



St Mary's CE Primary School

Felsham Road

Putney

Admissions Policy

At St. Mary's we aim to provide an education of the highest quality to enable every child to realise their potential within a nurturing Christian community

St. Mary's Church of England Primary School
Admissions Policy
2019 – 2020 Nursery and Reception Class Entry

St Mary's Church of England Primary School, Putney, has a distinctive Christian ethos which is at the heart of our 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 admit up to 30 pupils to the Reception Class each September, 20 Foundation Places and 10 Open Places (see definition below). This admission limit has been agreed between the Governors and the local education authority.

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. Parents must complete their home 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. The school also adheres to the arrangements for dealing with applications received after the closing date as set out in Wandsworth Borough Council's scheme.

All **Nursery Class** admission applications should be made directly to the school. There is no automatic transfer from Nursery to Reception; parents will need to make a separate application in the relevant year. Parents of children eligible for a second year in Nursery will need to make a further application for the second year.

Enquiries about applications for occasional places to years other than Reception should be made directly to the school.

Oversubscription Criteria:

Foundation Places:

20 places [see Published Intake section for Nursery] will be offered to children whose parent(s)/carer(s) are active in the life and worship of a Christian church [see Notes (b)]. Where there are more than 20 qualifying applicants, places will be allocated in the following order of priority:

1. Looked After Children or Previously Looked After Children [see Note (a)]
2. Children of a parent/carers who is a faithful and regular worshipper **and** is active in the life and worship of either St Mary's, All Saints' or St Margaret's churches in Putney [see Note (b)]
3. Children of a parent/carers who is a faithful and regular worshipper **and** is active in the life and worship of other Christian churches [see Note (b)]

Within each of the Foundation Place criteria (1, 2 & 3 above), and in case of oversubscription within any criteria, priority will be given **in the following ranked order to:**

- i) Children with a sibling in the main school (Reception - Year 6) on the proposed date of admission [see Note (c) and NB2 that follows it]
- ii) Children with an exceptional and appropriately evidenced medical or social need for a place at this school [see Note (e)]
- iii) Children living nearest to the school measured in a straight line by Wandsworth Council's Geographical Information System [see Note (f)]

Parents who wish to apply for a Foundation Place must also complete the Supplementary Information Form and **return this to the school** on or before the deadline. Failure to return the Supplementary Information Form will mean that the school cannot consider the application for a Foundation Place. In these circumstances the application will be considered by **strictly applying the criteria for Open Places.**

Open Places:

10 places [see Published Intake section for Nursery] will be offered to children irrespective of their religious background. Where there are more applicants than places available places will be allocated in the following order of priority:

1. Looked After Children or Previously Looked After Children [see Note (a)]
2. Children with a sibling in the main school (Reception - Year 6) on the proposed date of admission [see Note (c)]
3. Children with an exceptional and appropriately evidenced medical or social need for a place at this school [see Note (e)]
4. Children of qualified teachers (QTS) and teaching assistants employed by the school who have worked at St Mary's for more than two years prior to the date of application. Such priority will be limited to one place per year group admitted from the 2018/19 school year onwards.
5. Children living nearest to the school measured in a straight line by Wandsworth Council's Geographical Information System [see Note (f)]

Within each of the Open Place criteria (1, 2, 3, 4 and 5 above), and in case of oversubscription at any criteria, priority will be given **in the following ranked order** to:

- i) Children with an exceptional and appropriately evidenced medical or social need for a place at this school [see Note (e)]
- ii) Children living nearest to the school measured in a straight line by Wandsworth Council's Geographical Information System [see Note (f)]

Notes:

(a) A Looked After Child or a Previously Looked After Child

A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social functions (see definition in section 22(1) of the Children Act 1989) at the time of making an application to the school. A previously looked after child is a child who was looked after immediately prior to being adopted or becoming subject to a residence order (now termed child arrangement order under the Children & Families Act 2014), or special guardianship order. The Admissions Committee of the Governing Body 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) A Christian church is defined as a church which is a full member of "Churches Together in Britain and Ireland".

"Active in the life and worship" means **both 1 and 2 below**

1. Regular attendance at least twice a month at a Christian church's worship **for two years before** the closing date of the application is required to be eligible for a Foundation Place.

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 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) Being part of the Bible reading team 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/carer must clearly exhibit a similar degree of commitment in terms of time and effort.	

NB 1. Parents/carers who have moved into the area within the two years preceding the closing date for application may still qualify for a Foundation Place if they are able to demonstrate being active in the life and worship of their previous Christian church such that this then brings the total time of being active in the life and worship of the church to the required two-year period. In order to demonstrate being active in the life and worship of their previous church parents/carers must ask their previous priest to complete the **model letter provided by the school.**

Governors do not give higher priority to families where both parents worship.

