

Christ Church CE Primary School, Chelsea Admission Arrangements for September 2012-13

There are seven classes which cover the seven year groups in the School.

Until further notice we will admit 30 children who reach statutory school age each year. Children are admitted into Reception Class in one intake in September of each academic 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. (Sibling criteria may only apply where, at the time of application, an older sibling is expected to be on roll when a younger sibling starts at the school.)
- 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.**

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, if they are residents of the Royal Borough of Kensington & Chelsea.

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 **15 January 2012**. Parents who are resident in **any other** Local Authority must apply to that authority for their Common Application Form.

In addition parents wishing for a place at Christ Church School under criteria 3 and 5 are advised to complete the School's Supplementary Form and return it to the School by **7th January 2012**. 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.**

Parents wishing to apply for a place into **any other year** must fill out an **In Year Transfer Form from the Royal Borough of Kensington & Chelsea naming Christ Church School**, if they are residents of the Royal Borough of Kensington & Chelsea. 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 **15 January 2012**. Parents who are resident in **any other** Local Authority must apply to that authority for their In-Year Transfer Form.

Applications for In-Year admissions are made in the same way as those made during the normal admissions round. If a place is available and there is no waiting list then **the local authority 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 governing body in accordance with the oversubscription criteria, [with the following modifications: children without an offer of a school place are given priority immediately after other 'looked-after' children]. 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 being placed on a waiting list. This waiting list will be maintained by the governing body in the order of the oversubscription criteria [as modified above] and not in the order in which the applications are received. When a place becomes available the governing body will decide who is at the top of the list so that the LA can inform the parent that the school is making an offer.

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.



1 Robinson 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 or 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 this form, which is the reference from your priest, minister or faith group leader.

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