



### **ADMISSION POLICY 2024-25**

#### **Aim**

The aim of this church school is to make a distinctive contribution in the field of education by having a caring and compassionate concern for all the children it admits and by building a school community based on Christ's teachings.

In formulating this policy, we are aware of our responsibilities to children whose parents/carers are active and committed local Church members and children whose parents/carers live locally.

Having consulted with the local authority and other admission authorities, the Governors intend to admit into the reception class, in September 2024, up to a total of 30 pupils.

Parents of pupils who have a statement of special educational needs, or Education, Health and Care (EHC) Plan are required to apply for school places separately through the local authority from whom advice is available. If a child with a statement, or EHC Plan, is placed in the school by the local authority before the normal admission round, the number of places available to other applicants will be reduced. The Governors will admit all those pupils whose statement, or EHC Plan, names the School.

#### **Oversubscription Criteria**

**If the School is oversubscribed, places will be given in the following priority order:**

1. Looked after children or previously looked after children (see note 1).
2. Children with an exceptional and professionally supported medical or social need for a place at this school (see note 2).
3. Children, who with a parent/carers, are regular and faithful worshippers at St Alfege Church. A reference from the parish priest will be required in support of this criterion (see note 3).
4. Children with a sibling (brother/s or sister/s, step siblings and half siblings, fostered or adopted siblings living at the same address) attending the main school at the time of the child's admission. (Sibling priority will not be granted where the child in attendance at the school is in the Nursery class).
5. Children who, with a parent/carers, are faithful and regular worshippers at a Church of England church. A reference from the parish priest will be required in support of this criterion (see note 3).
6. Children who, with a parent/carers, are faithful and regular worshippers at a Christian church which is a full member of Churches Together in Britain and Ireland (CBTI) and/or the Evangelical Alliance (see note 4). A church ministers reference will be required in support of this criterion (see note 3).
7. Any remaining places will be given in order of nearness to the school (see note 5).

#### **Tie breaker**

In the event that two or more applicants have equal rights to a place under the above criteria and there are insufficient places, the Governing Body will use distance, in the first instance, to decide between



applicants. If applicants live equidistant from the school, the Governing Body will draw lots to decide between applicants. The Governing Body is required to abide by the maximum limits for infant classes (5, 6, and 7 year olds), i.e. 30 pupils per class.

### Notes:

1. A looked after child is a child who is (a) in the care of a local authority, or (b) being 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 the school. A previously looked after child is a child who immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those 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. An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians). The Governors will require written confirmation that the child is looked after, or previously looked after, and will be so at the time of making an application to the school.
2. This must be supported by written evidence, e.g. from a specialist health professional, doctor, social worker, or other care professional which sets out the reasons why this school is the most suitable school and the difficulties that would be caused if the child had to attend another school. The admission decision will be considered by the school's governing body. Advice will be sought from medical and professionals where appropriate.
3. Regular and faithful worshippers are defined as those who have attended the place of worship at least once a month for the 12 months immediately prior to the date of application. In the case of those who have moved into Royal Greenwich within that period, the criterion is extended to include a place of worship at the previous neighbourhood.

*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.*

4. A Parent/Carer may wish to check if their nominated church is included in the membership of one of the two named bodies by visiting the websites of the two organisations:

[https://www.cte.org.uk/Groups/234690/Home/About/Membership\\_of\\_CTE/Member\\_Churches\\_of/Member\\_Churches\\_of.aspx](https://www.cte.org.uk/Groups/234690/Home/About/Membership_of_CTE/Member_Churches_of/Member_Churches_of.aspx)

[www.eauk.org/connect/find-a-church.cfm](http://www.eauk.org/connect/find-a-church.cfm)

5. Distance from home to school is measured as a straight line from the centre of the home address to the centre of the school site.

Home address: this is where your child resides as the only or principal residence. If your child resides equally between both parents, the principal home address will be considered as being the address of the parent who is in receipt of child benefit/child tax credits for your child.

Should two applicants live an equal distance from the school, including instances where more than one applicant lives in a multi-occupancy building, the offer of a place will be decided by random allocation. Where a child has not received any early years provision and is nearing reception class age, the school may prioritise this child over a younger child.

Proof of qualifying address will be required; for example, recent utilities bill, council tax statement or telephone bill, at time of entry to the School.



