



## Admissions Policy 2019 / 20

*St Faith's Church of England School has a distinctive Christian ethos that is at the heart of the 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 Governors of this school, as part of their commitment to the local community, operate an Admission Policy that seeks to encourage applications from parents who are keen to educate their children in a school with a Christian ethos.*

The Board of Governors admits **30** pupils to the Reception class each year.

**Please note that if your child attends the Nursery class, you will not automatically be offered a place in the Reception class; you must reapply and be considered with all other applicants.**

### **OVERSUBSCRIPTION CRITERIA**

Any unfilled Foundation places will become additional Open places; unsuccessful Foundation applicants will be automatically considered equally for Open places.

### **FOUNDATION PLACES**

The Governing Board has designated up to 15 places to be offered to pupils whose parent/carer is a regular worshipper in an Anglican or other Christian Church (\*3) (\*4). If there are more than 15 qualified applicants, places will be allocated according to the criteria listed below. These are stated in order of priority. Applicants for Foundation places will be required to supply evidence of their commitment / attendance at church on the St Faith's supplementary form by the application closing date to be considered under this criterion.

- F1. Looked after or previously looked after children (\*1)(\*2).
- F2. Children with a professionally supported exceptional medical need or exceptional social need for a place at the school, as decided by the Governing Board (\*1)(\*5)
- F3. Children whose parent(s)/legal guardian(s) is a/are regular worshipper(s) at St Anne's with St Faith's Church (\*3) in the following order:
  - (a) Children with a sibling (\*6) in the school at the time of application and who will still be in the school on the date of admission
  - (b) Children living nearest to the school in order of a straight-line distance from home to school as measured by the Wandsworth Council Geographical Information System (\*7)
- F4. Children whose parent(s)/legal guardian(s) is/ are regular worshipper(s) in an Anglican church (\*3) in the following order:
  - (a) Children with a sibling (\*6) in the school at the time of application and who will still be in the school on the date of admission
  - (b) Children living nearest to the school in order of a straight-line distance from home to school as measured by the Wandsworth Council Geographical Information System (\*7)
- F5. Children whose parent(s)/legal guardian(s) is/are regular worshipper(s) in other Christian churches as defined as full members of Churches Together in England (\*4) in the following order:
  - (a) Children with a sibling (\*6) on the school roll on the closing date for applications who will still be in the school on the date of admission
  - (b) Children living nearest to the school in order of a straight-line distance from home to school as measured by (the) Wandsworth Council (Geographical Information System) (\*7)

## OPEN PLACES

The Governing Board has designated a minimum of 15 places to be Open places, to be offered to pupils who do not qualify for a Foundation place. Parents applying for an Open place do so knowing that the school aims to provide an education based upon Christian values. If there are more applicants than places available, places will be allocated according to the following criteria. These are stated in order of priority:

- O1. Looked after or previously looked after children (\*1)(\*2)
- O2. Children with a professionally supported exceptional medical need or exceptional social need for a place at the school, as decided by the Governing Board (\*1)(\*5)
- O3. Children with a sibling (\*6) on the school roll on the closing date for applications that will still be in the school on the date of admission
- O4. Children living nearest to the school in order of a straight-line distance from home to school as measured by Wandsworth Council's Geographical Information System. (\*7)

## TIEBREAKER

If any applicants live equidistant from the school the Governing Board will determine the allocation of places by the drawing of lots.

### Notes

- (\*1) For the avoidance of doubt, the Governing Board will give priority to applications made under categories 1. and 2. irrespective of whether those applications are made for Foundation or Open places.
- (\*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) 'Regular worship' is defined by attendance on at least twice a month over one year immediately prior to their application supported in writing by the minister or official leader of their congregation on the St Faith's School Supplementary Form. If you and/or your minister/religious leader has/have moved over the last two years, you must also obtain a reference from your previous church or place of worship or minister/religious leader so that you have references covering the complete period.
- (\*4) A 'Christian church' is one that is a full member of the Churches Together in England.
- (\*5) Applications made on **exceptional medical grounds** must be supported by a current letter from a specialist health professional. Applications made on **exceptional 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. Only information provided before the deadline for applications will be considered in respect of an application.
- (\*6) A 'sibling' is as defined 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 a 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.
- (\*7) The address you give must be your child's permanent address on the closing date for applications. Your child's permanent address is as defined in the Wandsworth Council booklet 'Choose a Wandsworth Primary School'. The straight-line measurement used to prioritise applicants 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 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. Where applicants have identical distance measurements, priority amongst them will be determined at random.

