All Saints' C. of E. Primary School

Policy Subject: Admissions Policy

Date: September 2026

Vision:
Rooted in faith.
Growing through learning.
Enabling all to flourish.



***Philippians 4:13** - 'I can face all things through Christ who strengthens me'.*

The Deputy Designated Safeguarding Leads (D-DSLs)
Gemma Osafo – Deputy Head Teacher
Louisa Ball – Inclusion Manager
Janet Sharp – KS2 Phase Leader

Online Safety Lead (OSL)
Janet Sharp – KS2 Phase Leader

Designated Member of Staff for Looked After Children
Louisa Ball – Inclusion Manager

Governors with Responsibility for Safeguarding
James Burn & Alex Millbrook

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All Saints' C. of E. Primary School

Admissions Policy

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 2027-28. 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 (Free School Meal) or 5 (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.

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.

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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)

Looked after children, previously looked after children and internationally adopted 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(I) 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. Internationally adopted previously looked after children who appear (to the admission

authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

The Board of Governors will require written confirmation that the child is looked after, previously looked after or internationally adopted previously looked after, and will be so at the time of making an application to the school.

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.

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.

Up to three places will be offered to children who are eligible for Free School Meals on the basis of family income at the closing date of applications.

For further definition, please see note 9.

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 5 (Foundation Place) see Note 1.

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.

Note: All 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 6 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.

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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 5 (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 5 (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. *In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.*

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. Paper copies of the appeal form and information can be obtained from the Wandsworth Appeals Service on 020 8871 7554 or 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.

Note 9 - Free School Meals

Eligibility for Free School Meals on the basis of family income is defined on the gov.uk website at www.gov.uk/apply-free-school-meals. This does not include all other children who are eligible to receive Universal Infant Free School Meals. Up to three places will be offered under criterion 4 on this basis. In the event that there are more eligible applicants than available places under this criterion, unsuccessful applicants will be considered under subsequent criteria as appropriate. Eligibility for Free School Meals on the basis of family income will be determined as at the closing date for applications. Eligibility for late applications will be determined as