

PLEASE READ BEFORE COMPLETING YOUR FORM

ST MARY ABBOTS ADMISSIONS POLICY for entry from September 2010 & the APPLICATION FORM (supplementary Information Form) & CLERGY FORM for Admission

Before you complete the application form the following must be noted:

The Royal Borough of Kensington and Chelsea produce a booklet each year for parents applying for primary school for entry 2010/11. The booklet publishes the admissions arrangements and policy for each school in the borough.

The school policy for St Mary Abbots is published on pages 105 - 108 and is not correct in two areas so must be brought to your attention. The correct wording of the admissions arrangements and policy, which was consulted on and determined in March 2009 are attached. The corrections for you to note are as follows:

UNDER CATEGORY 4. FOUNDATION PLACES

The wording to include **and Christ Church**

Within this criterion, the school gives a first preference to applicants providing evidence for their family's sustained commitment to St Mary Abbots Church **and Christ Church** and awards them **two points**.

UNDER CATEGORY 4. FOUNDATION PLACES

The booklet indicates 1 point for holding a significant church office and 1 for being a member of the Church Council

The wording should read

- **1 point for being a member of the Church Council or holding a significant church office**

ST MARY ABBOTS SCHOOL

ADMISSIONS POLICY for entry from September 2010

St Mary Abbots school has a history of being oversubscribed. Where there are more applications than places available places are awarded at our school strictly in accordance with Admissions Criteria approved by the London Diocesan Board for Schools. They are statutorily binding. In your Application you must say under which criterion you wish your child to be considered. For your application to be considered you must complete the Common Application Form and return it to the Royal Borough of Kensington & Chelsea. If you want to apply for a Foundation Place then you will also need to complete the Schools Application Form & Clergy Form. These forms must be returned to the school office.

The reception class has thirty places, and they are awarded to children in the following sequence:

1 CHILDREN IN PUBLIC CARE

Over-riding priority will be given to children who are in public care to a local authority (“looked after children”) who can be shown to be members of Anglican churches or other Christian churches .

2 SIBLINGS

That is, children with any blood, half, step, adoptive and foster siblings who live at the same home address already attending the school and who will still attend the school on the date of the candidate’s proposed admission.

3 OPEN PLACES

The school welcomes applications from families who practise faiths other than Christianity or who proclaim no religious faith. Open Places are therefore available to those who do not qualify for a Foundation Place. After ‘Looked After Children’, Sibling Places, and places taken by those with a statement naming the school have been awarded, and subject to the maximum class size of 30 children, we will offer as Open Places *either* two places *or* twenty percent of the places that remain, whichever is the greater. In the event of over subscription, Open Places will be allocated by the Governors according to nearness of the candidate’s home to the school*.

4 FOUNDATION PLACES

Foundation Places are offered to children from families who can demonstrate sustained commitment to a Christian church – that is, one which is a member of Churches Together in Britain and Ireland - within the Kensington Deanery**. By ‘sustained commitment’ we mean participation in Sunday worship in a church at least twice a month for at least two years before the closing applications date for Reception admissions. Evidence for such commitment and involvement must be supported by a form, supplied by the school, filled in by your Priest or Minister.

We award places to those who score the highest number of points relating to your involvement with your church.

Within this criterion, the school gives a first preference to applicants providing evidence for their family’s sustained commitment to St Mary Abbots Church and Christ Church and awards them **two points**.

A second preference is given to those providing evidence for their family’s sustained commitment to other Kensington Deanery Church of England Churches, and they are awarded **one point**.

Thereafter, additional points will be awarded as follows :

- **1 point** for being a member of the Church Council or holding a significant church office
- **1 point** for sustained involvement in running the Sunday School or Youth Group
- **1 point** for sustained involvement in the church’s pastoral care and outreach
- **1 point** for sustained involvement in running church events and/or organisations
- **1 point** for regularly taking a leading role in worship – as reader, musician, interceder, server

Wherever it is necessary to choose between families scoring an equal number of points, the place is offered to the child whose home is nearest to the school*.

