

INTRODUCTION TO THE APPLICATION PACK

Dear Parents/Carers,

Because the level of applicants to our school is so high, we send out this admissions application pack separately from the full prospectus in an attempt to cut down on costs and administration time.

When you have looked at the admissions application pack, you will have a better idea as to whether you meet some or all of the governors' criteria for entry. At this stage you may wish to:

- Telephone or email the school and we will send you the prospectus.*
- Better still, you could come to the school and pick one up.*

When you have read the prospectus; telephone us to make an appointment for a school visit, our head teacher will show you around and answer any questions you may have. The tours of the school always take place at 11.00am and in order to minimise the disturbance to pupils and staff, you are asked to make this an adults only session. If your child is offered a place they will have the opportunity for a full induction visit before they start at the school.

Many thanks for your cooperation. If anything is not clear, or you have any more questions, please telephone the school.

PLEASE NOTE

YOU MUST ALSO COMPLETE THE RBKC APPLICATION FORM WHICH NEEDS TO BE RETURNED TO THE ADMISSIONS TEAM AT THE ROYAL BOROUGH OF KENSINGTON AND CHELSEA. YOU CAN REQUEST A COPY OF THIS FORM FROM THE ROYAL BOROUGH OF KENSINGTON AND CHELSEA'S ADMISSIONS OFFICE. ALTERNATIVELY, YOU CAN PICK UP A COPY FROM THE SCHOOL OFFICE OR ANY KENSINGTON & CHELSEA LIBRARY.

ALL OTHER PARTS OF THE APPLICATION MUST BE RETURNED TO THE SCHOOL

Christ Church CE Primary School, Chelsea
Admission Arrangements for September 2010-11

There are seven classes which cover the seven year groups in the School. Children are normally admitted into Reception Class in the following way:

Children with birthdays between:

1st September and 28th (29th) February are admitted in September (Autumn Term)

Children with birthdays between:

1st March and 31st August are admitted in January (Spring Term)

Until further notice we will admit 30 children who reach statutory school age each year.

Parents who wish their child to be considered for a place at the school are requested to contact the school to obtain a brochure and details of how to apply to the school. Parents/carers are also welcome to make an appointment with the Head for a visit to be shown around the school.

The Governors, who are responsible for admissions to this Church of England Voluntary Aided primary school, have agreed to admit 30 pupils for each year group. These arrangements and the admissions criteria below are reviewed annually. When there are more applicants than places the Governors will admit pupils according to the following criteria which are listed in order of priority. All applications are considered very carefully according to these published criteria for admission.

1. Children 'Looked after' by the Local Authority.
2. Children having brothers or sisters at the school at the time of entry.
- 3.* Children of families who regularly attend* either St Luke's or Christ Church, Chelsea and who provide verification from the clergy of St Luke's and Christ Church.
4. Children living in the Parish of St. Luke's and Christ Church, Chelsea.
5. Children whose families are regular worshippers* in a neighbouring parish church or in a church of another Christian denomination (as defined by the Churches Together in Britain and Ireland and the Evangelical Alliance) and who provide a letter of verification from a priest or minister.
6. Children of other faiths whose parents desire them to attend the school because of its religious tradition.
7. All other applicants.

* Regular attendance/worshippers at church must have been for at least two years, on at least two occasions per month. A Vicar's/Minister's letter will be required in the year before admission. The only exception will be those families who have moved into the area within the previous year and can provide a Vicar's/Minister's letter to confirm that they were committed and regular members of a church in the place where they used to live.

Two forms of proof of address will be required to verify each application. Applications will not be considered without this.
cont/

Those who are not offered a place will be invited to join the waiting list. The above criteria will apply if casual vacancies arise during the year.

Parents wishing to apply for a place in the Reception Class **must** fill out the Common Application Form from the Royal Borough of Kensington & Chelsea naming Christ Church School. This form may be obtained from the Admissions Team, Room 247/1, Town Hall, Hornton Street, W8 7NX and must be returned to the Borough by

22nd January 2010. In addition parents wishing for a place at Christ Church School are advised to complete the School's Supplementary Form and return it to the School by **22nd January 2010.** The School's Supplementary Form is not compulsory but parents should be aware that failure to fill it in may affect where the child is placed within the oversubscription criteria. The dates for return of forms apply to children wanting a place in Reception Class. For all other years, applications can be made to the School when needed and places will be allocated when there is a space.

