



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

Lower Belgrave Street,

London SW1W 0NL

Telephone 020 7504 0537

office@stpeaton.org.uk

www.stpeaton.org.uk

## **ADMISSIONS POLICY 2021-2022**

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

### **INTRODUCTION**

St Peter's is a Voluntary Aided school. 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, including that for the admission of the children of crown servants (see below).

Responsibility for admissions is delegated to the Governors' Admissions committee.

Admission in the normal admission round (i.e. admission to Reception Year in September) is coordinated by City of Westminster Council, as required by the Code.

### **EQUALITY AND INCLUSION**

St Peter's is fully inclusive and admits children of all abilities and needs. The school is compliant with its responsibilities under the Equality Act 2010, which have been kept in mind during the development and implementation of this Admission Policy.

### **RECEPTION ADMISSIONS PROCEDURES**

1. Children will be admitted to the Reception Year at the beginning of the Autumn term before their fifth birthday.
2. School admissions are made through the co-ordinated admission arrangements operated by Westminster City Council. To comply with these procedures parents must complete a Local Authority Common Application Form, naming the school as a preference.
3. If you are applying for a place under criteria 2 to 7 inclusive you should also complete and return, by the closing date, the Supplementary Information Form so that the governors may consider your application fully, and any other documentation required.

**The closing date for all 2021/2022 applications is 15 January 2021.**

The Governors have set the **published admission number (PAN)** for Reception at 50 children. If there are more applications than places, as is usual, the Governors will admit children to the Reception class according to the admissions criteria listed below.

### **CHILDREN WITH AN EDUCATION HEALTH & CARE PLAN**

There are separate statutory procedures in place which govern the admission of children with special educational needs for whom an EHC plan has been issued. There is no need for the parents of these children to apply for admission to the school under this Admission Policy.

Where a child has an EHC plan which names the school as the provider, the child will be admitted to the applicable year group.

### **ADMISSIONS CRITERIA**

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

- 1 Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements 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.
- 3 Siblings of children already in the school at the date of entry.
- 4 a) Children whose parent is a permanent member of staff, having been employed at the school for at least two years at the time at which the application for admission to the school is made;  
b) and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- 5 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.
- 6 Baptised children whose parent(s) or guardian(s) regularly worship at a Church of England Church.
- 7 Baptised children whose parent(s) or guardian(s) regularly worship at another Christian Church.
- 8 Unbaptised children whose parent(s) or guardian(s) regularly worship at a Christian Church.
- 9 Others.

### **Definitions**

Looked after children: The DfE issued new guidance in 2014 which added children adopted under an earlier Act to those adopted under the 2002 Act. Child arrangement orders have also replaced residence orders. By a "looked-after child" we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A "child arrangements order" is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A "special guardianship order" is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was

previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).

**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 authorised Anglican rite take precedence over those baptised by the rites of other Christian Churches.

**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.

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

**The Deanery of St Margaret.** For further details please see link: <http://www.westminsterstmargaret.org/deanery-map.html>

**Other Christian Churches** are those as defined by Churches Together in Britain and Ireland.

### **Tie break**

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 supplied to the school 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.

### **Twins**

Where a child who is a twin or child of a higher multiple birth achieves a place at the school in the normal way, but their twin or sibling(s) of a higher multiple birth do not, these children will be considered "excepted pupils". In these cases, the twin or sibling(s) of a multiple birth will be offered a place at the school even where this will result in the PAN being exceeded.

### **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](http://www.stpeaton.org.uk)).

### **Deferred entry & Summer born**

The school confirms that where a place has been offered:

- it is for a full time place from the September following the child's fourth birthday;
- parents of a child whose fifth birthday falls between 1 September 2021 and 31 March 2022 may request that their child is not admitted until later in the school year 2021/22 (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 31 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. 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;
- if parents wish, a child may attend part time until they reach compulsory school age.

Any request for deferred entry must be discussed with the school.

### **Admission of children of crown servants**

The Governors understand and follow the duties and responsibilities of the School Admissions Code with regard to the admission of children of crown servants returning from overseas with a confirmed posting to the area or to live in the area:

- applications must include an official letter declaring a relocation date;
- where there are vacancies, the school will offer places to the family in advance of their move, even if there is no confirmed address;
- where the school is oversubscribed the Governors will allocate places lawfully, in accordance with the school oversubscription criteria. In this instance, the Governors can expect there to be some certainty about the family's intended address in order to ensure that places are allocated lawfully.

DfE *Admission of children of crown servants* Explanatory Notes 2015 Ref DFE-00249-2015

### **Applications for admission outside the normal age group**

Requests for admission outside of the child's chronological year of entry will be considered in accordance with paragraph 2.17 (Admissions Code). These requests must be made in writing to the Head teacher and include any supporting evidence. The governing body will make decisions on requests for admission outside the normal age group on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; any information provided about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may have fallen into a lower age group if it were not for being born prematurely. The governing body will also take into account the views of the Head teacher. When informing a parent of their decision on the year group the child should be admitted to, the governing body will set out clearly the reasons for their decision.

This right to request an admission out of the normal year group or appeal against the decision 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**

Unsuccessful, late or other applicants will be put on the waiting list for a place as appropriate. The waiting lists will be maintained and used as follows:

- **Up until 31 December of each school year of admission,** those who have applied for places in Reception 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;
- **From 31 December of each school year of admission,** those applying after the closing date will also be put on the list in an order determined by the admissions criteria above.
- **After 31 December priority will not be given to children based on the date their application was received or their name was added to the list.**
- 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.

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.

### **NURSERY ADMISSIONS**

There are currently 10 full or part time (8:30-11:30) (8:30-3:30) nursery places at St Peter's, this is under review for 2021 – 22.

Applications for children born between 1 September 2017 and 31 August 2018 should be made to the school office only using the School Information Form, which can be found on the school website. **[www.stpeaton.org.uk](http://www.stpeaton.org.uk)**

### **Admissions procedures**

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

The school follows the admission procedures 2 and 3 above for nursery applications and will apply the admission criteria as above.

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.

Children who attend the nursery will **not** automatically transfer to Reception at the school – a separate application for admission to Reception must be made in the usual way as explained above.