



ADMISSIONS POLICY

2025-2026

Admissions Policy
for St Mary's CE Primary School
2025-2026

Reviewed by Governing Body:	Annually
Approved by Governing Body:	December 2023

Admissions Procedure for 2025/2026

(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

We will accept 90 children into our Reception Year in September 2025. 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 (LAC) i.e. children who are in the care of a local authority or being provided with accommodation by a local authority, in their exercise of their social services functions as defined in The Children Act 1989 Section 22 (1), 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, or subject to a child arrangement order, or special guardianship order, immediately following having been looked after. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (e.g. from a social worker). Evidence will be verified by the LA.
- B. Children: (a) for whom this school is the nearest school; and (b) who have exceptional medical needs which make this school, rather than any other, the most suitable. In this case the 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 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 to the school.
- D. Up to twenty-four (24) Foundation places for either: i) Baptised or dedicated children, one or both of whose parents worship regularly at the Church of St Mary the Virgin, Twickenham or, ii) Baptised or dedicated children living within the parish boundaries of either St Mary the Virgin, All Hallows or St Stephens in Twickenham, one or both of whose parents are members of, and worship regularly at another Christian Church (a

church belonging to the Anglican Communion, Churches Together in Britain and Ireland, or the Evangelical Alliance). Regular attendance means 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.

If the Foundation places are over-subscribed, places will be allocated first to families who worship at the Church of St Mary the Virgin and any remaining places will be allocated according to geographical proximity as in criterion F, below.

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

If the Foundation places are under-subscribed, then those places will be allocated 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 nearest (proximity) to the front gate of the Amyand Park Road school site.

Notes:

- 1) For any place allocated by proximity we will use the Local Authority's methodology, which determines the shortest route by road or maintained footpath, accompanied as necessary. 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. In the event of two equal distances and only one place available, the place will be awarded by random allocation.
- 2) 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.

- 3) The school cannot go above its Published Admissions Number other than in the exceptional circumstances set out in section 2.16 of the Department of Education's School Admissions Code 2021. In any other circumstances where 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.
- 4) Clause 2.16 of the DfE School Admissions 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.

Pattern of entry to school

Places are offered at the school as full-time places from September following the child's fourth birthday. All children are entitled to attend on a full-time basis from the first day of term in September. For 2025/26, 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 of a child whose fifth birthday falls between 1 September 2025 and 31 March 2026 may request that their child is not admitted until later in the school year 2025/26 (but no later than the term after the child's fifth birthday when the child reaches compulsory school age). Parents of a child whose fifth birthday falls between 1 April and 31 August 2025 may request that their child is not admitted until later in the school year 2025/26 (but no later than the beginning of the final term of that school year). Where such requests are granted the school will hold a place for the child. If parents wish, a child can attend part time until they reach compulsory school age. 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.

Admissions out of normal age group - Requests 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. Parents of summer born children (a child born from 1 April to 31 August) may choose not to send their child to school until the September following the child's 5th birthday and may therefore request admission outside of normal age group (so to Reception rather than Year 1).

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 outside of normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. 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. Should you wish to re-apply in the following year and be considered for a Foundation place for the subsequent year's entry, a Supplementary (Foundation) Form must be submitted to the School by the deadline for Supplementary (Foundation) forms submission for that year.

Application forms

- I. **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 by **15th January 2025** or request a paper Application Form from their home Local Authority (LA) and return it to the LA by **15th January 2025**. 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 **17th April 2025**. You will also be able to log on to the eAdmissions website www.eadmissions.org.uk to view the outcome during the evening of **17th April 2025**. 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 **17th April 2025**.
- II. **Supplementary (Foundation) Form:** In addition to the 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 to the school by 15th January 2025**.
- III. **Supplementary (Staff) Form:** In addition to the 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 2025**.

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

The names of children to whom we cannot offer places at the initial allocation stage will automatically be placed on our waiting list. The waiting list will be prioritised in the same order as the admission over subscription criteria for the Reception Class. Parents must ensure that any change of address is notified to the school in writing. The waiting list will remain open until 31st July 2026, 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. Each year group has a maximum of 90 places across three classes. 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. Please visit the Admissions page of our website <https://st-marys.richmond.sch.uk/admissions/> for details about school tours.

Appeals

If a child is not offered a place at the school, parents may appeal by completing the relevant form on the Local Authority website. Parents should be aware that Government legislation strictly limits the powers of appeal panels to uphold appeals at Reception and Key Stage 1 where there are already 30 children allocated to the infant class. Please review the guidance on the Local Authority website to understand what circumstances the appeal panel would be able to accept.

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

Equalities Statement

St Mary's positively celebrates diversity and inclusion is core to its Christian ethos. The Governing Body recognises that no one should receive less favourable unlawful treatment than another on the grounds of gender, marital or civil partnership status, colour, race, nationality, ethnic or national origin, disability, religious beliefs, age, or sexual orientation. It is the Governors' aim that no-one at the School should suffer unlawful direct or indirect discrimination, victimisation or harassment on any of these grounds. The Governing Body is committed to embedding fairness and equality at the heart of the school community, and in all aspects of the school's policies, procedures and practices.