

## **Roehampton Church of England School (SW15 4AA)**

### **Reception/Nursery Admission Policy 2018/19**

**Roehampton Church of England Primary School has a distinctive Christian ethos which is at the heart of this 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 Governing Body is responsible for the admission of pupils to the School and admits 30 pupils to the reception class each year. The Governing Body is required to abide by the maximum limits for infant classes (for 5, 6, and 7 year olds) i.e. 30 per class.

The Governing Body offers a total of 30 places in the Nursery. A combination of full time and part-time places are offered. Full time places are subject to a top up fee charged at a daily rate. If however an application for a full time place is made and the criteria in note 2 is met then a fully funded Nursery place will be considered. There is no right of appeal for a nursery place.

**Parents/carers who wish to apply under the faith based criteria (iv and v) for their child must complete the school's Supplementary Information Form (SIF) and return this to the School by the closing date for applications.** Failure to return the SIF will mean that the school cannot consider the application under the faith based criteria, and will consider the application under the next applicable criteria.

#### ***Over-subscription criteria***

If there are more than 30 applicants, places will be allocated according to the following criteria after the admission of any children with an Education, Health and Care (EHC) Plan which names this school. These are stated in order of priority:

- (i) looked after children or previously looked after children (see note 1);
- (ii) children with an exceptional and professionally supported medical or social need for a place at this school (see note 2);
- (iii) children who will have a brother or sister (see note 3) in the school at the time of admission;
- (iv) children whose parent/carer is a faithful and regular worshipper (see note 4) at a local Anglican (see note 5) church;
- (v) children whose parent/carer is a faithful and regular worshipper (see note 4) at a local Christian (see note 6) church;
- (vi) children in order of nearness of the home to the school (see note 7).

#### ***Tiebreaker***

In the event of over-subscription in any of the above criteria, distance (as measured in (vi) above) will be used to decide between applicants. In the event that two or more applicants live the same distance from the school and there are insufficient places to admit all applicants, places will be allocated by drawing lots.

## **Notes:**

- 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.
- 2) Children with an exceptional and professionally supported medical or social need for a place at this school. This must be supported by written evidence at the time of application, eg, from a specialist health professional, social worker or other care professional. 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. For Nursery full time applications the above criteria must be met in full. Professionally supported medical and social needs of parents and carers of the child will also be considered for places in Nursery only.
- 3) Sibling is deemed as a full brother or sister, step / half brother or sister living at the same address, a child who is living at the same address as part of the family, or by reason of a court order, or a child who has been placed with foster carers as a result of being looked after by the local authority. Siblings must also have been admitted to the school prior to the current admissions round.
- 4) 'Faithful and regular worshipper' is defined as attendance of the parent at worship at least fortnightly for at least six months prior to application. Those who have recently moved to the area and who worshipped previously in a different church will be asked to supply a reference from that church so that the two-year period is covered.
- 5) A local Anglican church is one within the parishes of Holy Trinity Roehampton, St.Mary's Putney, All Saints Putney, St. Margaret's West Putney, St. Paul's Wimbledon Park, St. Barnabus Southfields, St. Andrew's Earlsfield, St. John's Earlsfield, St. Ann's Wandsworth, St. Michael's Southfields and St. Stephen's East Putney, Holy Trinity West Hill, All Saints Wandsworth.
- 6) A Christian church is one that is a full member of a local Churches Together Group, Churches Together in England or The Evangelical Alliance.
- 7) Distance will be measured in a straight line from the location of the child's home to the central point of the school site as determined by Wandsworth Council's Geographical Information System. Applicants from the same block of flats will be treated as living the same distance from the school, regardless of the floor on which they live. Where a child regularly lives at more than one address, the home address for admissions purposes will be the address of the person with parental responsibility. Where parental responsibility for a child is shared the home address will be the address at which the child spends more school (Monday to Thursday) nights.

## **Co-ordinated Admission Arrangements**

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 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 must complete the CAF, even if their child attends the Nursery at this school. More information is available in your Local Authority's admission booklet or on their website.

Parents/carers who wish to apply for a foundation place for their child must complete the school's Supplementary Information Form (SIF) and return this to the School. Failure to return the SIF will

mean that the school cannot consider the application under the faith based criteria, and will consider the application under the next applicable criteria.

### ***Late applications***

The 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; this is likely to reduce considerably your chance of gaining a place.

### ***Special educational needs***

Parents 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.

### ***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 take priority over any children on the waiting list and this may include, on occasion, admitting above the planned admission number.

### ***Deferred entry***

Children will normally be admitted to the reception year in the September following their fourth birthday. In line with the Admissions Code, parents can defer their child's entry to the reception year until later in the school year, where they have been offered a place at a school to start before they are of compulsory school age. Where entry is deferred, the school will hold the place for that child and not offer it to another child. However, entry cannot be deferred beyond the beginning of the term after the child's fifth birthday, nor beyond the beginning of the final term of the Reception Year. Parents can also request that their child attends part-time until he/she 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 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.

### ***Waiting list***

The School operates a waiting list which is ordered in accordance with the admission criteria. The waiting list is held until (DATE – at least up to the end of the autumn term). Parents may request in writing to join the waiting list. If an application is received and a child is added to the waiting list, the list will be re-ranked in accordance with the oversubscription criteria.

## **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 school. The form should be sent to reach the Clerk to the Appeal panel, c/o the School, within 20 school days of the date of the letter confirming the governors' decision not to offer a place. Should some appeals be unsuccessful, the governing body will not consider further applications from those parents within the same academic year unless there have been significant and material changes in their circumstances.