



St Andrew and St Francis CE Primary School

ADMISSIONS POLICY

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| REVIEW DATE Annual | Reviewed Jan 2017, consulted on Dec/Jan 2015/16, Formally agreed by governors Jan 2017. | | |
| SIGNED HEAD TEACHER | Mr T Sharpe | DATE | February 2017 |
| SIGNED CHAIR OF LOCAL GOVERNING BODY | Mr R Walton | DATE | February 2017 |



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Admissions Criteria 2018-19

If you would like your child to be considered for a place at St Andrew & St Francis CE Primary School, you MUST name the school on the Common Application Form (CAF), which is available on line from September 2017. Brent residents can obtain a paper form by calling 020 8937 1234

If you are applying under criterion 4 (church practice) you will need to complete a Supplementary Information Form, which is available from the school. Your clergy must complete, countersign, stamp page 2 of this form and return it to the school on or before (Please see Brent Admissions for key dates and Deadlines) in order to allow the Admissions Committee to assess how you meet our criteria.

If there are more applicants than places, then places will be offered to children in the following order of priority and then offered in order of who lives nearest the school ****:

Criterion

- 1. Looked-After Children and Previously Looked-After Children.*** There must be evidence of this from the Local Authority. Looked-after children and children who were previously looked-after, but ceased to be so because, immediately after being looked-after, they became subject to an adoption, child arrangements or special guardianship order ****
- 2. Children whom the Local Academy Committee agree have a particular social Or medical need.** A letter from a professional e.g. doctor, consultant or social worker must accompany the request showing how only this school can meet the child's needs ****
- 3. Sibling.** Children who have a sibling in the school at the time of admission.** and ****

Any remaining places are allocated as follows: 50% Church places, 50% open places, (if there is an odd number of remaining places, weighting will be given to criterion 4.

- 4. Church Places.** After the first 3 criteria have been decided, 50% of the remaining places will be offered in the following order to children who live nearest the school **** and their parent/s or guardian/s meet firstly criterion 4.1 and then 4.2:
 - 4.1 regularly worship *** at St Andrew's Church, High Road Willesden, NW10 2SJ
 - 4.2 regularly worship*** at another Christian church and live within the Deanery of Brent*****.
- 5. Open Places.** The remaining 50% will be offered to children who live nearest the school ****and live within the Deanery of Brent*****.
- 6. Any remaining places.** will be offered to children who live nearest the school and allocated in order of proximity of their home to the centre point of the school using the Geographical Information System in use by the Local Authority at the time of application**** Where more than one child have the same distance a decision will be made using random allocation

*By a "looked-after child" we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangements order' is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion should be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).

**For the purpose of this policy, sibling is defined as brother or sister, half-brother or half-sister, stepbrother or stepsister or foster child living with the same parent/carer at the same address at the time of admission.

*** 'Regular worship' refers to attendance at a weekend church service with one or both parents/guardians at least fortnightly for a year or more prior to making the application. This must be confirmed by completion of a Supplementary Information Form completed, countersigned and stamped by a member of the clergy. Christian Churches other than St Andrews Willesden will only be recognised if they are a full member of Churches Together in Britain & Ireland or of the Evangelical Alliance UK.

**** Applicants under all criteria will be prioritised according to their nearness to the school. In all cases nearness to the school will be calculated using a straight line measurement (as the crow flies) from the child's home address point determined by Ordnance Survey data to the centre point of the school as determined by the LA's computerised measuring system. Accessibility by car or public transport will be disregarded. If any applicants share the same address, i.e., live in the same block of flats or shared house, priority will be given to those closest to the ground floor and then by ascending flat number order. In the event that more than one child have the same distance, a decision will be made using random allocation. Proof of address will be needed when you apply for a place at the school.

***** A map showing the Deanery Brent is available at the school and here <http://www.london.anglican.org/>

GENERAL INFORMATION

St Andrew and St Francis CE Primary School is an LDBS Academies Trust Primary School that welcomes children from all sections of the community who want a Christian education. We are a two-form entry primary school with nursery provision within an Early Years Foundation Stage unit.

All applications for a place in the main school at St Andrew and St Francis CE Primary School will be co-ordinated by Brent Education Department.

The Local Academy Committee is committed to the equal opportunities of all applicants, including the disabled and will ensure reasonable adjustments are made under the Disability Discrimination Act 1995 to accommodate the needs of children with any disability.

Applicants with children who have a statement of Special Educational Need or Education, Health and Care Plan where the school is named will be admitted under a different admissions procedure.

Admissions Procedures for Entry to Reception 2018 – 19

PLACES AVAILABLE

The Local Academy Committee have agreed with the relevant authorities that there will be a maximum of 30 children in each class from Reception to Year 6 (Being a 2 form entry school this means 60 children in each year). Children are admitted to Reception in September.

