 and 7 year olds), i.e. 30 per class.
- The school is part of the locally agreed co-ordination scheme for **Reception Class** admission and the timescales for applications to be received and processed are those agreed with the Local Authority. Parent(s)/carer(s) must complete the Local Authority's Common Application Form (CAF) and return the form to the Authority; if applying for a place at this school, parents must name this school as one of the preferences on the CAF. Parent(s)/carer(s) who wish to apply for a Category 4 (Foundation Place) must also complete the Supplementary Information Form and **return this to the school**. Failure to return the Supplementary Information Form will mean that the school cannot consider the application for a Category 4 (Foundation Place).
- Enquiries about applications for occasional places to years other than Reception should be made directly to the school.
- All Nursery Class admissions applications should be made directly to the school.

In the event of oversubscription, children will be admitted in the priority order of the categories listed below. (i.e. 1 will take priority over 2)

**1. Looked after children and previously looked after children**

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(l) 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 and Families Act 2014), or special guardianship order. The Board of 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.

**2. Children with a professionally supported exceptional medical or social need for a place at the school, as decided by the Board of Governors**

Applications made on exceptional medical grounds must be supported by a current letter from a specialist health professional. Applications made on social grounds must be supported by a current letter from a social worker or other care professional working with the family. The letters must give reasons why the child's condition or circumstances make it necessary for the child to attend the school, and the difficulties that would be caused if they had to attend an alternative school. If this information is not provided by the application closing date, the application will not be considered under this criterion.

**3. Siblings**

Children who have a **sibling** on the roll of the main school (Reception Class to Year 6) **on the date of entry of the applicant.**

A 'sibling' is defined in the current Wandsworth Council booklet 'Choose a Wandsworth Primary School' as a full brother or sister, a step/half 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.

**4. Children who have at least one parent or carer who regularly worships at, and is active in the life and worship of St Mary's or All Saints' Church in the Parish of Putney, or St Margaret's Church Putney (Foundation Place)**

Written evidence of applicant(s)' commitment to their place of worship will be required at the time of application on the school's Supplementary Information Form (SIF), which must be returned to the school; this evidence must be endorsed by a priest. For definition of active in the life and worship under Admission Category 4 (Foundation Place) see Note 1.

**5. Proximity of the home to the school**

Children living nearest to the school measured in a straight-line by Wandsworth Council's Geographical Information System.

Your child's permanent address is as defined in the Wandsworth Council booklet 'Choose a Wandsworth Primary School'. The address you give on the application form must be your child's permanent address on the closing date for applications and this must be the address where the family normally lives.

The straight-line measurement used to prioritise applications for admission to schools in Wandsworth commences in all cases at the location of the property and terminates at the central point of the school site as determined by Wandsworth Council's Geographical Information System. Measurements by alternative systems and/or to other points will not be taken into account in any circumstances.

The above criteria will be adopted without regard to gender, race, class or ability. In the event of oversubscription in any of the above criteria, distance as measured in criterion 5 above will be used to determine between applicants. In the event that two or more applicants live the same distance away from the school and there are insufficient places to admit all applicants, the place will be allocated by drawing lots.



## NOTES

### Note 1

**Definition of 'active in the life and worship of St Mary's or All Saints' Church in the Parish of Putney, or St Margaret's Church Putney' Admission Category 4 (Foundation) applications.**

Active in the life and worship of these churches means **both 1. AND 2.** below:

**1. Regular attendance at least twice a month** at St Mary's or All Saints' Church in the Parish of Putney, or St Margaret's Church Putney **for at least two years before** the closing date of the application.

### **AND**

**2. Sustained involvement and regular commitment to the worship or governance** of the church **for at least two years before** the closing date of the application.

