



St Cuthbert with St Matthias Church of England Primary School Admissions Policy for 2011-12

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 preferences in order of preference. There is no automatic right for a child 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. Full time places are offered however part time places can be provided if required.

In the current year the form must be submitted by the 15th January 2011 to:

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

As a Church of England School, parents are also asked to complete the school's supplementary information form and to return this to the school by 22nd January 2011. This form is not compulsory but failure to complete the form may adversely affect your chance of being offered a place at the school.

We have 30 Reception Class places. In the event of oversubscription, the following criteria will be applied:

1. Children "Looked After" by a Local Authority*
2. Children attending our nursery
3. Children with siblings in the school at time of entry
4. Children from Church of England families **
5. Children from other Christian families ***
6. Nearness to the school ****

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).

** We require a copy of your child's baptismal certificate or a reference from the 'Priest in Charge' of the church where you worship



*** We will require copy of your child's baptismal certificate or a reference from the priest or minister in a church of another Christian denomination as defined by the Churches Together in Britain and Ireland and the Evangelical Alliance.

**** Distances will be measured from the address point of the school to the applicant's home address point in a straight line as calculated by the Royal Borough of Kensington and Chelsea.

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' 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.

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: 24th November 2009

To be reviewed: October 2010 and annually thereafter



St Cuthbert with St Matthias CE Primary School

Warwick Road, London SW5 9UE

☎ 020 7373 8225

Priest 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: _____

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			