### Waiting lists

Parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list. The waiting list, which is kept for an academic year, will be operated using the same admission criteria listed above. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

### Deferred and part-time entry

The School admits children to the Reception class in the September of the school year in which a child attains the age of 5 years. (The school year runs from 1 September to 31 August.) All parents/carers are entitled to a full-time place for their child in the reception class from September, but may defer entry until the beginning of the term after their child is five years old (ie, when the child reaches compulsory school age) or until the beginning of the summer term whichever is earlier. Children may attend part-time until their child reaches compulsory school age. Parents/carers who have been offered a place at the School and wish to defer entry for their child and/or attend part-time must put this in writing to the headteacher at the earliest opportunity and before the start of the autumn term.

### Education out of normal (chronological) age group

Children are educated in school with others of their age group. However, in exceptional circumstances parents/carers may choose to seek places outside of their child's chronological year group. Decisions will be made on the basis of the circumstances of each case. Parents/carers must state clearly why they feel admission to a different year group is in the child's best interest and provide recent professional evidence to support this. Further details of how to make such a request are available from the school.

### Procedure for applications

We are always pleased to meet new children and their parents/carers before they join the school. We invite prospective parents to contact the school in order to arrange a visit and to talk with the headteacher.

Parents/carers who wish to have their child considered for admission to the School must complete an online application through the eAdmissions website (<https://www.eadmissions.org.uk/>) and list the School as one of their preferences. If applying under criteria 3, 5 or 6, a Supplementary Information Form (SIF), which is available from the school, must be completed and returned to the School by the closing date. Completion of the application form does not guarantee a place at any particular school.

The closing date for applications for places in the academic year starting in September 2024 is as advertised in the home Local Authority's published admission arrangements.

The Governors will consider late applications in accordance with the procedures put in place by the local authority. In essence, this means that late applicants will be considered after the initial round of offers is made; where the school is oversubscribed, this is likely to reduce considerably your chance of gaining a place.

The Governing Body is responsible for in-year admissions to the school. Parents/carers wishing to apply in-year must complete an application form and return it to the school.

The school participates in Royal Greenwich's Fair Access Protocol. Children admitted via the Fair Access Protocol take priority over those children on the school's waiting list and those pending appeal.



### Appeal

Any parents/carers whose application for a primary school place is unsuccessful may appeal to an Independent Appeal Panel set up in accordance with the School Standards and Framework Act 1998. Please note that there is no right of appeal for nursery class places. Appeals must be made in writing within 20 school days date of the letter confirming the governors' decision not to offer a place and returned to school addressed to the "Clerk of the Appeals Panel". Should some appeals be unsuccessful, the Governing Body will not consider further appeals from those parents/carers within the same academic year unless there have been significant and material changes in their circumstances. There is an appeal form available which can be downloaded from the school website, or a paper copy collected from the school office.

Before starting school parents/carers are invited to visit the school with their child to:

- tour the school
- complete the necessary documentation
- spend time meeting the class teacher and other pupils in their year group
- receive information about the curriculum and home-school co-operation, expectations and support

*The above admission procedures apply to children for whom a place is sought in the reception class, at the normal age of entry to primary education (and also to succeeding years, subject to availability of places).*

### Admission to the Nursery Class

Criteria for admission to the Nursery class are the same as those for the primary school.

- Children whose 3<sup>rd</sup> birthdays fall between 1 April and 31 August are admitted at the beginning of the Autumn term.
- Children whose 3<sup>rd</sup> birthdays fall between 1 September and 31 December are admitted at the beginning of the Spring term the following year.
- Children whose 3<sup>rd</sup> birthdays fall between 1 January and 31 March are admitted at the beginning of the Summer term.

Free nursery entitlement is 15 hours a week. Some children may be able to access additional hours if parents qualify for '30 Hours Free Early Education and Childcare'. Places are allocated on a first come first served basis.

The Education Act 2011 received Royal Assent on the 15 November 2012. The Act allows schools to charge for Early Years hours in excess of the 15hr free entitlement. Where places are available, at the time of writing this policy, the cost will be £21.50 per day. This will include the cost of a midday meal. This will need to be paid in advance to secure a place.

Governors have set a limit of the equivalent of 52 part-time places in the Nursery. The over-subscription criteria will be applied in the same way as for the main school.

**Revised:** September 2022  
**Next Review Date:** September 2023  
**Reviewed by:** Governing Body



# ST ALFEGE WITH ST PETER'S

CHURCH OF ENGLAND PRIMARY SCHOOL

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