This can be expressed in **any one** of the following ways:

1	Planning and Leading worship: a) Being part of the planning group for children's services, or stewarding or leading them b) Serving at the Eucharist c) Preparing and setting up for Sunday services – duties of sacristan d) Being part of the church services' Welcoming and Stewarding Team e) Reading the Bible readings f) Leading prayers g) Singing in the choir h) Playing the organ or other instrument in service
2	Planning or teaching Sunday School, crèche teaching and worship
3	Leading Godly Play in the Parish
4	Helping to run regular mid-week worship
5	Church Governance: a) PCC or DCC membership b) Buildings and Maintenance Committee membership c) Finance Committee membership d) Charity Committee membership e) Stewardship Committee membership f) Safeguarding Committee membership g) Mission and Welcome groups membership

The list above is not exhaustive, but represents evidence of being active in the life and worship of the church. Other forms of participation may be considered but the parent(s)/carer(s) must clearly exhibit a similar degree of commitment in terms of time and effort.

Note (i) Parent(s)/carer(s) who have moved into the area within the two years preceding the closing date for application may still apply for admission under Category 4 (Foundation Place) if they are able to demonstrate an equivalent active participation in their previous Church of England parish and if this then brings the total time of active commitment to the required two year period. A letter from a previous priest will be required at the time of the application.

### Note 2

**Children with an Education Health Care Plan (formerly a Statement of Special Educational Need)**

Parent(s)/carer(s) of pupils who have an Education, Health and Care Plan (EHCP) are required to apply for school places separately through the Local Authority. If a child with an 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.

### **Note 3**

#### **Late Applications**

The Board of Governors will consider late applications in accordance with the procedure in the Local Authority's admission booklet. 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.

### **Note 4**

#### **Appeals**

When demand exceeds the number of places available, some applicants are disappointed. Parent(s)/carer(s) have the right to appeal against any decision made by or on behalf of the Board of Governors refusing a child admission. Appeals can be made online at [www.wandsworth.gov.uk/admissionappeals](http://www.wandsworth.gov.uk/admissionappeals). Paper copies of the appeal form and information can be obtained from the Wandsworth Appeals Service on 202 8871 7554 or [educationappeals@wandsworth.gov.uk](mailto:educationappeals@wandsworth.gov.uk).

### **Note 5**

#### **Register of Continued Interest List**

All Saints' operates a continuing interest list for every class in the school, each of which is ordered in accordance with the oversubscription criteria. Parents may request in writing to join the continuing interest list. If an application is received and a child is added to the list, the list will be re-ranked in accordance with the oversubscription criteria.

### **Note 6**

#### **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 parent(s)/carer(s) 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. Parent(s)/carer(s) 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 head teacher at the same time as their letter of acceptance of the place.

### **Note 7**

#### **Education out of normal (chronological) age group**

Children are normally educated in school with others of their age group; however in exceptional circumstances parent(s)/carer(s) may seek a place outside of their child's normal age group. Parent(s)/carer(s) 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 on how to make such a request are available from the school.

### **Note 8**

#### **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 be directed to the school by the Local Authority and will take priority over any children on the waiting list, and this may include, on occasion, admitting above the planned admission number.

## ALL SAINTS' C. of E. PRIMARY SCHOOL CHURCH SUPPLEMENTARY INFORMATION FORM

Please complete and return this form by 15<sup>th</sup> January 2019 to:

**Mrs Lisa Stone, Admissions Officer, All Saints' C. of E. Primary School Office, Putney Common, London SW15 1HL**

Completion instructions: **Parents/carers should fill in this form only if they are applying for a Foundation place** (admission category 4). The completed form should be returned direct to the school by the closing date. Failure to return this form will result in any application being considered under non-Foundation criteria. You should ensure that you have a copy of the admission policy before completing the form. 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 home Local Authority.

Surname of child .....other name(s).....

Date of birth .....

Name of parent(s) / carer(s) .....

.....

Address .....

Contact Number(s).....