(c) A 'Sibling'

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

NB 2: For a sibling to be eligible to apply for a Foundation place, the parents/carers of the sibling must satisfy all criteria for a Foundation status at the point of that sibling's application.

(d) Foundation and Open Places

Two thirds of the places at St Mary's school are offered to children who themselves or whose

parents/carers are active in the life and worship of a Christian church. One third of the places are offered to children irrespective of religious background.

This ratio is maintained for the Nursery.

(e) Children with an exceptional and appropriately evidenced medical or social need

Applications made on medical grounds must be supported by current written evidence from a specialist health professional. Applications made on exceptional social grounds must be supported by current written evidence from a social worker or other care professional working with the family. The evidence must set out the reasons why this school is the most suitable school and the difficulties that would be caused if the child had to attend another school. The letter and all supporting documentation should be included with the Council Application Form and submitted by the stated application deadline.

(f) Children living nearest to the 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 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. Where applicants have identical distance measurements, priority amongst them will be determined by a draw. This procedure is undertaken by Wandsworth Council.

(g) Unfilled Places

Any unfilled Foundation Places will become additional Open Places and vice versa, but will revert to their original Foundation or Open status should they become vacant again to preserve the Foundation/Open ratio.

(h) Unsuccessful Foundation Applicants

Foundation applicants who are not awarded a Foundation Place will become applicants for Open Places. These applicants will be processed according to the criteria used to prioritise Open Places.

(i) Register of Continued Interest List

If you are not successful in obtaining a place at the school, St Mary's operates a waiting list (Register of Continued Interest) for each year group. For the Reception year intake, unsuccessful applicants are placed automatically on the waiting list. For all other year groups, parents/carers wishing to join the waiting list should contact the Admissions Officer at the school in writing and ask to be placed on the Register of Continued Interest. Applicants are ranked according to their Foundation or Open Admission status in strict adherence to the Admission Policy criteria. Should a Foundation Place become available an offer will be made to the highest-ranking Foundation applicant. Should an Open Place become available an offer will be made to the highest ranking Open applicant. If a Foundation Place becomes available and there are no Foundation applicants on the register, the place will be offered to the highest-ranking Open applicant and vice-versa.

If an offer of a place is made, parents/carers will be notified by any two of the three following means: post, email or telephone message ("the means of contact"). It is the responsibility of the applicant's parent or carer to ensure that the most up to date email, postal address, and telephone number, are provided to the school. In the event that any of the "means of contact" cannot be used to make an offer, this must be explained to the school in advance and prior to any offer being made.

An offer of a place must be accepted by 4pm on the first business day which is at least seven calendar days after an offer is made ("the first deadline"). If an offer is being accepted or declined during the school holidays, parents or carers should contact the school by email or post with their decision.

In the event that an offer is not accepted within that time period, the school will contact the applicant's parents or carer by any one of the "means of contact" giving a further opportunity to respond and to

explain that the offer will be withdrawn if not accepted by 4pm on a date seven calendar days from the “first deadline” (“the second deadline”). It will not be possible to accept the offer of a place after the “second deadline”.

If an offer is not accepted, it will be deemed that (i) the offer of a place has been declined **and** (ii) the applicant no longer wishes to remain on the Register of Continued Interest. At this point the offer will be withdrawn and the place offered to the next applicant on the waiting list. In the event that the applicant wishes to remain on the waiting list, this must be confirmed in writing by post to the school.

In the event that there is any reason that the deadlines for acceptance set out above are too short, it is the responsibility of the relevant parent or carer to inform the school either in advance or on receipt of an offer so that an extended period of time for acceptance can be considered by the school. It is only in exceptional circumstances that an extended period of time will be agreed, and any such extended period will be confirmed in writing.

NB 3: *When any new child’s application is added to a year group’s Register of Continued Interest, this will automatically cause the Register to be re-ordered in accordance with the admission criteria.*

NB 4: *Where a Foundation Place becomes available, the highest ranking Foundation applicant on the Register must be able to evidence continuing Foundation eligibility at the point of an offer being made.*

(j) Access Arrangements

There is a lift to all floors, toilet facilities for disabled pupils and level access on each floor. The school will ensure that as far as possible pupils with disabilities will have access to the same opportunities as other pupils. There is a hearing loop in each classroom. If you would like to discuss your individual needs before applying please contact the school. The school does not have any specific units for pupils with particular special needs.

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

Parents/carers of pupils who have a Statement of Special Educational Needs or Education, Health and Care Plan (EHCP) are required to apply for school places separately through the local authority. Following consultation with the local authority and with the school's prior agreement that it can meet the needs of the children concerned, the Governors will admit all those pupils with a statement or EHCP which names the school. If a child with a statement or 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.

(l) 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.

