



# **ADMISSIONS POLICY**

## **2019-2020**

**Admissions Policy  
for St Mary's CE School  
2019-2020**

**Agreed by Governing Body:**

**Annually**

**Last Reviewed:**

**October 2018**

# Admissions Procedure for 2019/2020

## (Governors' Policy Document)

St Mary's is a Voluntary Aided Church of England primary school and responsibility for admissions rests with the Governors. Governors hope that parents who have chosen this school for their child have done so with the knowledge that it is a Church of England school with a distinctive Christian ethos. Governors, therefore, expect parents to give their full support to the ethos of the school.

## Entry criteria for Reception

***The Notes below give an explanation of the terms we use in our criteria.***

We will accept 90 children into our Reception Year in September 2019. The infant class size regulations do not allow for more than 30 children per class; therefore, where there are more applicants than places, criteria for entry will be applied in the following order:

- A. Looked after children<sup>1</sup> and previously looked after children.
- B. Children:
  - (a) for whom this school is the nearest<sup>2</sup> school; and
  - (b) who have exceptional medical needs which make this school, rather than any other, the most suitable.

In this case the Common Application Form must be accompanied by supporting medical evidence from an appropriate authority. A GP's report alone is not sufficient. Parents must supply at the time of application:

  - (a) a letter stating clearly the circumstances of the application and the specific reasons why St Mary's, rather than any other school, is the most suitable for the child
  - (b) all documentation that they would wish to rely on in the event of any later appeal. Applicants are encouraged to supply as many relevant documents as possible.
- C. Children who will have a sibling<sup>3</sup> at the school at the proposed time of admission. In the event of there being more sibling applicants than available spaces, places will be allocated according to proximity as in criterion F below.
- D. Twenty-four (24) Foundation places for either:
  - i. Baptised or dedicated children, one or both of whose parents worship regularly<sup>4</sup> at, the Church of St Mary the Virgin, Twickenham or:

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<sup>1</sup> Looked After Children (LAC) are children who are either in the care of a local authority or have been provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school) and previously looked after children are children who were adopted, or subject to a residence order, or special guardianship order, immediately following having been looked after. Applications made under this criterion must be accompanied by details of circumstances and professionally supported evidence (e.g. from a social worker).

<sup>2</sup> We will use the Local Authority's methodology, which determines the shortest route by road or maintained footpath, accompanied as necessary. Accessibility of private or public transport is not considered. Distances are measured using a computerised Geographical Information System, which measures the distance from the middle (the seed-point) of the home property, into the middle of the road, then along the middle of roads and maintained footpaths, without cutting corners, to the front gate of the Amyand Park Road school site. Paths through car parks, cemeteries, golf courses and other enclosed spaces will not be used.

<sup>3</sup> We include full, step-, half- and adopted siblings living in the same household.

- ii. Baptised or dedicated local<sup>5</sup> children living within the parishes boundaries of **St Mary the Virgin, All Hallows or St Stephens** in Twickenham, one or both of whose parents are members of, and worship regularly<sup>4</sup> at another Christian Church<sup>6</sup>.

If the Foundation places are over-subscribed, we will allocate places according to geographical proximity as in criterion F, below.

- E. Children (by which is meant full, step-, half-, adopted and foster children living in the same household) of permanent staff directly employed by St. Mary's school for two years or more prior to the admissions application closing date and still employed, without having given notice or been given notice that the employment will end, at the time the offer is made.
- F. Children who live<sup>7</sup> nearest<sup>8</sup> to the front gate of the Amyand Park Road school site.

The school cannot go above its Published Admissions Number. In the exceptional circumstance that there is one remaining space available and two or more applicants cannot be distinguished on the basis of the school's oversubscription criteria then the final place shall be awarded via the drawing of lots.<sup>9</sup>

### **Pattern of entry to school**

All children are entitled to attend on a full time basis from the first day of term. For 2019/20, it is anticipated that all children offered a place in our Reception Year will have a staggered start in September with all pupils attending full time in the course of October.