**Part A:** Church attended:

**Admission Category 4:**     St. Mary's Putney / All Saints' Putney / St Margaret's Putney

**(please circle the appropriate church)**

**Part B:**

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 priest/minister and supply a letter from him/her. See note below.\***

Name of previous Priest/Minister:

Address :

Post Code:

\* Note (i) Parent(s)/carer(s) who have moved into the area within the two years preceding the closing date for application may still apply for admission under Category 4 (Foundation Place) if they are able to demonstrate an equivalent active participation in their previous Church of England parish and if this then brings the total time of active commitment to the required two year period. **A letter from a previous priest will be required at the time of the application.**

**Part B (continued):**

Applicants must show an **active** commitment to the life and worship of the Church for at least two years before the closing date of application.

This **active** commitment can be expressed in **any one** of the following ways:

1	Planning and Leading worship:
	a) Being part of the planning group for children's services, or stewarding or leading them
	b) Serving at the Eucharist
	c) Preparing and setting up for Sunday services – duties of sacristan
	d) Being part of the church services' Welcoming and Stewarding Team
	e) Reading the Bible readings
	f) Leading prayers
	g) Singing in the choir
	h) Playing the organ or other instrument in service
2	Planning or teaching Sunday School, crèche teaching and worship
3	Leading Godly Play in the Parish
4	Helping to run regular mid-week worship
5	Church Governance:
	a) PCC or DCC membership
	b) Buildings and Maintenance Committee membership
	c) Finance Committee membership
	d) Charity Committee membership
	e) Stewardship Committee membership
	f) Safeguarding Committee membership
	g) Mission and Welcome groups membership

Do you show a sustained and regular commitment to the worship or governance of the church by being regularly involved in any one of the activities above?      Yes       No

Have you been involved for at least two years prior to application?      Yes       No

Note: The list above is not exhaustive, but represents evidence of being active in the life and worship of the church. Other forms of participation may be considered but the parent(s)/carer(s) must clearly exhibit a similar degree of commitment in terms of time and effort, recognising that such time and effort may vary within the range of activities given above.

*Please refer to the criteria and guidance found within the All Saints' CE Primary School Admissions Policy when completing this Church Supplementary Form.*

**School Contact:**

Mrs Lisa Stone, Admissions Officer, All Saints' CE Primary School Office, Putney Common, London SW15 1HL. Tel: 020 8788 5196

Signed ..... (Parent/Carer) Date .....





All Saints' CE Primary School, Putney Common, London SW15 1HL

## REGISTRATION OF INTEREST IN APPLYING FOR A RECEPTION CLASS PLACE IN SEPTEMBER 2019

<b>Child's First Name:</b>	<b>Child's Surname:</b>
<b>Date of Birth:</b>	<b>Gender:</b>
<b>Address:</b>	
<b>Home Telephone Number:</b>	
<b>Current Nursery/School attended:</b>	
<b>Mother's Full Name:</b>	<b>Mother's Mobile Telephone Number:</b>
<b>Mother's Daytime Address:</b>	<b>Mother's Daytime Telephone Number:</b>
<b>Father's Full Name:</b>	<b>Father's Mobile Telephone Number:</b>
<b>Father's Daytime Address:</b>	<b>Father's Daytime Telephone Number:</b>
<b>Email address:</b> <b>Mother:</b>	
<b>Father:</b>	

I/We have read the School prospectus and am/are in sympathy with the Schools' Aims and Policy.  
Having read the school prospectus please state under which category you are applying for admission

Category.....

If applying under category 4 you are invited to provide a statement in support of your application. Please attach this statement to your church supplementary form. Also, please attach a passport sized photograph of the child and child's parents/guardians to this form, this is merely to aid recognition, is entirely optional and has no bearing on admission status.

Please note that completing this form does not constitute an application for a place. Parents need to complete the Council's Application Form for a Reception Class place by 15<sup>th</sup> January 2019 (in the school year before their child has their fifth birthday).

Have you done this?  (please tick if yes).

Should my/our application be successful, it is my/our intention that my/our child complete his/her primary education, to the age of eleven, at this school.

Signature of Parent/Guardian .....

Date.....

This application **MUST be received** in school by 15<sup>th</sup> January 2019.

**(Please complete form in full)**