

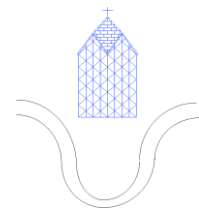


ST PAUL with ST LUKE
CHURCH OF ENGLAND PRIMARY SCHOOL
Leopold Street, Bow, London E3 4LA

Policy version Control
Admissions Policy
2019 - 2020

Version no	Amendments	Approval date
1	Changed year from 2015-16 to 2016-17	29/06/15
2	Added paragraph 'Admissions out of the normal age group' Updated paragraph 'Where there are two or more applicants with the same distance....' Changed year to 2018-19	19/10/16 Bdr 
	No changes except year date.	5/10/17 Bdr 
	Added a new priority to the oversubscription criteria	11/01/18



St Paul with St Luke C of E Primary School

Admissions Policy 2019-2020

This document is a statement of the principles and strategies for Admissions to St. Paul with St. Luke Church of England Primary School. It exists to ensure consistency of selection and equality of opportunity.

The Governing Body is responsible for the admission of children to the School and will admit 30 pupils to the reception year. This admission number has been agreed between the Governing Body and the Local Authority. In order to meet the statutory requirement on infant class size (5, 6 and 7 year olds), the reception year will have a maximum of 30 pupils per class.

Children are admitted to the reception year in the September of the school year in which they attain the age of 5 years. (The school year runs from 1 September to the 31st August.) Parents/carers may opt to defer entry to the reception class until the beginning of the term after their child is five years old, but cannot defer entry beyond the end of the school year. Parents of children with birthdays in the summer term should therefore be aware that, if they wish to defer, they will need to apply for a Year 1 place for the following September, and that, if the school is oversubscribed, they are very unlikely to obtain a place. Parents may also request that their child attends part-time until their child reaches compulsory school age.

The following criteria supercedes all other criteria for allocating places. Children in this criteria will be given places as a priority.

(i) Children looked after 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 (see note 2);

(ii) Children for whom it is deemed there is a strong medical or social reason to attend the school. This can include the parents', carers' or other family members' medical conditions and the family's social needs. Parents must complete the relevant section on the application form issued by the Local Authority as well as attach a medical and/or social report(s) from a suitable professional (e.g. a doctor or social worker) to support the application. The supporting evidence should explain why St Paul with St Luke is the most suitable school as well as the difficulties that would result if the child had to attend another school.

(iii) Children whose parent is a member of staff who has been employed at the school for two or more years at the time of application and/or children of a member of staff who has been recruited to fill a vacancy for which there is a demonstrable skill shortage.

(A) Foundation Places

The Governing Body has designated up to 12 places to be offered to children whose parent is a practising member of a Christian Church (see note 1) and live or worship within the Anglican Deanery of Tower Hamlets. A map of the Tower Hamlets Deanery is available in the School office.

Written evidence of applicants' commitment to their place of worship will be required at the time of application on the School's Supplementary Information Form which must be returned to the School; this evidence must be endorsed by your priest, minister, church or religious leader.

If there are more than 12 applicants, places will be allocated according to the following criteria. These are stated in order of priority:

(i) Children who will have a brother or sister (see note 3) in the school at the time of admission whose parent/carer is a practising member of a Christian Church (see note 1) and live and worship within the Anglican Deanery of Tower Hamlets (see note 4);

(ii) Children whose parent/carer is a practising member of a Christian Church (see note 1) and live and worship within the Anglican Deanery of Tower Hamlets (see note 4).

In the event of oversubscription in any of the above criteria, priority will be determined in order of straight-line distance from home to school, as measured by Tower Hamlets Council's Geographical Information System (see note 5).

Where there are two or more applicants with the same distance a decision will be made using random allocation. Where the final acceptance is of one child of a multiple birth the other sibling will be admitted.

If there are less than 12 qualified applicants for foundation places, any unfilled places will become additional open places. Unsuccessful applicants for foundation places will be considered for any open places remaining unfilled at the end of the allocation procedure.

(B) World Faith Places

The Governing Body has designated up to 10 places as World Faith places to be offered to children whose parent is a practicing member of Islam, Judaism, Buddhism, Sikhism or Hinduism and live and worship within Tower Hamlets. Written evidence of applicants' commitment to their place of worship will be required at the time of application on the School's Supplementary Information Form which must be returned to the School; this evidence must be endorsed by your religious leader.

If there are more than 10 applicants, places will be allocated according to the following criteria. These are stated in order of priority:

(i) Children who will have a brother or sister (see note 3) in the school at the time of admission whose parent/carer is a practising member of a World Faith) and live and worship within Tower Hamlets;

(ii) Children whose parent is a practicing member of a World Faith and live and worship within Tower Hamlets;

In the event of oversubscription in any of the above criteria, priority will be determined in order of straight-line distance from home to school, as measured by Tower Hamlets Council's Geographical Information System (see note 5).

Where there are two or more applicants with the same distance a decision will be made using random allocation. Where the final acceptance is of one child of a multiple birth the other sibling will be admitted.

If there are less than 10 qualified applicants for World Faith places, any unfilled places will become additional open places. Unsuccessful applicants for foundation places will be considered for any open places remaining unfilled at the end of the allocation procedure.

(C) Open Places

The Governing Body has designated up to 8 places as open places, to be offered to children who do not qualify for a foundation or world faith place, but whose parents have chosen the school for the type of education it provides. Parents applying for an open place do so knowing that the school aims to provide an education based on Christian principles and, therefore, the Governing Body hopes that all children will take part in the Christian worship of the school and attend religious education lessons.

If there are more applicants than places, places will be allocated according to the following criteria. These are stated in order of priority:

(i) Children who will have a brother or sister (see note 3) in the school at the time of admission;

(ii) Children who live at an address within the Parish of St Paul's Church, Bow Common Lane. A map of the Parish is available in the School Office;

(iii) Children who live at an address within in the Anglican Deanery of Tower Hamlets not included in iii) above. A map of the Tower Hamlets Deanery is available in the School office;

(iv) Children who live at and address outside of the Anglican Deanery of Tower Hamlets (see note 4);

In the event of oversubscription in any of the above criteria, priority will be determined in order of straight-line distance from home to school, as measured by Tower Hamlets Council's Geographical Information System (see note 5).

In the event of there being insufficient vacancies to admit all applicants in any of the Oversubscription Criteria detailed above, places will be offered to those children whose parents' / carers' residential address is the **shortest distance** from the main gates of St Paul with St Luke C of E Primary School when measured in a

straight line as measured by Tower Hamlets Council's Geographical Information System (see note 5).

Where the residential address is a block of flats the front door to the flat will be used to distinguish between applicants. The number of floors from ground level being first used, with the first floor considered nearest, and then distance to the nearest direct access to the ground floor.

Where there are two or more applicants with the same distance a decision will be made using random allocation. Where the final acceptance is of one child of a multiple birth the other sibling will be admitted.

Admissions to Year 1 – Year 6

Application for admissions to all other year groups will be considered in accordance with the order of priority in the Oversubscription Criteria above.

Notes:

1 A Christian Church is one that is a full member of a local Churches Together Group, Churches Together in England, The Evangelical Alliance, or The African and Caribbean Evangelical Alliance. Practising members are Families who currently practice their religion and have attended their church or place of worship at least fortnightly for a minimum of six months prior to the submission of the admission application.

2 A child looked after is a child in the care of a local authority or provided with accommodation by that authority in accordance with section 22 of the Children Act 1989. An adopted child is defined by section 46 of the Adoption and Children Act 2002. A residence order is defined by section 8 of the Children Act 1989. A special guardianship order is defined by section 14A of the Children Act 1989.

3 Qualifying siblings are brothers and sisters, half-brothers and -sisters, step-brothers and -sisters, foster and adopted brothers and sisters who share the same home, attending a reception, infant or junior class.

4 The address is the place where the child lives for at least 50% of the school week. Applicants must provide the School with proof of address as specified on the application form. Independent verification may be sought.

5 The straight line distance is measured from the centre point of the address to the centre point of the nearest available school entrance in constant use, as determined by Tower Hamlets Council's Geographical Information System. Distances measured by other means i.e. private car, pedometer or internet websites are likely to result in different calculations that should not be relied upon as evidence that the local authority's distance calculation is incorrect. Where applicants have identical distance measurements, priority amongst them will be determined at random.

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 and return the form to their home Authority, even if they are applying for a school in another Local Authority area. If parents are applying for a place at this School, they must name this School as one of the preferences on their home Local Authority's Common Application Form. Parents who wish to apply for a foundation place must also complete the school's supplementary form and return this to the School by the end of January. Failure to return the supplementary form will mean that the school cannot consider the application under the church or world faith criteria, in this case the application will be considered under the next most appropriate criteria based on the information on the Common Application Form.

Children in the school nursery

Applicants should be aware that a child's attendance in the School's Nursery Class does not guarantee a future place in the Reception Class or Years 1 to 6. A fresh application must be made by those seeking places in any year group.

Late applications

The Governors will consider late applications in accordance with the procedure in the local authority's co-ordinated scheme as published in its Starting School brochure.

Waiting list

If there is no place available at the School, parents/carers may have their applications placed on the School's waiting list. In the event of a vacancy arising in any year group the Oversubscription Criteria (*see above*) will be applied in order to determine the offer of places.

Periodically, those applicants on the waiting list will be contacted and asked to confirm if they wish it to remain on the waiting list. If confirmation is not received by a given date the application will be removed from the waiting list.

Appeals

Parents who are not offered a place for their child have the right to appeal to an independent appeal panel. All appeals are handled for us by Tower Hamlets Local Authority. Parents wishing to appeal can obtain an appeal form from:

Pupil Admissions Team
Tower Hamlets Local Authority
Town Hall
Mulberry Place
5 Clove Crescent
E14 2BG
Tel: 020 7364 5006

Where a reception place has been offered:

- It is for a full time place from the September following the child's fourth birthday;
- The place may be deferred until later in the school year but not beyond the point at which they reach compulsory school age (the term after their fifth birthday). This means the parents of a child whose fifth birthday falls between 1 September 2019 and 31 March 2020 may request that their child is not admitted until later in the school year 2019/20. But no later than the term after the child's fifth birthday, when s/he reaches compulsory school age. For children born between 1 April and 31st August, this is not beyond the beginning of the final term of the school year for which it was made. The school will hold any deferred place for the child.
Where parents wish a child may attend part-time until they reach compulsory school age.

Admissions out of the normal age group.

For children whose fifth birthday falls between 1 April 2019 and 31 August 2019, parents who do not wish them to start school in school year 2018-19, but to be admitted in September 2019 for school year 2019-20, should discuss this with the school at an early stage. The details of the protocol to be used are below. Decisions must be made on the circumstances of each case and the best interests of the child. Parental views, academic achievement, social and emotional development and where relevant medical views will be taken into consideration. The views of the school's head will also be taken into account. The reasons for the decision will be clearly set out.

Parents may decide not to apply for a Reception place in the school but to apply for a Year 1 place in September 2020. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2018-19 Reception Year group. Alternatively, they may decide to apply in the normal round (no later than 15 January 2019) for a Reception Year place in September 2019, but would need to provide strong supporting reasons for seeking a place outside the normal year group and apply via the protocol outlined above.

In-Year Admissions

Applications for In-year admission must be made to the Local Authority's Pupil Admissions Team on the 'in year' application form available from the school office or from the Local Authority's Pupil Admission Team. The Local Authority will refer the application to the school which will inform the applicant whether or not a place can be offered and advise the Local Authority of the outcome.

Protocols on "hard to place" children

The School is committed to taking its fair share of vulnerable children who are hard to place, in accordance with the Local Authority's Fair Access Protocol. Accordingly, outside the normal round of admissions, the Governing Body is empowered to give absolute priority to a child where admission is requested in agreement with both of the Governing Body and the Diocese for the current admission year. The Governing Body has this power even when admitting such a child would exceed the school's normal admission number.

Child with a Statement of Special Educational Needs or an Education Health Care Plan

Parents of child who has a statement of special educational needs or EHCP are required to apply for school place separately through the local authority from which advice is available. If a child with a statement or 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.