Parents can request to delay their child's entry to school until later in the school year, or to attend part-time, but only until the child reaches compulsory school age in that school year. The latest your child can start school is at the beginning of the summer term 2019.

It is the expectation of the school that any departure from the pattern of attendance will be agreed by consultation between parents and the school before the start of term and to minimise disruption, variation to the agreed pattern will thereafter only be agreed in exceptional circumstances.

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<sup>4</sup> By regularly, we mean attendance at a minimum of two services a month for a minimum of two years. Those who have been attending their present church for less than this period can still apply for a Foundation place but will have to submit two Supplementary Information forms – one from their previous minister and one from their current minister.

<sup>5</sup> By local, we mean children who live within the following three Parish boundaries: St Mary the Virgin, All Hallows, St Stephen's (see map and list of roads attached).

<sup>6</sup> We take a Christian church to mean a church belonging to the Anglican Communion, Churches Together in Britain and Ireland, or the Evangelical Alliance.

<sup>7</sup> Any offer of a place on the grounds of distance is conditional on the child living at the address provided on the closing date for applications. A business address, a child-minder's address, or any other address other than the child's permanent home will not be accepted. We will not accept a temporary address if you still possess a property that was previously used as a home address, nor will we accept a temporary address used solely or mainly to obtain a school place. We will also review the application of any family that decides to move after taking up a school place, up to a year following the closing date.

<sup>8</sup> We will use the Local Authority's methodology, which determines the shortest route by road or maintained footpath, accompanied as necessary. Accessibility of private or public transport is not considered. Distances are measured using a computerised Geographical Information System, which measures the distance from the middle (the seed-point) of the home property, into the middle of the road, then along the middle of roads and maintained footpaths, without cutting corners, to the front gate of the Amyand Park Road school site. Paths through car parks, cemeteries, golf courses and other enclosed spaces will not be used.

<sup>9</sup> Clause 2.15 of the DfE code makes special provisions in the event that twins or triplets are eligible and competing for the remaining space available in accordance with the oversubscription criteria.

## Request to Delay a Year

Parents seeking admission to an age group below their child's actual age should submit their request with their application by the closing date of 15 January of the year when children of the actual same age are due to start school.

You must provide reasons and, since decisions will be made based on available information, you may wish to provide professionally supported evidence to explain why your child should be considered to start school a year later than other children of their age.

If the request is approved, you will be advised to re-apply in the following year and provide a copy of the decision as part of your application. Parents are advised that the decision to agree to delay a child's entry by a year will not guarantee that a place will be available for that child in the following year's intake. Any application in a subsequent year will be considered alongside other applications in that year and, if there are more applications than places, the application will be assessed with the other applications in accordance with the oversubscription criteria applicable for that year. It is not possible to reserve a place in the following year's intake. In this respect, parents are reminded that the school has been heavily oversubscribed in recent years.

## Application forms

### I. Common Application Form:

The Local Authority administers the admission process for all the primary schools within its area. Parents or guardians should apply online at [www.eadmissions.org.uk](http://www.eadmissions.org.uk) by **15<sup>th</sup> January 2019<sup>10</sup>** or request a paper Common Application Form from their home Local Authority (LA) and return it to the LA by **15<sup>th</sup> January 2019\***. Late applications are considered only after all on-time applications have been allocated places.

If you applied online, you will be sent an email with the outcome of your application during the evening of **15<sup>th</sup> April 2019**. You will also be able to log on to the eAdmissions website [www.eadmissions.org.uk](http://www.eadmissions.org.uk) to view the outcome during the evening of **15<sup>th</sup> April 2019**. If you applied on paper, you will not be able to access the result of your application electronically. You will be sent a letter by first class post on **15<sup>th</sup> April 2019**.

### II. Supplementary (Foundation) Form:

In addition to the Common Application Form, parents applying for a Foundation place should complete a Supplementary Foundation Form, available from the school, related to church attendance, so that the governors may consider their application fully. This should be filled in and signed by the family's parish priest or minister and returned by the priest or minister to the school by **15<sup>th</sup> January 2019<sup>11</sup>**.

