



**St Cuthbert with St Matthias Church of England Primary School**  
**Admissions Policy for 2012-13**

St Cuthbert with St Matthias CE Primary School is an inclusive Church of England school which welcomes all children from its community.

**Reception Admissions**

All applications for our Reception places must be made to the borough where you live on their common application form. If you live in the Royal Borough of Kensington and Chelsea, you can obtain your application form from the school or the Town Hall. You will be able to list up to six schools in order of preference. There is no automatic right for a child to progress from Nursery to Reception. Children are admitted to Reception Class from September although places can be deferred until later in the year up until their fifth birthday however a place cannot be deferred past the academic year.

In the current year the form must be submitted by 15<sup>th</sup> January 2012 to your home Local Authority, for RBKC that is:

The Admissions Team  
RBKC  
Room 247/1 Town Hall  
Hornton Street  
LONDON  
W8 7NX

As a Church of England School offering Foundation places, parents who wish their children to be considered for a Foundation place are also asked to **complete the school's supplementary information form and to return this to the school by 15<sup>th</sup> January 2012.** This form is not compulsory but it will enable the governors to consider your application fully. Failure to complete the form may adversely affect your chance of being offered a place at the school.

We have 30 Reception Class places for entry in the school year your child turns 5 years old. All children will be admitted at a single point of entry in September. In the event of oversubscription, the following criteria will be applied:

- 1. Children "Looked After" by a Local Authority\***
- 2. The balance of the remaining places will be 66% community places and 33% foundation places, with any vacant places being taken up by oversubscription from the other category. Foundation Places are defined as places for those students who meet the foundation criteria established for their admission to St Cuthbert with St Matthias School. Community Places are defined as places for those students who meet the community criteria established for their admission St Cuthbert with St Matthias School.**

Where there are more applications for places in either category the following oversubscription criteria will be used.



### **Foundation Places**

Foundation places are available to applicants who meet the Foundation and are supported by a reference from the Priest or minister in charge of the place of worship.

Applicants for Foundation Places will be allocated in the following order of preference:

- a) Children whose parents worship\*\* St Cuthbert's Church, Philbeach Gardens
- b) Children whose parents worship\*\* at one of the Church of England churches in the Deaneries of Kensington and Chelsea.
- c) Children whose parents worship\*\* at other Christian\*\*\* churches within the boundary of the Deaneries of Kensington and Chelsea.
- d) Children whose parents worship\*\* at any other Church of England church
- e) Children whose parents worship\*\* any other Christian church

### **Community Places**

- a) Children with siblings\*\*\*\* in the school at time of entry
- b) Children attending our nursery
- c) Nearness to the school\*\*\*\*\*

If any of the above categories are over-subscribed, straight line distance from school will be used as a tie-break.

Those not offered foundation places will be considered against the criteria for community places and vice versa.

If a tie-break involves twins or triplets, the school will liaise with the LA to find suitable places.

### **Notes:**

\* Looked after' child has the same meaning as in section 22 of the Children Act 1989 and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents).

\*\* Worship is defined as attending the church for a service at least annually. We require a reference from the 'Priest in Charge' or minister of the church where you worship to confirm that this happens.

\*\*\* A church of another Christian denomination as defined by the Churches Together in Britain and Ireland and the Evangelical Alliance.

\*\*\*\*This includes half brothers or half sisters, adopted brothers or sisters, stepbrothers or stepsisters or the children of the partner of the parent or carer partner provided that they live at the same address as the applicant.

\*\*\*\*\*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 point 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. If applicants share the same address (for example, 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. Should more than one child have the same distance a decision will be made using random allocation.

### **In-Year Admission into Years 1-6**



Applications outside of the normal point of entry (reception) must be made to the local authority where the child lives (Home LA) on a Common Application Form and returned to that LA. The school's supplementary form and priest's reference, baptism certificate must be returned to the school. If the school is full in the requested year group, the application will be considered in accordance with the admission policy with reference made to any supplementary information provided and the child will be placed on a waiting list. If a place can be offered, this will be notified by the Home LA.

### Appeals Procedure

If an application for a place is unsuccessful, parents have the right to appeal within 14 days of the date of the decision. Further information on how to make an appeal can be obtained from the Clerk to the Governors, c/o the school.

### Operation of Waiting Lists

Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the school will operate a waiting list. Where in any year the school receives more applications for places than there are places available, a waiting list will operate. This will be maintained by the school and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

### Expectations

Families admitted to the school are expected to support the Christian ethos of the school and abide by the school rules, based on Courtesy, Consideration, Co-operation and Common Sense.

### Secondary Transfer

Children transfer to secondary school at the end of Year 6. Parents are responsible for making visits and choosing a school for their child. Each borough has an application form which families are asked to list up to 5 secondary schools. Whilst the school will support their families in filling in their forms, parents are responsible for their own application.

### Moving Schools

In order to minimise disruption for children, we ask that families give us as much notice as possible if they are moving schools, so that we can prepare the children for transfer and organise any reports for forwarding.

Policy reviewed: 24<sup>th</sup> November 2010

To be reviewed: October 2011 and annually thereafter



St Cuthbert with St Matthias CE Primary School

Warwick Road, London SW5 9UE

☎ 020 7373 8225

Priest/Minister in Charge's Reference

If you are applying for a place under criteria 4 or 5, please ask your Priest/Vicar/Minister to complete this part OR attach a copy of your child's baptismal certificate. This reference should be included with your child's application.

\_\_\_\_\_

The family of \_\_\_\_\_ are members of and attend:

Church name: \_\_\_\_\_

Denomination: \_\_\_\_\_

Annually: Yes/No Please delete as appropriate

Address: \_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_

Name: (printed) \_\_\_\_\_

Date: \_\_\_\_\_



St Cuthbert with St Matthias C.E.  
Primary and Nursery School

Supplementary Application Form 2011

Child's Surname			
Forename/s			
Date of Birth			M/F
Home Address			
Phone number/s	home: work:	mobile: mobile:	mum dad
Family religion/s			
Brothers or Sisters Already Attending the School			
Name of Parents	Mother	Father	
Signature			
Date of Application			