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# Policy for Admissions & Implementation of Criteria for Over-Subscription

Effective period of Policy: Admissions during the Academic Year 2018/19

Last Review Date: 30/06/17

Next Date for Review: 04/07/18

Signed: *Lolette Morris*  
Headteacher

Date: 30/06/17

Signed: *Geoffrey N. Owen*  
Chair of Sub-Committee

Date: 30/06/17



*Geoffrey N. Owen* Signed:  
Chair of Governors

Date: 30/06/17



## ADMISSIONS PROCESS

Christ Church CofE School has a distinctive Christian ethos which 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 in doing so, we ask all parents to respect the Christian ethos of the school and its importance to our community.

In consultation with the Local Authority, the Governors of the school intend to admit 26 fte (full-time equivalent) children to the Nursery and 30 to the Reception Class each academic year until further notice. The Governing Body is required to abide by the maximum limits for Key Stage 1 and Reception Class (i.e. pupils aged 5-7 years old) as prescribed by the DfE.

The school is part of the locally agreed co-ordination scheme and timescales for when applications are received and processed are those agreed with the local authority. For all applications other than Nursery, parents must complete a local authority Common Application Form (CAF) and return it direct to the local authority in which they reside. If applying for a place at Christ Church CE Primary School, parents must name the school as one of the preferences on the application. Applications may be completed online via [www.wandsworth.gov.uk/admissions](http://www.wandsworth.gov.uk/admissions). The closing date for Reception class applications will be January 2018. Applications received after the set closing date will be accepted but will not normally be considered for a place at a school until after the initial offer date.

An offer of a place for the Nursery class does not guarantee a place in the Reception class. Parents of children attending Nursery must therefore make an application via the local authority in which they live, by the published deadline if they wish to be considered for a place in the Reception class.

Parents wishing to apply for a place under the church criteria must also complete the schools supplementary (Religious Reference) form and ask their priest, minister or religious leader to return this direct to the school. Failure to do so will mean that the school is unable to consider the application under the church criteria; in which case the application will be considered against the next most appropriate criteria based on the information provided on the CAF.

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 applied for, and the difficulties that would be caused if the child had to attend an alternative school. If this information is not provided by the application closing date, the application will not be considered under criteria 2 (see below). The Director of Education and Social Services may request professional advice from within or outside Wandsworth Council before reaching a decision.

### **Deferred and part-time entry to Reception Class**

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 educated in school with others of their age group. However, in exceptional circumstances parents/carers may choose to seek places outside of their child's chronological year 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 interest and provide recent professional evidence to support this. Further details of how to make such a request are available from the local authority.

### Applications made after the closing deadline:

Late applications received by the local authority after the deadline date will be treated according to the procedures published in the booklet: "Choose a Wandsworth Primary School".

### In Year Admissions

Parents/carers must apply to the school on the Wandsworth In-Year Common Application Form. Applications will be considered in accordance with the over-subscription criteria detailed below. In the event that it is not possible to offer a place, the waiting list and appeals procedures described below will apply.

### Waiting List

Unsuccessful applicants (including applications received by the Local Authority after the closing date) will be included on the school's waiting list and ranked in order of priority according to the published criteria and detailed below. Parents are asked to note that a child's position on the waiting list may move up or down depending whether or not other applicants are received or withdrawn with a higher criteria; and the offer of a place does not depend on the length of time a child's name has been on the waiting list.

### Appeals

Parents who are not offered a place for their child have the right to appeal to an independent appeal panel. Wandsworth Appeals Services is responsible for arranging appeal panels for this school. Further information about appeals including a timetable of dates and online appeal form is available from the Council's website: [http://www.wandsworth.gov.uk/info/200466/appeals/26/school\\_admissions\\_appeals](http://www.wandsworth.gov.uk/info/200466/appeals/26/school_admissions_appeals) **NB:** There is no right to appeal for nursery places.