APPLICATION FOR RECEPTION CLASS

On-line

Parents should complete the on-line Common Application Form (CAF) for the LA in which they live. On the form, parents can name up to 6 primary schools which should be ranked in order of preference. You can complete this here <https://www.brent.gov.uk/services-for-residents/education-and-schools/apply-for-a-school-place/primary-school/>

Paper applications.

Brent residents are encouraged to apply on line. However, a paper application form can be obtained by ringing 020 8937 1234. The completed form must be returned to the Education department at Brent Civic Centre, Engineers Way, Wembley HA9 0FJ by 5pm on the published date. Residents of other boroughs will need to contact the education department at their home LA. The form should be returned to that LA by 5pm on the published date. Please see Brent website for dates.

Supplementary Information Form (SIF) (only needed if you are applying under criterion 4)

If you are applying under criterion 4 you will need to complete a Supplementary Information Form, which is available from the school. This will need to be completed, countersigned and stamped by your clergy and returned to the school in order to allow the Local Academy Committee to assess how well you meet our criteria.

CAF must be submitted for all children who would like to be considered for a place in Reception, whether or not they attend St Andrew and St Francis CE Primary School Nursery. There is no automatic transfer from the Nursery to the main school.

Timeline for application – Please follow the link to Brent Council – KEY DATES

<https://www.brent.gov.uk/services-for-residents/education-and-schools/apply-for-a-school-place/primary-and-junior-school/>

Offers of Places.

Where a place has been offered:

- it is for a full-time place from the September following the child's fourth birthday;
- the place may be deferred until later in the school year but not beyond the point at which they reach compulsory school age (the term after the fifth birthday) This means that parents of a child whose fifth birthday falls between 1 September 2017 and 31 March 2018 may request that their child is not admitted

until later in the school year 2017/18, but no later than the term after the child's fifth birthday, when s/he reaches compulsory school age. For children born between 1 April and 31 August, this is not beyond the beginning of the final term of the school year for which it was made. The school will hold any deferred place for the child.

-where parents wish a child may attend part-time until they reach compulsory school age.

Admissions out of the normal age group

For children whose fifth birthday falls between 1 April 2019 and 31 August 2019, parents who do not wish them to start school in school year 2018-19, but to be admitted in September 2019 for school year 2019-2020, should discuss this with the school at an early stage. Decisions will be made on the circumstances of each individual case and the best interests of the child. Parental views, academic achievement, social and emotional development and where relevant medical views will be taken into consideration. The views of the Headteacher will also be taken into account.

Parents may decide not to apply for a Reception place in the school but to apply for a Year 1 place in September 2019. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2018-19 Reception Year group. Alternatively, they may decide to apply in the normal round (no later than 15 January 2019) for a Reception Year place in September 2019, but would need to provide strong supporting reasons for seeking a place outside the normal year group and apply via the protocol outlined above.

Education, Health and Care Plans

Children with a Statement of Special Educational Need or with an Education, Health and Care (EHC) plan naming St Andrew and St Francis CE Primary School will always be offered places.

Twins, triplets and multiple births

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 offer both twins, all triplets or children of multiple birth a place even if this means **temporarily** going over the published admission's number.

LATE APPLICATIONS

Applications received after the borough deadline will be regarded as late. Late applications will be processed after the borough offer date.

WAITING LIST

Unsuccessful and late applications can be placed on the waiting list at the parent/carers request. Places will be allocated in accordance with the above criteria, maintaining the balance between criteria 3 & 4. Children will remain on a waiting list until a vacancy arises. Annually, the school will write to the family of every pupil on the waiting list and request confirmation that the place is still needed. If a reply is not received by the deadline on the letter then the school will assume that the place is no longer required and will remove the child's name from the waiting list. The admissions committee will only consider applicants who confirm their interest.

IN-YEAR ADMISSIONS

Applications for in-year admissions are co-ordinated by the LA in the same way as those made during the normal admissions round. If applications are submitted under criteria 3, parents/carers will need to complete a Supplementary Information Form, which is available from the school. The second page of this form will need to be completed, countersigned and stamped by a member of clergy, in order to allow the Local Academy Committee to assess how well the child meets the admissions criteria.

If a place is available and there is no waiting list then the school will communicate the governors' offer of a place to the family. If more applications are received than there are places available then applications will

be ranked by the Local Academy Committee in accordance with the admission criteria. If a place cannot be offered at this time then the parent may request the reasons and will be informed of their right of appeal. The parent will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the Local Academy Committee in the order of the admission criteria and not in the order in which the applications are received. When a place becomes available the governing body will decide which child is at the top of the list so that the LA can inform the parent that the school is making an offer. Please note that this could mean that a child's name could move up or down the list.

APPEALS

Parents whose applications for admission are not successful are encouraged to contact the School for advice. Appeals against the decision may be sent to the Clerk to the Appeals Committee c/o St Andrew and St Francis CE Primary School. The appeal must be lodged within 14 days (10 working days) from the date of notification that the application was unsuccessful. Please see the school website for appeals timetable and form.