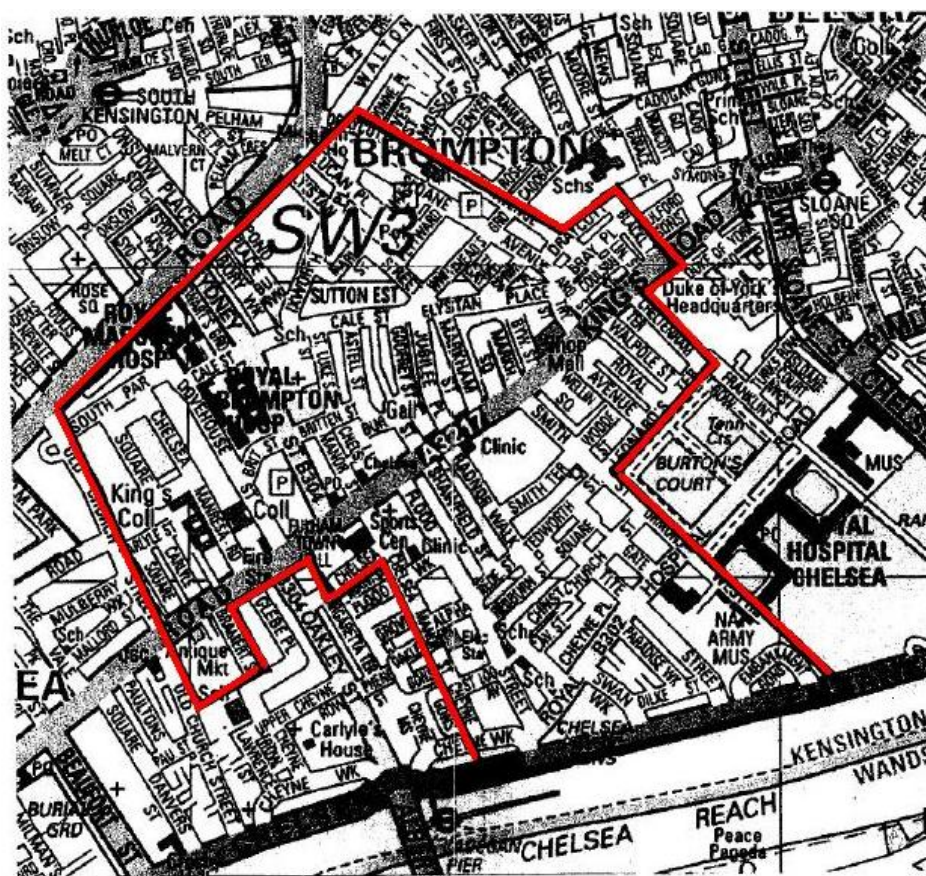
Parents whose applications are unsuccessful are informed that they are entitled to appeal to an independent committee under the provisions of the 1980 Education Act. Parents wishing to do so should write to the clerk to the Appeals Committee, c/o Christ Church School, 1 Robinson Street, London SW3 4AA. **These must be sent within 14 days of the date of notification of the decision.**

Children prepare to transfer to secondary schools in the year in which they become 11 (Class 6). At this time parents will be given information about secondary schools. The Head, the school and the Local Education Authority will send information to parents who are advised to visit several schools before making their choices. A meeting is held in the Autumn Term for all Class 6 parents involved in Secondary Transfer.

Boundaries of the parish of St Luke's and Christ Church

For historical reasons the parish is defined geographically as follows:

Commencing at the point where the boundary of the Royal Hospital meets Chelsea Embankment, west along to Cheyne Walk, north up Chelsea Manor Street (the houses on the east side only of Chelsea Manor Street are in the parish i.e. odd numbers only), west along Chelsea Manor Gardens behind the Town Hall, north on the west side of the of the Town Hall into the Kings Road (even numbers only are in the parish), west to Bramerton Street, south down Bramerton Street (even numbers only), west across the south side of the Old Chelsea Rectory garden into Old Church Street, north up Old Church Street (only those houses on the east side of this part of Old Church Street are in the parish i.e. even numbers from 54 upwards), east along the Fulham Road (odd numbers only 239 to 291), south down Draycott Avenue (only the houses on the west side of Draycott Avenue are included i.e. odd numbers only), west into Bray Place, south into Blacklands Terrace, west along the King's Road, south into Cheltenham Terrace, west into St Leonard's Terrace, south into Ormonde Gate, on into West Road and along the boundary of the Royal Hospital to the Chelsea Embankment. Although the Royal Hospital is not technically in the parish it is included as far as education is concerned. Children of staff resident at the Royal Hospital are eligible therefore, under this category.



FAIR PROCESSING NOTICE – PUPIL DATA

The school processes personal data about its pupils and is a “data controller” in respect of this for the purposes of the Data Protection Act 1998. It processes this data to:

- support its pupils’ teaching and learning;
- monitor and report on their progress;
- provide appropriate pastoral care, and
- assess how well the school as a whole is doing.

This data includes contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

This data may only be used or passed on for specific purposes allowed by law. From time to time the school is required to pass on some of this data to local authorities, the Department for Children, Schools and Families (DCSF), and to agencies that are prescribed by law, such as the Qualifications and Curriculum Authority (QCA), Ofsted, the Learning and Skills Council (LSC), the Department of Health (DH) and Primary Care Trusts (PCT). All these are data controllers in respect of the data they receive, and are subject to the same legal constraints in how they deal with the data.