When a family has only moved into the area within the last two years, we will take into account evidence of their commitment to and involvement in the life of their previous church, as supported by a form filled in by the previous priest or minister.

*If, once Siblings, Open and Foundation Places have been awarded as described above, vacant places still remain, they will be treated as further Open Places and filled in order of the candidates' homes' nearness to the school **

* Nearness to the school will be measured by an electronic routing method administered by the Royal Borough of Kensington and Chelsea and used by all the Royal Borough's primary schools. Measurement is over the shortest walking route along lighted roads. Accessibility by car or public transport is disregarded.

** Kensington Deanery. A map showing the area covered by the Church of England Kensington Deanery can be consulted at the school Office.

PLEASE NOTE

For your application to be considered you must complete the Common Application Form and return it to the Royal Borough of Kensington & Chelsea. If you want to apply for a Foundation Place then you will also need to complete the Schools Application Form & Clergy Form. These forms must be returned to the school office.

DATE FOR APPLICATIONS

Applications for places in the Reception Class for September 2010 must be submitted by 22.01.2010. No priority is awarded to early applications.

CHILDREN WITH A 'SPECIAL EDUCATIONAL NEED'

If your child has a statement of Special Educational Needs, or a statement pending, the procedure for admission is completely separate from the usual admissions criteria. Please contact the special needs officer in your home local authority for advice and guidance. Please note also that the Head Teacher has the right to consider whether the school is able satisfactorily to meet the needs of a pupil with a statement.

CASUAL ADMISSIONS

Whenever, apart from the September Reception admissions, places become vacant in any of the school's classes they are known as 'Casual Admissions'. They are filled strictly in this order : Looked after Children and Special Educational Needs; Siblings; Foundation Places; Open Places – all according to the criteria above.

ST MARY ABBOTS CHURCH OF ENGLAND SCHOOL APPLICATION FORM FOR ADMISSION

CHILDREN WITH A 'SPECIAL EDUCATIONAL NEED'

PLEASE NOTE: IF YOUR CHILD HAS A STATEMENT OF SPECIAL EDUCATIONAL NEEDS, OR A STATEMENT IS PENDING, THERE IS A COMPLETELY SEPARATE ADMISSIONS PROCEDURE. PLEASE CONTACT YOUR LOCAL EDUCATIONAL AUTHORITY'S SPECIAL NEEDS OFFICER FOR ADVICE AND GUIDANCE

Please note: If it is discovered that false information has been provided to obtain a place, any offer will be withdrawn.

Please use BLOCK CAPITALS throughout

CHILD'S SURNAME CHILD'S DATE OF BIRTH

CHILD'S OTHER NAMES

NAME OF PARENT(S)/GUARDIAN(S)

HOME ADDRESS *(Please provide the following TWO original documents as proof of address: council tax bill & any utility bill. If necessary further checks will be made by the Royal Borough of Kensington & Chelsea)*

.....

..... POST CODE.....

HOME TEL NO MOBILE NO EMAIL ADDRESS

UNDER OUR ADMISSIONS POLICY YOU HAVE TO CHOOSE ONE OF FOUR ADMISSIONS CATEGORIES FOR THIS CHILD:

- 1) CHILDREN IN PUBLIC CARE PLACE
- 2) SIBLINGS
- 3) OPEN PLACES
- 4) FOUNDATION PLACES

THE ADMISSIONS POLICY EXPLAINS HOW PLACES ARE ALLOCATED UNDER THESE CATEGORIES, AND SHOULD BE REFERRED TO FOR FULLER DETAILS.

SIBLINGS

Children with any blood, half, step, adoptive and foster siblings who live at the same home address already attending the school and who will still attend the school on the date of the candidate's proposed admission.

OPEN PLACES

Children from families who practise faiths other than Christianity or who proclaim no religious faith.

FOUNDATION PLACES

Children from families who can demonstrate sustained commitment to a Christian church - that is, one which is a member of Churches Together in Britain and Ireland - within the Kensington Deanery.

