



# St Mary's Church of England Primary School

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## School Admissions Policy for Reception to Year 6 2016-17

St Mary's school was founded by the Church of England to be, like the Church itself, of service to all the people in our local community. Within our school a good number of families are active in our local Church of England parishes and other Christian communities. Some families send their children to this school because, though they have no active Christian faith themselves, they are happy for their children to be educated in a Christian environment and learn the basics of the Christian faith. This school is thoroughly and actively loyal to the principles and practice of the Church of England and, whilst respecting the rights of parents under Section 21 of the Education Act of 1998 expects all children to take part in Religious Education within the Schools curriculum and to attend the daily acts of worship in the school and regular services in our local Church.

**Governors hope that parents who have chosen this school for their child will have done so knowing that it is a Church of England school with a distinctive Christian ethos. Governors therefore expect that all parents will give their full support to the ethos of the school. We also hope that all children will attend the acts of collective worship, daily Christian prayers in class and will take an active part in the Religious Education curriculum offered by the school. This does not in any way remove the right that parents have to request that their children be withdrawn from these activities.**

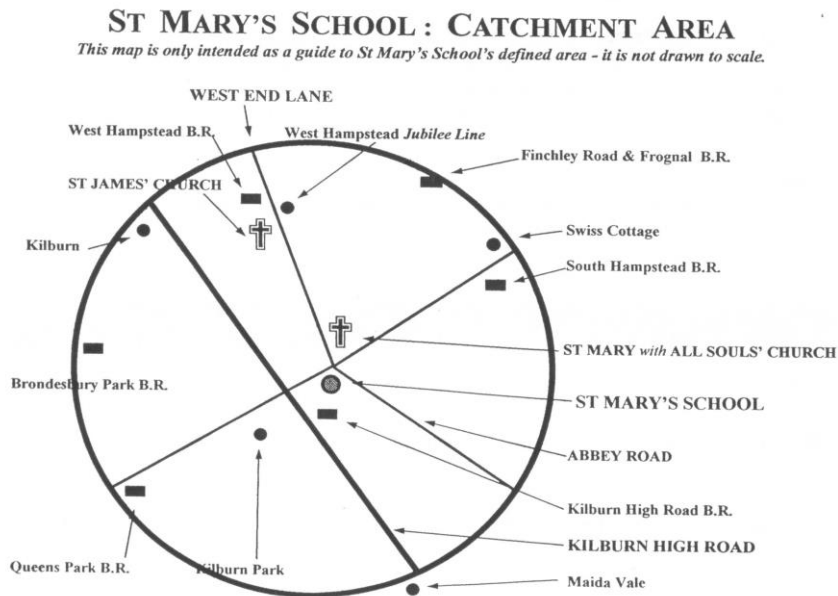
If any category is oversubscribed then preference will be given first to those children who have siblings (g) who will also be attending the school when the applicant joins the school. Thereafter selection will be based on distance from the center of school, preference being given to those who live closest to the school. Where two or more applicants have the same distance from the school a decision will be made using random allocation:

1. Children in the care of the Local Authority (a 'Looked After Child') or a child who was previously 'looked after' but immediately after being looked after became the subject to an adoption, a child arrangement, or a special guardianship order.
2. Children whose parents have been regularly (b) attending St Mary with All Souls Church, Abbey Road, NW6 4SN or St James's Church, Sheriff Road, NW6 2AP for a period of at least nine months prior to end of February in the year of admission (i.e. from at least July the year before) preference being given first to baptized children.
3. Children whose parents live within the school's defined area (f) and regularly (b) attend other Christian Churches (c) which do not have a Church school in the catchment area, preference being given first to baptized children attending Anglican Churches and then to baptized children attending other Churches.
4. Children whose parents live within the school's defined area (f), and have specific medical or social needs (d) that the school is particularly able to meet.
5. Children who live closest to the school measured as the crow flies, from the home address to center of the school (the address given must be the one in which the child normally lives. Distances are measured using a computerized measuring system provided by Camden local authority)

**Notes:**

*NB In these criteria 'parent' refers to any responsible adult as defined in the terms of the Children's Act.*

- a) *The baptism (christening) of any Trinitarian Christian Church will be accepted. In the case of Churches which do not baptize children proof of a dedication service or naming ceremony in church will be accepted, provided that it is in writing from the Church which administered the ceremony.*
- b) *Regularly is defined as at least twice a month for the whole period and attendance being confirmed by Fr Andrew as Vicar of the parish or the minister or pastor of the particular Christian community that the family regularly attends.*
- c) *'Christian Churches' as defined by those who are members of 'Churches together in England' or the Evangelical Alliance and/or the African and Caribbean Evangelical Alliance.*
- d) *Specific 'medical or social needs' must be demonstrated with written evidence and the school's decision on its relevance to a particular application is final.*
- e) *In the case of multiple births when one child is the 30<sup>th</sup> child in the ranking, the other child/ren will also be admitted.*
- f) *The school's defined area:*



- g) *Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent / carer's partner, where the child for whom the place is sought is living in the same family unit at the same address as the siblings. A sibling relation does not apply when the older child will leave before the younger one starts*

## **Please Note – Reception Admissions**

1. St Mary's School admits 30 children into its Reception Class each year in September, the admission process being staggered over a number of weeks.
2. Like all VA schools the Admission process for the School Reception class is co-ordinated by the local authority, using the Admissions Criteria set by the Governors. On 1<sup>st</sup> September each year the online application process opens and parents can go to [www.eadmissions.org.uk](http://www.eadmissions.org.uk) to apply for a Reception place. St Mary's School also supplies its own Supplementary Information form that should be completed by all parents who are looking for a place in St Mary's school for their children under criteria 2 or 4 so that the governors may consider their application fully. The form from Camden must be returned to Camden by 15<sup>th</sup> January in the relevant year, the supplementary information form for criteria 2 or 4 must be returned to the school by the same date.
3. When Camden notifies the School of those who have made an application for the School our Admissions Committee then ranks all the children, based on the published criteria above, and returns the list to Camden in rank order. Camden then notifies the successful children by post.
4. Any Reception places declined after offer will re-offered by Camden local authority in consultation with the school. The school thereafter maintains its waiting list given in the order above, and places are offered accordingly should a vacancy occur later in the academic year.
5. Reception year deferred entry - Applicants may defer entry to school up until compulsory school age i.e. the first day of term following the child's fifth birthday. Application is made in the usual way and then the deferral is requested. The place will then be held until the first day of the spring or summer term, as applicable. Applicants may also request that their child attend part-time until compulsory school age is reached. Entry may not be deferred beyond compulsory school age or beyond the year for which the application has been made. Therefore applicants whose children have birthdays in the summer term may only defer until the 1st April 2018.
6. Summer born children - If a parent wishes his/her summer born child to start school in Reception in the September following his/her 5th birthday i.e. a child born between 1st April – 31st August being admitted to Reception at 5 years of age, they should make the school aware of this by writing a letter to the Chair of Governors at the time of application. Parents must then submit an application in the normal way. This application will be treated in the same way as all other applications and there is no guarantee that an offer will be made.

## **Please Note – In Year Admissions**

1. Applications for 'In Year' admissions are made in the same way as those made during the normal admissions round. If there is a place available and there are no other children waiting for a place, then the Local Authority will communicate the Governors' offer of a place to the family. If more applications have been received or are being held than there are places available, then the applications will be ranked by the Governors in accordance with the published selection criteria. If a place cannot be offered at this time, then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of your application being held on file in anticipation of a place becoming available in the School.