

# St Thomas' CE Primary School

## DRAFT Admissions Policy – March 2011

### Admissions Procedures and Criteria – 2011-12-13

St Thomas' CE Primary School is a Voluntary Aided Church of England primary school that welcomes children from all sections of the community who require a Christian education. The School strives to provide the best education for its pupils, both academically and personally. St Thomas' gives high priority to developing strong links with home, the Parish church and the wider community. It believes that working closely with the parents is vital to ensuring that children achieve their full potential.

#### APPLICATION FORM FOR ENTRY TO RECEPTION CLASS THROUGH TO Y6

Parents and carers should complete the local authority Common Application form. On the form parents can name up to 6 primary schools. Parents need to rank the schools in the order of preference. This form must be returned to the Education Department by the published deadline. The local authority contact details are: By phone 0207-361-2210 or by email [schooladmissions@rbkc.gov.uk](mailto:schooladmissions@rbkc.gov.uk)

#### SUPPLEMENTARY INFORMATION FORM

As St Thomas' is a Church school, parents and carers are also asked to complete the school's Supplementary Information Form in order for governors to assess how well their child meets our admissions criteria. Parents who wish to be considered under criteria 3, 4.1, 4.2, 4.3, 4.4 and 5.0 of St Thomas' admissions criteria should complete the Supplementary Information Form so that the governors can consider your application fully. You can obtain this form from the school office and you must return it by **Friday 13 January 2012**. **If you do not complete the form, your child's chance of being offered a place will be adversely affected as governors will not be able to consider your application fully.**

#### *Places Available*

St Thomas' is a one form entry primary school. The governors have agreed with the relevant authorities that there will be a maximum of 30 children in each class from Reception to Year 6. The nursery accepts a maximum of 26 children for 26 full time places.

#### *Timetable for Admissions Consideration:*

##### **Reception class admissions**

Supplementary Information Forms for places in the Reception class must be received by the school by 5pm on Friday 13<sup>th</sup> January 2012. **Common Application Forms (available from your home Local Authority) must be submitted for all children who would like to be considered for a place in Reception. Children who attend St Thomas' nursery do not transfer automatically.** Children whose fifth birthday falls between 1<sup>st</sup> September and 31<sup>st</sup> August will be considered for entry to the Reception class in September. Children whose birthday falls between 1<sup>st</sup> March and 31<sup>st</sup> August may elect to take up the place in January.

##### **Nursery admissions – Friday 13<sup>th</sup> January 2012**

Children are admitted in September, if their fourth birthday falls between 1<sup>st</sup> September of that year and 31<sup>st</sup> August of the following year. Most children offered a place in the Nursery Class spend three terms there before taking up a place in the school's Reception Class. **It is important to note that admission to the Nursery Class does not guarantee a place in the school's Reception class.**

**Other classes** will be filled as vacancies arise but families must apply through the local authority's central admission procedures, using the local authority's application form. The school's supplementary information forms for Year 1 to 6 is also required and admissions criteria will be applied to any children on the waiting list.

##### **Admissions criteria**

Where there are more applicants than places, then places will be offered to children in the following order of priority.

1. Looked after children. There must be evidence of this from the local authority
2. Children who have a particular learning, pastoral, medical or social need to attend St Thomas' and who would not otherwise qualify for admission. \*
3. Children who have a brother or sister (including half siblings & looked after children at the same address) in the school at the time of admission.
4. After the first 3 criteria have been decided 50% of the remaining places are Foundation Places & will be given to children whose parents/guardians
  - 4.1 habitually worship at the Church of St Thomas & St Andrew, Kensal Road
  - 4.2 habitually worship at a Church of England Church in within the Kensington Deanery
  - 4.3 habitually worship at another Christian church and who live within the parish of Kensal Town
  - 4.4 habitually worship at another Christian church
5. The remaining 50% are Community Places and will be given to children who live nearest the school and will be admitted in order of proximity of their house to the front door of the school using the electronic routing method used by the Royal Borough.

\* eg children with a particular learning, pastoral, medical or social need that is supported by written evidence of a professional such as a doctor, social worker or statutory assessment. This evidence will need to be submitted with the application form stating clearly the particular reason why St Thomas' is the most suitable school for the child and the difficulties that would be caused if the child were to attend another school.

\*\* 'habitual worship' refers to attendance at a Sunday service by one or both parents/guardians at least twice a month during term time over the year preceding application and confirmation of this by way of a pro forma reference by relevant clergy

Foundation places will be allocated first and if this category is over-subscribed, added to the Community places (5) list. Foundation places will be prioritised from 4.1 to 4.2, 4.3. then 4.4.

In the normal course, applicants under each of the first five criteria will be prioritised according to proximity of their dwelling place to the front door of the school using the electronic routing method used by the Royal Borough.

### **Appeals**

Parents whose applications for admission are not successful are encouraged to contact the school governors for advice. Appeals against the decision may be sent to the clerk to the governors c/o St Thomas' CE Primary School. The appeal must be lodged within 14 days (10 working days) from the date of notification that the application was unsuccessful.

### **Waiting List**

Children can be placed on the waiting list at the parent/carers request in accordance with the above criteria. The admission committee will use the above criteria to rank the order of the waiting list.

Children will remain on a waiting list until a vacancy arises. Annually the school will write to the family of every pupil on the waiting list and request confirmation that the place is still needed. If a reply is not received by the dead line on the letter then the school will assume that the place is no longer required and will remove the child's name from the waiting list. The admissions committee will only consider applicants who confirm their interest.

### **Late applications**

Late applications will only be considered if there is a legitimate reason eg bereavement or serious illness. The admissions committee requests written evidence from a professional in support of the reason for lateness. The admissions committee must receive this evidence prior to the meeting of the admissions committee.

### **In-Year Admissions**

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. Names are removed from the list at the end of each academic year. When a place becomes available the governing body will decide who is at the top of the list so that the LEA can inform the parent that the school is making an offer.