

ST CLEMENT & ST JAMES C.E. PRIMARY SCHOOL
Penzance Place, London W11 4PG

ADMISSIONS POLICY

The Governors, who are responsible for admissions to this Church of England Voluntary Aided Primary School, have agreed with the Local Education Authority to admit 30 pupils for each year group. These arrangements and the admissions criteria are reviewed annually.

All applications for children starting in the coming academic year must be made on a Kensington & Chelsea Common Application Form which must be returned to the Local Authority by the stipulated date. If you are applying under criteria 2, 3 or 6 you should also complete a School Supplementary Information form so that the Governors may consider your application fully. Please return this form to the school by 1st February.

Where there are more applications than there are places available, the Governors will admit pupils according to the following criteria which are listed in order of priority:

1. Children 'looked after' by a Local Authority.
2. Children of families who either worship regularly* in the five Anglican parishes** the school serves, or who are living within these parish boundaries and worship regularly* in other Anglican churches. A supporting reference from the vicar/minister will be required on the attached form.
3. Children of families living within the five parishes**, or within 1 mile radius of the school, who worship regularly* in churches which are members of or affiliated to Churches Together in Britain and Ireland (CTBI) or the Evangelical Alliance. A supporting reference from the vicar/minister will be required on the attached form.
4. Siblings of children in the school at the time of entry.
5. Children who are attending the nursery.
6. Children of families living within the five parishes** who regularly* practise other world faiths, and who wish their children to attend a school with a Christian ethos. A supporting reference from the minister/faith leader will be required on the attached form.
7. Children with documented medical or social needs where supporting evidence from a doctor or social worker details the particular reasons why the school is the most suitable and the difficulty that would be caused if the child had to attend another school.
8. Children of families who wish their children to attend a Church of England school. Priority will be given to those who live within the five parishes**.

When deciding between applicants who ostensibly have equal entitlement under the above criteria, the Governors will give priority to applicants who live closest to the school.

Nearness to the school will be calculated using a straight line(as the crow flies) measurement from the child's home 'address point' determined by Ordnance Survey Data to the centre of the school grounds as determined by the Royal Borough using its computerised measuring system. The child living closest to the school will receive the highest priority. Accessibility by car or public transport will be disregarded.

Notes:

* Regularly means at least once a month for a year.

** The five parishes are: St. Clement's & St. James' Norland
 St. Helen's
 All Saints'
 St. John's
 St. Peter's **SEE ATTACHED MAP**

Admission to the Reception Class

It is the policy of the Governors to admit to the Reception class in the September immediately following a child's fourth birthday. Places are allocated in April for the whole academic year. However, after well-informed discussion with the parents, taking into account their views of a child's maturity and readiness to enter the Reception Class, more flexible timing could be arranged. If the Reception Class is oversubscribed an application list will be held in the same order until the 30th September.

Admission to the Nursery Class

The Governors will admit 30 children into the nursery class, filling vacancies as they arise in accordance with the Governors' admissions criteria.

Admission into the Nursery class does NOT automatically admit your child into the Reception class. A Reception application form needs to be submitted which will apply the Governors' admissions criteria.

In Year Admissions

The above criteria will be applied if vacancies arise during the school year and there are more applicants than places. Applications must be made to the Local Authority where the child lives (Home LA) on a Common Application Form and returned to that LA. If a place can be offered, this will be notified by the Home LA. In addition a school supplementary information form should be completed and returned to the school.

INDEPENDENT APPEAL PANEL

Parents who are not offered a place for their child are entitled to appeal to an independent panel under provisions of the Education Act 1998. Parents wishing to appeal should do so on the appropriate forms available from the school, within 14 days from the notification of the decision not to admit.

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SUPPLEMENTARY INFORMATION FORM

This form is supplementary to the Royal Borough of Kensington & Chelsea's Common Application form which must be returned to the Local Authority by the stipulated date.

Parents should ensure that they have a copy of the Admissions Policy and if applying under criteria 2,3 or 6 should complete this form so that the Governors may consider the application fully.

Pupil Information:

Surname of child:

Other Name(s):

Date of Birth:

Name of parent(s)/guardian(s):

Home address (please attach proof of residence, e.g., child allowance documentation, council tax etc):

Home telephone:

Daytime telephone (if different):

Church Information

Are you applying for a PLACE UNDER CRITERIA 2, 3 OR 6?

Name and denomination of church or place of worship, length of attendance and frequency:

Name of Minister or Faith leader
(who can confirm your attendance):

Address of Minister/Faith leader:

NB: If you have moved recently, give the name & address of your previous Minister.

Signed:
(Parent/guardian)

Date:

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CLERGY REFERENCE

Name of Church or Place of Worship

Name of Minister/Incumbent/Faith leader:

Address:

Telephone No.:

Criterion 2

Is your church Anglican? Yes/No

Criterion 3

If no, is your church either a full or associate member of Churches Together in Britain and Ireland (CTBI), or the Evangelical Alliance?

Full member/associate member

Have the family worshipped in your church at least once a month for a year?

Criterion 6

Have the family attended your place of worship at least once a month for a year?

Signed

Date

Please return to:

The Admissions Clerk, St Clement & St James School, Penzance Place, London W1