The Fair Processing Notice has been prepared at a time of change with the restructuring of the Department for Education and Skills and the Department of Trade and Industry into three new Departments: the Department for Children, Schools and Families (DCSF), the Department for Innovation, Universities and Skills (DIUS) and the Department for Business, Enterprise and Regulator Reform (DBERR). It may be that, [during the period covered by this FPN], steps will be taken to enable the DCSF to match individual pupil information with higher and further education attainment data held by the DIUS.

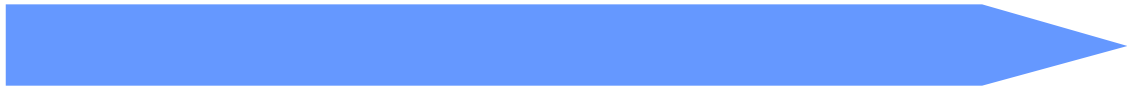
Pupils, as data subjects, have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any data controller. The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make an access request themselves if they wish. A parent would normally be expected to make a request on a child’s behalf if the child is younger.

If you wish to access your personal data, or that of your child, then please contact the relevant organisation in writing. Details of these organisations can be found on the following website <http://www.teachernet.gov.uk/management/ims/datamanagement> or for those pupils/parents where this is not practical, a hard copy can be obtained from the school.

Your attention is drawn to (Layer 2) of this Fair Processing Notice, which gives supplementary information about the processing of pupil data by the organisations mentioned above, and to the Full Notice (Layer 3) which gives greater details of how the pupil data is processed and the rights of parents and pupils. Either can be obtained from the school or the Local Authority.

CHRIST CHURCH
CE Primary School

1Robinson Street, London SW3 4AA
T 020 7352 5708
F 020 7823 3004
email info@chch.rbkc.sch.uk
www.chch.rbkc.sch.uk



Surname of child _____

First names _____

Date of birth _____

Address _____

_____ Post Code _____

Telephone number _____ Mobile _____

NOTES, please read carefully...

Christ Church CE Primary is a successful, over-subscribed school for entry to the Reception Class. When places are over-subscribed the Governors admissions criteria are used to prioritise places.

ENTRY TO RECEPTION CLASS (when your child is rising 5 years old.)

In addition to the Common Application Form, where you will need to name the school, if you are applying for a place under criteria 2, 3, 5 and 6 you should also complete this Supplementary Information Form so that the governors may consider your application fully. This should be returned to the school.

If you answer yes to questions 4, 5 or 6 then you will need to have the Supplementary Form Part Two completed by your priest/minister. These forms support your Common Application Form which you return to the Royal Borough of Kensington & Chelsea.

ENTRY AT ANY OTHER POINT (when your child is older than 5 years).

You may apply whenever your child needs a place.

If you would like to visit the school please ring the school to make an appointment. The Head teacher will show you around the school and answer any questions you may have. Please telephone the school office on 020 7352 5708

ADMISSIONS SUPPLEMENTARY INFORMATION FORM, Part One

1 Name(s) of responsible adult(s) with whom the child lives:

2 Are there any sisters or brothers already attending the school at the time of entry? Yes/No

3 If you answered **yes** please give their name(s)

4 Does the family attend either St. Luke's or Christ Church Chelsea? Yes/No

5 Does the family attend another church? Yes/No

6 Does the family belong to a non-Christian faith community? Yes/No

ADMISSIONS SUPPLEMENTARY INFORMATION FORM, Part One

If you answered **yes** to 4, 5, or 6, then please complete the following:

Name of Church/Faith Community _____

Name of your priest or minister _____

His/her address _____

Post Code _____

Parent(s) Carer(s) Signature(s)

Date _____

WHEN YOU HAVE COMPLETED NUMBERS 1 TO 6, PLEASE RETURN THEM TO CHRIST CHURCH SCHOOL.

Turn to the next page to complete the confidential Church/Faith Community Membership reference.

ADMISSIONS SUPPLEMENTARY INFORMATION FORM, part two

Please complete this page and pass it to your Priest or Minister to verify. When they have completed their section, they will send it back to the school.

Christ Church CE Primary School

CONFIDENTIAL CHURCH/FAITH COMMUNITY MEMBERSHIP REFERENCE

Full name of child _____

Date of birth _____

Full address _____

Post Code _____

Day telephone _____ Evening telephone _____

Names and Year Groups of any sisters or brothers already attending the school

Name and address of usual place of worship and of Minister/Priest

Post Code _____

Have you attended on at least two occasions a month for at least two years? YES / NO
(If less than two years please attach a supporting reference from a previous place of worship.)

ADMISSIONS SUPPLEMENTARY INFORMATION FORM, part two

Parent(s) Carer(s) signature(s)

Minister/Priest's signature verifying the information given above

Minister/Priest's name and telephone number (please print)

When this form is completed would you please return it to:

Admissions
Christ Church CE Primary School
1 Robinson Street
London SW3 4AA

Admissions to Reception Class



Please remember to complete the Application Form for the Royal Borough of Kensington and Chelsea. The school form is supplementary to this. **Without meeting the deadline for the return of the BOROUGH form your application will be invalid.** Thank you for your cooperation.