



St Peter's Eaton Square C. of E. Primary School

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ADMISSIONS POLICY 2017/2018 (for Reception to Year 6)

St Peter's School is a place where every person has the right to be themselves and to be included in a safe and happy environment. Everyone at our school is equal and will be treated with respect.

Together, we will realise the potential God has given us.

INTRODUCTION

St Peter's Eaton Square C of E primary offers educational provision from Reception Year to Year 6. The school also has a nursery provision within our EYFS setting offering one year of part time nursery education to children before Reception Year. The Governing Body is the "Admission Authority" for the school and is responsible for developing and formally determining the school's admission arrangements each year in accordance with the School Admissions Code 2014 ("the Code") and other relevant legislation. Admission in the normal admission round (i.e. admission to Reception Year in September) is coordinated by the local authority, namely City of Westminster Council, as required by the Code.

Admissions procedures

The school's Governing Body has responsibility for the admission arrangements, which are reviewed each year.

Children whose date of birth falls between 1st September 2013 and the last day in August 2014 inclusive are invited to make application to our Reception class for September 2018. 50 full time pupils will be admitted to the Reception class. New applications must be lodged for a Reception place even if there has been an earlier application for a Nursery place. There is no automatic transfer between Nursery and Reception. New applications must be made for entry to Reception.

Parents who wish to apply for a **Reception place** should follow these procedures:

- 1 For Reception place applications, the school is participating in Westminster's scheme for co-ordinated admission arrangements. To comply with these procedures a Local Authority (LA) Common Application Form must be completed, naming the school as a

preference. (Further details will be available from the Westminster School Admissions Team at Kensington Town Hall, Hornton Street, London W8 7NX. Tel: 0207 745 6433).

- 2 If you are applying for a place under criteria 2 to 7 inclusive you should contact the school and complete the school's supplementary information form. Ensure the school is notified in writing of any subsequent changes to information provided.

The closing date for all 2017/18 applications is 15 January 2017; places will be offered on 18 April 2017.

- 3 Provide the necessary information to support the application – as appropriate: proof of baptism, clergy form provided by the school, and name(s), date(s) of birth and year group(s) of siblings at the school.
- 4 Ensure you are aware of the arrangements applying to your child's year of entry, as published in the prospectus (arrangements are reviewed annually).

If there are more applications than places, as is usual, the Governors will admit children to the Reception class places according to the admissions criteria listed below. For 2016/17 there were 151 applications for the 50 Reception class places.

Admissions Criteria

The criteria will be applied in the priority order given below.

- 1 Children in the public care of a local authority or previously Looked After Children who ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). Written confirmation from the LA will be required.
- 2 Baptised children whose parent(s) or guardian(s) regularly worship at St Peter's Eaton Square Church (See Notes 1 and 2).
- 3 Brothers and sisters of children already in the school at the date of entry (See note 3).
- 4 Baptised children whose parent(s) or guardian(s) regularly worship at a Church of England Church in the Deanery of Westminster (St. Margaret) which has no Anglican school of its own. (See Notes 1 and 2). For further details please see link: <http://www.westminsterstmargaret.org/deanery-map.html>
- 5 Baptised children whose parent(s) or guardian(s) regularly worship at a Church of England Church. (See Notes 1 and 2).
- 6 Baptised children whose parent(s) or guardian(s) regularly worship at another Christian Church (See Notes 1 and 2).
- 7 Unbaptised children whose parent(s) or guardian(s) regularly worship at a Christian Church (See Note 1).
- 8 Others.

All applicants who have complied with the admission procedures (see Admissions Procedures section above) will be considered before those who have not.

If it is necessary to decide between applicants who have equal claims to a place under each category, priority will be given to those who live nearest the school. **Distances are measured by a straight line from the address seed point (determined by Ordnance Survey data) of the child's home address to the main school gate for pupils, as measured by the Local Authority's computerised measuring system. Where distance is used as a tie breaker, and where it is necessary to differentiate between**

applicants living in the same block of flats and eligible for the remaining place/s, priority will be given to applicants by ascending flat numerical order.

Note 1

“Regularly worship” means at least twice a month over a period of at least a year at the time of closing date for admissions, prior to the completion of the clergy form. Confirmation of this from the priest, minister or church leader must be provided on the form supplied. “Other Christian Churches” are those as defined by the Churches Together in Britain and Ireland and “Christian” shall be construed accordingly.

Note 2

“Baptised” means baptised before the application for a place is made by an authorised Anglican rite or an authorised rite of another Christian Church. Children who have not been baptised because of their parents’ allegiance to a particular Christian tradition or denomination but who have been the subject of an authorised and public rite of dedication or thanksgiving will *for the purposes of these criteria only* be treated in the same way as baptised children. Children baptised by an authorised Anglican rite take precedence over those baptised by the rites of other Christian Churches (see Note 1).

Note 3

For the purposes of admission, a sibling is defined as a brother or sister, half brother or sister, or step brother or sister whose main residence is at the same address.

Appeal

Parent(s) and or guardian(s) of children who have been refused admission to the Reception class have the right of appeal to an Appeals Committee set up for the purpose. An appeal form may be obtained from the school office or from the school website (www.stpeaton.org.uk). As nursery age children are not legally entitled to statutory education, there is no right of appeal for those who have been refused a Nursery class place.

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 end of the Reception year. In practice this means that parents could defer entry until January for children born between 1st September and 31 December, or until April for children born between 1 January and 31 August. Parents can also request that their child attends part-time until they reach compulsory school age. Any request for deferred entry must be discussed with the school.

Out of Year Reception Admission Applications

Written requests for admission outside of the child’s chronological year of entry will be considered in accordance with para. 2,17 (Admissions Code). Such requests would normally apply to children that are summer born (between April and August) and there are significant reasons that would benefit the child’s academic, social and emotional development by starting reception in the following year as opposed to Year 1. Each case will need to be supported by a professional (e.g. GP, social worker) that provides the reason for admissions outside of the chronological year group. The governing body considers such requests and makes decisions on the basis of the circumstances of each

case, informing parents of their statutory right to appeal. The headteacher will be informed of the request and his/her views taken into account. This right to request an out of year admission or appeal does not apply if the child is offered a place in the correct year group at the school but not in the parents' preferred age group. (Admission Code 2.17B)

Waiting List/Casual Admissions/Late applicants

If they wish, unsuccessful or late applicants will be put on the waiting list for a Primary place as appropriate. The waiting lists will be maintained and used as follows:

- 1 Those who have applied for places on or before the closing date for the relevant school year will be put on the list in an order determined by the admissions criteria above.
- 2 Those applying for admission outside the normal admissions cycle will also be put on the list in an order determined by the admissions criteria above.
- 3 Places will be offered to children on the waiting lists, in order, as vacancies arise in their year group. If there are no children waiting, places will be offered on a first come, first served basis.
- 4 It is the duty of the parent(s) or guardian(s) to advise the school, in writing, of any change of circumstances which may affect their respective place on the waiting list.

Reviewed 06.10.2017