### CRITERIA FOR OVER-SUBSCRIPTION

Where there are more than 26fte applicants for Nursery and 30 applicants for Reception class, the following criteria for over-subscription will apply and must be read in conjunction with the relevant notes:

1. Looked after children and those who ceased to be children looked after because they were adopted, or because they became subject to a residence order or a special guardianship order. (**Note 1**)
2. Children with a professionally supported exceptional medical and/or social need for a place at a particular school, as decided by the Director of Education and Social Services (**Note 2**)
3. Children of parents who attend the parish church of Christ Church and St Stephen's (**Note 3**)
4. Children who have one or more siblings in the school *at the time of admission* to the school (**Note 4**)
5. Children who attend an Anglican church for whom Christ Church school is the *nearest* Church of England school (**Notes 5 & 7**)
6. Children of parents who attend other Christian denominations (**Note 6**) for whom this is the *nearest* church school
7. Children who live within the Parish of Christ Church and St Stephen's, Battersea
8. Any remaining places will be offered to children in order of straight line distance from home to school as measured by Wandsworth Council's Geographical Information System (**Notes 5 and 7**).

### CRITERIA NOTES

**Note 1:** 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.

**Note 2:** 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.*

**Note 3:** Church attendance is normally taken to mean attendance of the child and *at least one parent for a minimum of 2 services a month over a period of at least one year.* Should applicants have moved into the area within that period, proof of attendance will be sought from their previous church.

All church attendance will require verification from the Church Minister on the Religious Reference Form issued by the school.

**Note 4:** A sibling is a full brother or sister, a step/half or adopted sibling living at the same address and includes 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.

**Note 5:** The straight line measurement will be determined using the policy published by Wandsworth Council in the booklets: *Choose a Wandsworth Primary School* and *Choose a Wandsworth Nursery*. Where applicants have identical distance measurements using this method, priority amongst them will be determined at random.

**Note 6:** Other Christian denominations are those recognised by one or more of the following organisations:

- Churches Together in Britain and Ireland
- The Evangelical Alliance
- The African and Caribbean Evangelical Alliance

**Note 7:** “Home” is defined as the permanent address of the parent/guardian with whom the child is living at the time of application (or as stated on the application form), and must be the address where the family normally lives. Parents are not permitted to use a temporary address to secure a school place, or any other address other than the child’s permanent home. Proof of address will be required.

## **CRITERIA FOR THE ALLOCATION OF FULL-TIME NURSERY PLACES**

The allocation of full-time places in the nursery is separate from admission. The Nursery has 8fte funded places that are allocated according to the criteria set out in the Wandsworth Booklet, “*Choosing Nursery Education in Wandsworth*” when a full time place has been requested:

- Children looked after, or those who have an allocated social worker who has provided written support of the need for a full-time place as part of the Child’s Plan at that school.
- Children who are recommended for a full-time place by an Early Years’ Multi-Agency Panel (EYMAP).
- Children with a single parent in full-time work or study. A letter from the employer or place of study giving details of the work or course enrolment is required.
- Children in circumstances where the Headteacher considers a full-time place should be provided.

From April 2015, requests for full-time places for reasons other than those stated above may incur a top-up fee. This is currently set at £50 per week.

Nursery applications will only be considered for a full-time place where a parent has completed the school’s [Supplementary Application Form for a Full-time Place](#) giving reasons and providing the additional supporting evidence requested.

TO WHOM IT MAY CONCERN:

**RELIGIOUS REFERENCE**

**Family Name:** \_\_\_\_\_

The above-named family has applied for a place in \_\_\_\_\_ Class at Christ Church CE Primary School for \_\_\_\_\_ and need you to complete the information requested below in support of their application. Would you please complete and return this reference to Mrs B Kashani, School Business Manager, at the address shown above at your earliest convenience.

**Name of Church:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_ **Telephone No:** \_\_\_\_\_

**Do you know the family making this application:**     Yes     No

**Approximately how long have they worshiped at this church?** \_\_\_\_\_

**Do they attend a place of worship**     Regularly?     Occasionally?     Not to your knowledge?

*Church attendance is normally taken to mean attendance of the child and at least one parent for a minimum of 2 services a month over a period of at least a year. Should applicants have moved into the area within that period, proof of attendance will be sought from their previous church.*

**Do you have any other comments you would like to make in support of this application to Christ Church CE Primary School?**

\_\_\_\_\_

\_\_\_\_\_

**Is your church recognised by one of the following?**     Churches together in Britain and Ireland  
 The Evangelical Alliance  
 The African Caribbean Evangelical Alliance

**Name of Priest, Minister or Religious**

**Leader completing this form:** \_\_\_\_\_

**Signed:** \_\_\_\_\_    **Date:** \_\_\_\_\_

Thank you for taking the time to complete this reference.