



## All Saints' Church of England Primary School

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### Admissions Policy 2016-17

***All Saints' School is a voluntary aided Church of England Primary School with a Nursery and endeavours to be a friendly and caring church school, providing a secure learning environment for all. We strive to work in partnership with governors, parents and the community, recognising the joint responsibility of home and school in a child's education. We aim to stimulate and motivate pupils to become independent learners and thinkers who are well balanced, globally and culturally respectful, with firm Christian values. This prepares the All Saints' child for future challenges and empowers them to achieve their maximum potential.***

It is expected that all pupils will take a full part in the School's religious teaching and religious celebrations. This does not in any way remove the right that parents have to request that their children be withdrawn from these activities.

#### **Admission to the School**

The school has one form per Year with 30 places from the Reception Class upwards. Children will normally be admitted to the Reception year in the September following their fourth birthday. Parents can defer\* entry where children have been offered a place at the school to start before the age of five, or in exceptional circumstances can seek a place for their child out of their age group.\*

#### **Special Needs and Looked After\* children**

There is a legal requirement for the School to offer a place to children where the School is named on their statement of special educational needs. The Governors will also give the highest priority to Looked After children\*.

In both cases, this will affect the number of other places that can be offered.

#### **Applicants currently in Nursery**

A place in the Nursery does not guarantee a subsequent place in the Reception class. Parents of children who are admitted for nursery education will still need to apply for a place at the School if they wish their child to transfer to Reception.

### **Applying for a Place**

Applicants must complete their home borough *Common Application Form*. Applications for Hammersmith & Fulham can be made on-line by following the relevant links on the Borough's website, [www.lbhf.gov.uk](http://www.lbhf.gov.uk) and need to be made by **15 January 2016**. Late Applications will be considered 'in year' applications\*.

All applications will be co-ordinated by LB Hammersmith & Fulham's Education Department, who will send applicants their respective offer or rejection letters on **16 April 2016**.

### **Supplementary Information Form**

Applicants wishing to apply for a **Church\*** place should also complete a *Supplementary Information Form*, available from October 2014 from the School Office. This must be returned to the School office by **15 January 2016** along with evidence of the child's age and proof of residence\*.

### **False or withheld information**

The Governors reserve the right not to make an offer, or may seek to withdraw an offer of a place to any child whose parents have supplied false information or withheld information on the Common Application or Supplementary Information Forms.

### **Arrangements for when the School is oversubscribed**

Where there are more applications than there are places available, the Governors will give priority to **Looked After Children\***.

Up to 60% of the outstanding places once Looked After Children have been accounted for will be offered as **Church\*** ones, after which all applications will be treated as **Open** places taking no account of Christian Commitment.

When determining places, applications are sorted into one of the four categories defined below and are ranked within each category by distance from the school\* with those living closest ranked highest.

Places will be allocated with each category considered in the following order: Category 1, Category 2, Category 3, Category 4.

<p><b>CATEGORY PRIORITY ORDER</b></p> <p><i>Each Category is ranked by distance from the school and taken in priority order.</i></p>	<p><b>CHURCH* PLACES</b></p> <p><i>Up to 60% of all available places once Looked After Children have been taken into account.</i></p>	<p><b>OPEN PLACES</b></p> <p><i>Christian Commitment is not required.</i></p>
<p><b>Category 1</b> (Church Siblings)</p>	<p>Children of committed and practising families* who will have a sibling* in the school at the time of attendance, priority will be given in the following order:</p> <ul style="list-style-type: none"> <li>i) committed and practising members of All Saints (Fulham) church;</li> <li>ii) committed and practising members of St Dionis (Parsons Green), St Etheldreda &amp; St Clements (Fulham), St Peter (Fulham).</li> </ul>	
<p><b>Category 2</b> (Open Siblings)</p>		<p>Children who will have a sibling* in the school at the time of attendance.</p>
<p><b>Category 3</b> (Church places)</p>	<p>Children of committed and practising families*, priority will be given in the following order:</p> <ul style="list-style-type: none"> <li>i) committed and practising members of All Saints (Fulham) church;</li> <li>ii) committed and practising members of St Dionis (Parsons Green), St Etheldreda &amp; St Clements (Fulham), St Peter (Fulham).</li> </ul>	
<p><b>Category 4</b> (Open places)</p>		<p>All other applicants.</p>

Where two children sit within the same category, living exactly the same distance away, but where only one place is available, a decision will be made through drawing lots.

