St. Andrew & St. Francis School is a Church of England School, founded on Christian beliefs and is inclusive in its welcome to all in the parish.

By working together in a secure, enjoyable and supportive environment, we encourage positive behaviour; celebrate success and achievement; inspire a love of life-long learning; and enable all members of the school to reach their full potential.

The admissions criteria reflect the founding principles of the school and its mission statement. St. Andrew and St. Francis School has 60 full time places in all year groups from Reception to Year 6.

Criteria for School Admissions: September 2016
Oversubscription Criteria and Appeals are posted on the school website.

Where there are more applications than places available the governors will use the following criteria when making a decision. These are the stated in order of priority

1. ‘Looked after’ children. This includes children who were previously looked after, but cease to be so because they have been adopted or become subject to a residence order or special guardianship order.

2. * Children whose families are known, by the parish priest, to be members of the worshipping community of the Churches of St. Andrew and St. Francis (Applications supported by the Parish Priest)

3. * Children whose families are known, by the family’s parish priest, to be members of the worshipping community of the Church of England, as evidenced by the child’s Baptism certificate or letter from the priest at the family place of worship.

4. * Children whose families are known, by the family’s parish priest, to be members of the worshipping community of other Christian Denominations**, as evidenced by the child’s Baptism certificate or letter from the priest at the family place of worship.

5. Children who live within the parish  *(Website ‘Find your Parish’ used to confirm this criterion)*
   (i) Children who already have brothers or sisters in the school on the date of admission.
   (ii) *Children whose families are members of other World Faiths (supported by a letter from the faith leader at the family place of worship)***
   (iii) Other children living within the parish

6. Children who do not live within the Parish
   (i) Children who already have brothers or sisters in the school on the date of admission.
   (ii) * Children whose families are members of other world Faiths (supported by a letter from the faith leader at the family place of worship)***
   (iii) Other children living outside the parish
Governors will give priority within a criterion to children with documented medical or social needs for whom this is the most appropriate school. Before deciding whether to admit such a child the governors are required to consider the balance between admission of the child and any possible prejudice to the provision of effective education and the use of resources. The family must also demonstrate that the child would suffer detriment going to another school. Such applications should have a letter of support from an appropriate professional e.g. doctor, consultant or social worker.

When deciding between applications of equal merit distance from the school will be taken into consideration. Distance will be measured from the pupil's home front door, or communal front door of a block of flats, to the main school gate in Belton Road. This will be judged by the shortest measured walking distance using road networks including public rights of way using the Local Authorities computerised measuring system. If applicants are still of equal merit, when distance from the school is considered, then the place will be allocated randomly, an independent observer will be present at the time of ranking the applications. A public right of way is one which is determined by The Countryside Act 1968. If you would like a copy of The Countryside Act 1968 please contact the Brent School Admissions Service on 020 8937 3110.

Families are defined as the parent or legal guardian of the child for whom the application is being made.

Note 1
* Families applying under any criteria marked * should complete the school's Supplementary Information Form (SIF) which includes a letter from the leader of their place of worship confirming membership, for this to be a consideration.

Note 2
** Note on other Christian Denominations: by this the Governors mean membership of a Christian body which holds the doctrine of the Trinity and practises baptism and the Eucharist (Lord's Supper) This includes the Roman Catholic and Orthodox Church, the main Free Churches and many Independent and Pentecostal groups. A baptism or membership certificate will be required from your priest or minister

*** Note on World Faiths, a membership certificate or equivalent will be required from your local faith leader

Note 3
Where a child lives with parents with shared responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which the residential address is for the purposes of admission to school. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week

Note 4
Brothers and sisters include half/step brothers and half/step sisters living at the same address.
Note 5
In the event that the school has one place to offer and the next child on the waiting list is one of twins, triplets or other children of multiple births, the school will, in the first instance, randomly select the child to offer the place to. The school will also inform the parents that they may prefer the other, or another child, have the place instead of the child initially randomly selected.

Note 6
When a vacancy occurs during the school year this place will be offered to applicants on the waiting list according to the admission criteria.

Note 7
Parents can defer entry for their child until their child is statutory school age. Statutory school age begins the first day of the term after a child’s fifth birthday. Parents cannot however defer entry for children born in the summer term for the whole school year. Parents wishing to defer entry must contact the school advising them of their decision after a place has been offered. Parents can also request that their child attends part-time until their child reaches statutory school age.

Applications should be submitted to the Local Authority by 15th January 2016 in line with the Coordinated Admissions Scheme. Offers of places for September 2016 will be sent out on 18th June 2016 in line with the Local Authority Common Admission Policy. For criteria 2, 3, 4, 5(ii) and 6(ii) applicants should complete a supplementary form regarding the child’s religious background, in keeping with the school’s admissions policy. Supplementary Information Forms should be returned to the school by 31st March 2016. If you are not offered a place you may appeal to the Clerk of Governors c/o school. If the school is oversubscribed, children will be offered places in accordance with the stated criteria, those fulfilling criteria lower down the list, will be placed on a waiting list.

If you wish to make an application for this school you will need to contact your local council to complete their common application form (CAF). You will also need to complete the school’s Supplementary Information Form (SIF) which you can obtain from the council or the school. If you are a Brent resident you will need to contact Brent Council’s School Admission Service on 0208 937 3110 or visit www.brent.gov.uk/admissions. All applicants will be considered in line with our published admissions arrangements. Outcomes of applications will be sent to you by Brent Council on behalf of the Governing Body. Unsuccessful applicants will be placed on the waiting list.

Children attending the school nursery do not have priority for places in reception and should complete the Common Application Form in accordance with this policy.

Where there is oversubscription, a waiting list will be maintained throughout the school year. A child’s position on the waiting list does not depend upon the time they have been on the list but will be determined by how they meet the oversubscription criteria. This means that a child’s position on the list can go down as well as up, depending upon the child’s circumstances and those of other applicants. The waiting list will be closed each year and will not roll over. Parents wishing to stay on the waiting list will be required to submit a request to Brent Council’s School Admissions Service.

Appeals for places will be considered by the governors Admissions committee. Parents/carers should appeal within 20 school days from the date of their notification letter that their application was unsuccessful. Appeals will be heard by an Independent Appeals Panel within 30 school days of the appeal being lodged.

There is no right of appeal against any decision not to offer a place in a nursery.
Admission of Students with a Statement of Special Educational Need

Applications for students with a Statement of Special Educational Need (SEN) are made by SEN teams within Local Authorities (LA). The placement of students with such a Statement is made after a process of consultation between parents/carers, the school and the LA. Students with a Statement of SEN receive priority over others for admission where the school is named in the Statement.

These admission criteria are subject to annual review by the Governing Body.

Signed : Mrs. Lesley Jones - Chair of Governors

Date : 29th January 2014