- After the closing date, the school will consider late applications in accordance with the procedure in Wandsworth Council's booklet 'Choose a Wandsworth Primary School'; this is explained in the booklet. Any child who is not offered a place can remain on the school's waiting list on which children are ranked in accordance with the school's published oversubscription criteria. Applications received after the closing date will be inserted into the list in accordance with the published oversubscription criteria; this means that a child's position on the list can move up or down. Wandsworth Council will maintain the waiting list.
- 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 (Wandsworth Town Hall, Wandsworth High Street, London SW18 2PU). The form should be sent to reach the Clerk to the Appeal Panel, c/o the Wandsworth Independent Appeal Service, within 20 school days of the date of the letter confirming the Governors' decision not to offer a place. (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.)
- If a place is offered on the basis of false information, the place will be withdrawn.
- Parents of pupils who have an EHCP are required to apply for school places separately through the local authority from whom 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 applications will be reduced. The governors will admit all those whose statement or EHCP plan names the school.
- 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.
- 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.
- 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/carers must complete their home Local Authority's Common Application Form (CAF) and return the form to that Authority; if applying for a place at this School, parents must name this School as one of the preferences on the CAF. Parents/carers who wish to apply for a foundation place must also complete the school's 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 under the church criteria, in this case the application will be considered under the next most appropriate criteria based on the information on the CAF.
- Application for in-year admission must be made to Wandsworth Council on the Council's in-year application form. The Council will refer the application to the school that will inform the applicant whether or not a place can be offered and advise the Council of the outcome.

**SUPPLEMENTARY FORM FOR ST FAITH'S CE PRIMARY SCHOOL**

**SECTION A: To be completed by the parent/guardian ONLY if you are attending a church and applying for a foundation place. Once completed please return to the school.**

Surname of child:

Forename(s):

Date of birth:  Gender: Boy  Girl

Details of Parents/Guardians: Mother  Father

Name:

Address:

Postcode:

Telephone No:

Mobile No:

Email:

Church:

Parent sign:

To be considered for criterion 2, 3 or 4 (see Admissions Policy) you must have reference(s) completely covering the year before the closing date for applications. If you or your minister have/has moved over the last year you must also obtain a reference from your previous church or minister. It is your responsibility to duplicate this form for such additional references.

**NB. This Supplementary Form must be returned by you to the school by the same date as the Common Application Form is to be returned to Wandsworth Borough Council.**

**SECTION B: (THIS MUST BE COMPLETED BY THE MINISTER OF THE CONGREGATION)**

The parent(s)/legal guardian(s) of the child named above is/are applying for a place at St Faith's C of E Primary School. **To support their application, please complete the details below and place your official church stamp at the bottom of the form. (If no stamp is available please confirm on letter headed paper).**

Name/address of church:

Telephone number:

Is your church Anglican? Yes  No

If no, is your church a full member of Churches Together in England? Yes  No

**REGULAR WORSHIP** – this means attending church/centre of worship at least twice a month for at least one year prior to the closing date of application.

**Have the parent(s)/legal guardian(s) worshipped at your church/centre of worship for at least one year?** Yes  No

**Do the parent(s)/legal guardian(s) attend worship at least twice a month?**

Mother: Yes  No

Father: Yes  No

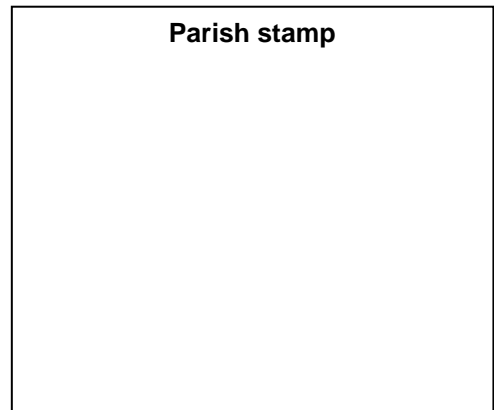
Name of Minister:

Signed:

Date:

Email:

**Parish stamp**



- Please return this form to the parents, who are responsible for sending it, unaltered, to the school.
- Parents and/or minister/leader may wish to make their own photocopy for file purposes