



ADMISSIONS POLICY 2021-2023

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

Policy reviewed July 2021

Approved by the Governing Body on 22 July 2021

Policy to be reviewed by July 2023

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 May 2021 (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) and also those regarding in-year admission, 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

Children will be admitted to the Reception Year at the beginning of the Autumn term before their fifth birthday.

1. For Reception place applications, the school participates in Westminster's scheme for co-ordinated admission arrangements. To comply with these procedures a Local Authority 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 9 inclusive **you must also complete the school's supplementary information form**. Ensure the school is notified in writing of any subsequent changes to information provided.

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.

The closing date for all 2022/23 applications is 14 January 2022; places will be offered on 15 April 2022.

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 places 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 applying with specific needs or circumstances.

- (1) Looked after children and all previously looked after children, including those 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'.
- (2) 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 looked after child has the written endorsement of the admission authority or 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 immediately after being looked after, became subject to an adoption, child arrangements or special guardianship order and also, those children who appear (to the admission authority) to have been in state care outside of England but ceased to be in state care as a result of having been adopted. In either case, 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.

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

Definitions

Looked after children: The DfE issued new guidance in the Code of 2021 Paragraph 1.7 in addition to guidance previously issued in the Code of 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. 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.*

Deanery of Westminster. *For further details of The Deanery of St Margaret.*

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 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.***

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 & Summer born

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.

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

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 your application is not successful, your child's name will automatically be added to the waiting list.

All places on the waiting list are ordered in accordance with the published admission criteria and will be offered to children as vacancies arise with no differentiation between on-time or late applications. This may mean that places on the waiting list move down as well as up.

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.

In-year admission and admission to other year groups

Parents/carers who are applying for an in-year place for their child (in any other Year group) must complete the admissions process via the admissions team in their home borough and complete the SIF for applications under criteria 2-9 and return this form directly to the school office. Parents/carers will be notified by the school office if a place can be offered to their child.

NURSERY ADMISSION PROCEDURE

Three and four year olds are entitled to 15 hours per week of the Free Early Education Entitlement. At St Peter's we offer these as term time only morning sessions.

There are currently 10 nursery places at St Peter's. Parents may apply for five part time morning sessions (8:45-11:45) or five full time sessions (8:45-15:20) but not a combination or mixture of the two. (See **Nursery Charging Policy**)

Parents/carers who are applying for Nursery place for their child must complete and return the **Nursery Supplementary Information Form** directly to the school.

We ask for parents/carers commitment to St Peter's Eaton Square Primary School school when considering a Nursery place for their child and therefore discourage parents/carers from applying to our Nursery if they are not considering a Reception Class place for their child.

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.

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.

Oversubscription

If there are more Nursery applications than places available the school will apply the Admission criteria to determine offers.

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.