In circumstances where there is one place in a class and twins are to be offered, a 31<sup>st</sup> place will be created to accommodate both children in line with the Admissions Code 2012.

## **Waiting List**

A Waiting List will be maintained by the School, which will be re-ranked in line with the School's oversubscription criteria whenever a new child is added to it. Looked after children, previously looked after children, and those allocated a place at the school in accordance with LB Hammersmith & Fulham's Fair Access Protocol, will take precedence over those on the waiting list.

## **\*Definitions of terms contained in the Admissions Policy**

**Proof of residence** A child's home will be the address at which the child normally resides (as defined by the London Borough of Hammersmith & Fulham) and which has been notified to the school and other relevant agencies as being the child's normal place of residence. This can be evidenced for the purposes of the Supplementary Information Form by a current utility bill (e.g. a bill issued less than 6 months ago for water, gas, electricity, council tax, or phone but not a mobile phone) addressed to the parent/carer with whom the child lives.

**Deferred entry** 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 1<sup>st</sup> 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.

**Out of year group admissions** Paragraph 2.17 of the Admissions Code 2014 allows parents to seek a place for their child outside of their normal age group, for example, if the child is gifted and talented, or has experienced problems such as ill health, or is summer born.

Requests for an application to be considered for Reception entry for the following year should be made when completing the *Common Application Form*, which must be submitted to the applicant's home borough by **15th January 2016**. This enables the application still to be processed alongside all other applicants should the request for later admission be refused by the Governors of the school. Such requests would normally apply to children that are summer born (between April 1 and 31 August) and where there are significant reasons that would benefit the child's academic, social and emotional development by starting Reception a year later than normal.

It is for the Governors, taking into account the head teacher's views, to decide whether or not the individual child's circumstances present the need for entry to Reception a year late. Such requests will only be agreed in exceptional circumstances. Relevant professional support (for example, from a GP, hospital consultant, social worker or education professional) will need to be provided outlining the reasons and benefits for the child to start school a year late and therefore be placed outside of their chronological year group.

There is no right of appeal against the decision to refuse a request for late entry. Applicants do retain the right of appeal against a decision not to offer a school place for the year group applied for.

If the Governors approve the request, the parent will be advised to re-apply the following year and their application will be managed as part of the normal applications round. It is neither possible to reserve a place at the school for the following year, nor is there a guarantee that a place will be available, as this is dependent on the number of the applicants applying that year.

**In Year Admissions** In Year applications are managed in the same way as those made during the normal admissions round and are co-ordinated by LB Hammersmith & Fulham, whose Common Application Form will need to be completed and who will liaise with the School. The School will communicate the results of the application directly to the applicants. The oversubscription arrangements will be applied in circumstances where a place is available and a waiting list for that place is operated.

**Looked After children** as defined by section 22 of the Children Act 1989 and meaning any child in the care of a local authority or provided with accommodation by it (e.g. children with foster parents). The Schools' Admissions Code 2012 also gives children who have left public care through adoption, a residence order or special guardianship order, the same level of priority as Looked After children, although they are no longer looked after by the State. These children are not subject to the closest distance to the School criterion.

**Sibling** For the purposes of the policy the word sibling is defined as brother or sister, half brother or sister, stepbrother or sister. The child must be living with the same parent/carer at the same address as the child already at All Saints School. The sibling must be attending the School when the applicant joins it.

**Distance to the School** All distance measurements are from the applicant's front door to the centre of the school's grounds when measured in a straight line. In cases of dispute it will be the distance as measured by the Local Authority.

**Church place, Clergy reference** For Church places a reference is required from either the Vicar of All Saints Church (Fulham) or the Vicar of St Dionis (Parsons Green), St Etheldreda & St Clements (Fulham), or St Peter's (Fulham), providing evidence that the applicant is a 'committed practising member' of that church. The reference should be supplied using the relevant space on the Supplementary Information Form.

Parents who have moved to the parish within the two years preceding the published closing date may still apply for a Church place if they are able to demonstrate an equivalent commitment at their previous parish prior to becoming a member of their current Church. Written evidence from their previous minister will be required for their current Vicar to consider, prior to writing his reference.

**Commitment** A committed and practising applicant is one where the family has worshipped for at least twice a month for two years prior to the application and is regularly involved in the worship in at least two of the following ways: a parent/carer is a Church Officer or involved in Sunday or weekday activities;

the child has been baptised; a parent/carer is on the electoral roll of the church.