### III. Supplementary (Staff) Form:

In addition to the Common Application Form, parents applying for a Staff place under Criterion E should complete a Supplementary Staff Form, available from the school, related to permanent employment at the school, so that the governors may consider their application fully. This should be filled in and returned with the required supporting material to the school by 15th January 2019.

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<sup>10</sup> These dates are provisional and will be confirmed on the Common Application Form.

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## **Waiting list (for all years, including late Reception applications)**

If there are more applicants than places, the school will place an applicant's name on the waiting list. The governors will then work with the local authority to offer places, as they become available, using the same oversubscription criteria set out above (i.e. criteria A-F). Late applications will be slotted in to the waiting list in the same way. The waiting list will remain open until 31<sup>st</sup> August 2020, after which applicants will drop off the waiting list unless parents have confirmed in writing that they wish their child to remain on the list for the following academic year.

## **Admission of older children**

Applications are co-ordinated by the school in conjunction with the Local Authority's in-year admission officers. An Application Form available from the school office should be completed and returned to the school. If applicable, parents should also obtain a Supplementary (Foundation) form, available from the school, and return it to the school.

We can admit older children at any time, and will work to offer a place as soon as there is one available in the appropriate class. Applicants will be ranked according to the oversubscription criteria A-F set out above<sup>12</sup>.

As indicated above, the total number of places available for Reception is 90. For 2019/20 the number of places varies according to year as set out in the table below:

Year 1	90
Year 2	90
Year 3	90
Year 4	90
Year 5 (Bulge)	120
Year 6	90

Where an in-year offer has been made, the applicant will be expected to respond within seven days, after which the place will be offered to the next applicant on the waiting list. Once an offer has been accepted, the child will be expected to start as soon as possible, with the exact date being determined in consultation between the Headteacher and parents. The school does not hold places open.

## **Visiting the school**

Parents who are considering sending their children to St Mary's are welcome to visit the school and talk to the school's Admissions and Administrative Officer. Appointments can be made by telephoning the school on 020 8892 5840 (Infants), 020 8249 6836 (Middle) or 020 8892 7849 (Juniors).

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<sup>12</sup> The school cannot exceed its Published Admissions Number of 30 per class, with the exception of children moving into the area for whom no other school within a reasonable distance can be found. Parents are advised that siblings of children admitted in year who are also seeking a place at the school will be added to the waiting list prioritised in accordance with the school's oversubscription criteria, they will not be offered a place if this involves breaching the school's Published Admissions Number

## **Appeals**

If a child is not offered a place at the school, parents may appeal in writing to:

The Clerk of the Governing Body,  
St Mary's CE School,  
Amyand Park Road,  
Twickenham TW1 3HE

If your child has been refused a place, an appeal can only be successful in very limited circumstances. The appeal panel must consider the following:

- that the admission of additional children would not breach the infant class size limit;
- whether the child would have been offered a place if the admission arrangements had not been contrary to mandatory provisions in the School Admissions Code and the School Standards and Framework Act 1998 (in other words, the admission arrangements are found to be unlawful);
- whether the child would have been offered a place if the admissions arrangements had been followed properly;
- whether the decision to refuse admission was not one that a reasonable admission authority would have made in the circumstances of the case.

## **Fair access protocol**

The Council and all primary schools including academies and free schools in the Richmond borough have agreed a fair access protocol to admit children who are currently without a school place and may have difficulty finding a suitable school place.

The aims of the fair access protocol are to ensure that:

- A school place is found quickly for children with no school place who meet the criteria for consideration under the fair access protocol;
- No school, including those with places available, is asked to admit a large number of children who have been excluded from other schools, have challenging behaviour or a history of behavioural problems;
- The child is admitted to the most suitable school, even if there is no place available and the school has to go over their published admission number.

Children who are admitted to schools under this protocol take priority over any children on waiting lists.