(m) Deferred Entry

The school admits children to the Reception class in the September of the school year in which a child reaches the age of five. (The school year runs from 1 September to 31 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 (i.e. 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 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 by the end of April prior to starting school.

(n) Education out of 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 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. Parents who wish to make such a request should put this in writing to the Head Teacher.

(o) In-Year Admissions

Applications for In-Year admissions must be made to Wandsworth Council on the Council's In-Year application form. The Council will refer the application to the school. Applicants for a Foundation Place must also complete the school's Church Supplementary Form. All applicants are requested to also complete the schools' Registration of Interest Form (available from the school office). The school will inform the applicant whether or not a place can be offered and advise the Council of the outcome [see also Note (i) and NBs 3 – 5 above].

Visits by Parents of Prospective Pupils

Parents of Reception class applicants are automatically offered an opportunity to visit the school during the school year preceding the September of proposed entry. The school holds an annual 'Open Evening' in September/October for all parents.

Published Intake

For the Nursery Class the school offers a combination of full-time and part-time places. As funding for full-time places is allocated only to families who meet the government's published eligibility criteria, the number of full and part time places will vary from year to year. The oversubscription criteria for Nursery places are the same as those for Reception and the foundation/open places ratio [see note (d)] is maintained.

For the Reception Class to Year 6 the intake is set at a maximum of 30 children per year group.

SUPPLEMENTARY INFORMATION FORM for FOUNDATION PLACES

for parents who have worshipped in the area for two years or more
For September 2019 intake

The Governing Body of St Mary's CE Primary School request that you complete and return this form if you are applying for a **Foundation Place**. The completed form should be returned to the St Mary's Admissions Officer by 3.00pm on the closing date (15th January 2019 for Reception and ~~xxx~~ February 2019 for Nursery). Failure to return this form will result in the application being considered as an Open Place application. Please refer to the guidance in the school's Admissions Policy when completing this form.

If you are applying for a Reception or an In-Year place, you must also complete the Common Application Form available from your Local Authority and name this school on that form. The Common Application Form should be returned to your Local Authority.

If you are applying for Nursery, please complete the school's Application form and return it directly to the school, along with this completed form.

If you have moved into the area within the two years preceding the closing date for application, you may apply for a Foundation place if you are able to demonstrate an equivalent active participation in the life and worship of your previous Christian church and if this then brings the total time of active commitment to the required two-year period. To do this please ask your previous priest to complete the model letter provided by the school and submit that along with this form

Pupil Information:

Surname of child: Date of birth:

Other name(s):

Parent/Carer Information:

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

Home address:

Post code: Email addresses:

Contact Numbers:

PART A: Foundation Application Status:

Please tick the appropriate category **either** Foundation 2 **or** Foundation 3:

Foundation Criteria 2 <input type="checkbox"/> Children of a parent/carers who is a faithful and regular worshipper and is active in the life and worship of either (please tick): St Mary's Church, Putney <input type="checkbox"/> All Saints' Church, Putney <input type="checkbox"/> St Margaret's Church, Putney <input type="checkbox"/>	Foundation Criteria 3 <input type="checkbox"/> Children of a parent/carers who is a faithful and regular worshipper and is active in the life and worship of other Christian churches: Name of Church: Name and address of Minister: Contact number:
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Have you worshipped at Church for at least 2 years before the closing date (15th January 2019 for Reception and **xxx** February 2019 for Nursery)? **Yes / No**

Do you attend Church worship at least twice a month? **Yes / No**

Applicants must also demonstrate an active commitment to the life and worship of their 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.	<p>Planning and Leading worship: Being part of the planning group for children’s services, or stewarding or leading them Serving at Eucharists Preparing and setting up for Sunday services – duties of sacristan Being part of the church services’ Welcoming and Stewarding Team Being part of the Bible reading team Leading prayers Singing in the choir Playing the organ or other instrument in service</p>
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.	<p>Church Governance: PCC or DCC membership Buildings and Maintenance Committee membership Finance Committee membership Charity Committee membership Stewardship Committee membership Safeguarding Committee membership Mission and Welcome groups membership</p>

Have you shown sustained involvement and regular commitment to the worship or governance of the church by being involved in any one of the above, or equivalent activity (see note below), for at least two years prior to the closing date (15th January 2018 for Reception and **xxx** February 2018 for Nursery)? **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 this varies within the range of activities given above.

I confirm that the information given above is correct and that I have read the Admissions Policy.

Signed: Date:
 (Parent/carers)

PART C: For completion by the Minister only: the school will forward this form for completion

Can you confirm that the applicant is a committed member of your church in the terms of our Admissions Policy i.e. that they have attended worship at least fortnightly for the last two years and can demonstrate an active commitment to the life and worship of the church **Yes / No**

Signed: Date:
 (Minister)

Address and postcode:.....

Email:

Contact number::

Name of Church: