



Policy Version Control Admissions Policy

(St Paul with St Luke C of E Primary School Federation)
(November 2024)

Approved by:	Federation Curriculum board	Date: 5 th November 2024
Last reviewed on:	November 2024	
Next review due by:	November 2025	

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.

Criteria for allocation of places

If there are more applications than places, places will be allocated according to the following criteria and order of priority:

(i) Children looked after (LAC) 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 (PLAC) (see note 2); or have been in state care outside of England and ceased to be in state care as a result of being adopted (IAPLAC).

(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. The number of children admitted under this category is capped to 2 per year group.

The remaining places

Are for children whose parents have chosen the school for the type of education it provides. Parents applying for a 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.

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 an 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 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.

The closing date for applications is **15th January**. Applications after 15th January will **NOT** be considered as on time and will not be considered at the same time as the on time applications. All late applications will be considered after the on time applications have been considered and where a place cannot be offered the children will be put on a waiting list in priority order.

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. The national offer day is **16th April**. Parents/carers will be informed in writing of the admission process.

Acceptance of the school place

If an offer of a place is made, parents will have 10 school days to accept or refuse the place before the offer lapses and the place is withdrawn. If no response is received by the given date the offer will be withdrawn and offered to another child. Parents/carers will be expected to provide proof of their address and child's date of birth when accepting the place.

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. The local authority has taken over nursery admissions and will be co-ordinating this on behalf of all schools.

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. Applicants are removed from this list at the end of the summer term and so parents must re-apply in September if they wish for their child to remain on the schools 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
Tower Hamlets Town Hall
160 Whitechapel Road
London E1 1BJ
Tel: 020 7364 5006

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 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.

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

3 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.

4 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.

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.

Pupils will be expected to transfer at the beginning of a term unless there are exceptional reasons for the child to transfer/start immediately.

Deferred entry

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.

Delayed entry

For children whose fifth birthday falls between 1 April and 31 August, parents who do not wish them to start school in school year 2025/26, but to be admitted in September for school year 2026/27, should discuss this with the school at an early stage. 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.

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 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.

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