

ST CLEMENT & ST JAMES C.E. PRIMARY SCHOOL

ADMISSIONS POLICY: 2013/14

AP DRAFT 3

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 September 2013 must be made to the Local Authority where the child lives (Home LA) on a Common Application Form, which must be returned to the Local Authority by the date they request. If you are applying under criteria 2, 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.

Admissions Criteria

1. Looked after children, including children who were looked after, but ceased to be because they were adopted, or became subject to a residence order or special guardianship order.

The remaining places will be divided as follows: 80% Foundation Places and 20% Open Places.

Foundation Places

2. 80% of the remaining places are for children of families who have attended church twice a month for the last two years*. A supporting reference from the priest/minister will be sought on the attached form. If you have moved within the last two years, please also obtain a reference from your previous priest/minister to make up the full period.

a) First, children of families who worship regularly* in the churches of the five parishes**:

St Clement Notting Dale

St James' Norland

St Helen's

All Saints

St John's

St Peter's

St Francis Anglican Mission Church

b) Second, children of families who live in the five parishes**, and who worship regularly* in other Christian churches, including those which are members of or affiliated to Churches Together in Britain and Ireland (CTBI), or the Evangelical Alliance.

Open Places

3. 20% of the remaining places are for children whose families live in the five parishes**.

St Clement & St James' Norland	St Helen's	All Saints
St John's	St Peter's	**

If there are more applicants than places under categories 2a, 2b and 3 above, then the following criteria will be applied category by category as necessary, in this order:

1. The presence of siblings already in the school at time of entry (includes half siblings, adopted sibling, stepsibling or the children of the parent or carer's partner provided these live at the same address).
2. Children who are attending the nursery.
3. Children who live closest to the school.***

*** Nearness to the school will be calculated using a straight line measurement from the child's home 'address point' determined by Ordnance Survey Data to the centre of the school ground, as determined by the Local Authority using its computerised measuring system. Accessibility by car or public transport will be disregarded.

Admissions 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 for the whole academic year, but places can be deferred until they reach the age of five. If the Reception Class is oversubscribed an application list will be held in the same order until 30th September of the year of entry.

Admissions 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 School Standards and Framework Act 1998. Parents wishing to appeal should do on the appropriate forms available from the school, within 14 days from the notification of the decision not to admit.

Children with a Statement of Special Educational Needs, where the Statement names this school, will be admitted.

ST CLEMENT & ST JAMES C E PRIMARY SCHOOL

Penzance Place, London W11 4PG

SUPPLEMENTARY INFORMATION FORM

This form is supplementary to the 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, 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?

A supporting reference will be required on the attached form, confirming the family's attendance at church twice a month for the last two years.

Name of church:

Name of Priest/Minister
(who can confirm your attendance):

Address of Priest/Minister:

NB: If you have moved recently, give the name & address of your previous Minister and obtain a reference from them to make up the full period

Signed:
(Parent/guardian)

Date:

ST CLEMENT & ST JAMES C E PRIMARY SCHOOL

Penzance Place, London W11 4PG

CLERGY REFERENCE

To be filled in by the Priest/Minister if applying under criteria 2

N.B. if the family have moved within the last two years, they will also need to obtain a reference from their previous Priest/Minister

Please complete this form and return it to the Admissions Clerk at the School. Thank you for your help.

Admissions Criteria

Criteria 2: Foundation Places

These are for children of families who have attended church twice a month for the last two years*.

a) First, children of families who worship regularly* in the churches of the five parishes**:

St Clement Notting Dale

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St John's

St Peter's

St Francis Anglican Mission Church

b) Second, children of families who live in the five parishes**, and who worship regularly* in other Christian churches, including those which are members of or affiliated to Churches Together in Britain and Ireland (CTBI), or the Evangelical Alliance.

** St Clement & St James' Norland

St Helen's

All Saints

St John's

St Peter's

Pupil Information:

Surname of child:

Other Name(s):

Date of Birth:

Name of Church

Name of Priest/Minister

Address:

Telephone No.

Is your church Anglican? Yes/No

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 attended your place of worship at least twice a month for two years?

Yes/No

Signed

Date

Please return to:

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

All Comments to be returned to the school by Friday 24 February 2012.

By post

St Clement and St James CE Primary School, Penzance Place, London W11 4PG

Or email

info@scsj.rbkc.sch.uk