YOU MUST TICK ONE OF THESE BOXES:

WE WISH THIS CHILD TO BE CONSIDERED FOR A :

- 1) CHILDREN IN PUBLIC CARE PLACE
- 2) SIBLINGS PLACE
- 3) OPEN PLACE
- 4) FOUNDATION PLACE

FOR ADMISSIONS COMMITTEE USE ONLY:

APPLICATION QUALIFIES IN THE FOLLOWING CRITERION:

- 1) CHILDREN IN PUBLIC CARE PLACE
- 2) SIBLINGS PLACE
- 3) OPEN PLACE
- 4) FOUNDATION PLACE

IF YOU HAVE APPLIED FOR A SIBLINGS PLACE, PLEASE FILL IN THIS BOX:

BROTHER(S) AND/OR SISTER(S) WHO WILL BE ATTENDING THE SCHOOL ON THE APPLIED-FOR DAY OF ENTRY:

FULLNAME *YEAR* *FULLNAME* *YEAR*.....

FULLNAME *YEAR* *FULLNAME* *YEAR*.....

PLEASE TURN OVER

IF YOU HAVE APPLIED FOR A FOUNDATION PLACE, PLEASE FILL IN THIS BOX:

TO WHICH CHRISTIAN DENOMINATION DO YOU BELONG?

NAME AND ADDRESS OF CHURCH WHICH YOU ATTEND?

NAME and ADDRESS OF PRIEST or MINISTER *(We require him/her to fill in a reference form)*

.....

WHEN DID YOU START ATTENDING THIS CHURCH?

HOW FREQUENTLY DO YOU ATTEND SERVICES IN THIS CHURCH?

PLEASE INDICATE THE DIFFERENT WAYS IN WHICH YOU CONTRIBUTE TO THE LIFE OF YOUR CHURCH *Use a separate line for each contribution*

-
-
-
-
-

IF WITHIN THE LAST TWO YEARS YOU USED TO WORSHIP REGULARLY AT ANOTHER CHURCH, PLEASE GIVE US THE DETAILS OF THAT COMMITMENT -

NAME AND ADDRESS OF CHURCH WHICH YOU USED TO ATTEND.....

NAME and ADDRESS OF PRIEST or MINISTER
(We require him/her to fill in a reference form)

WHEN DID YOU START ATTENDING THIS CHURCH?

HOW FREQUENTLY DID YOU ATTEND SERVICES IN THIS CHURCH?

PLEASE INDICATE THE DIFFERENT WAYS IN WHICH YOU CONTRIBUTED TO THE LIFE OF THIS CHURCH

-
-
-
-
-

Signed

Date

IMPORTANT

All circumstances compatible with our Admissions Criteria that you wish the Admissions Committee to consider must be clearly expressed on your Admission Application Form

Extra forms are available from the School Office.

ST MARY ABBOTS SCHOOL

CLERGY/RELIGIOUS LEADER FORM FOR ADMISSIONS TO RECEPTION CLASS IN SEPTEMBER 2010

The parent(s)/guardian(s) of the child named below are applying for a place at St Mary Abbots School. To support their application, please complete the form below and return it to the parent(s)/guardian(s) so that it can be received by the School with their application form. If you would like a copy of the School's Admission Policy, please contact the School. There is great competition for Church places at our school, so please answer as fully as possible. Thank you for your help. *Chairman of Admissions Committee*

(N.B. THIS SECTION IS TO BE COMPLETED BY PARENT/GUARDIAN)

CHILD'S CHRISTIAN NAMES....., SURNAME DoB
NAME OF PARENT(S)/GUARDIAN(S)
HOME ADDRESS
..... POST CODE

(N.B. THE REST OF THIS FORM MUST BE COMPLETED BY PRIEST/ MINISTER)

In the event of an appeal the information on this form will be disclosed to the parents.

1) DETAILS OF YOUR CHURCH or PLACE OF WORSHIP:

Name..... Denomination..... Location.....

2) LENGTH OF FAMILY'S COMMITMENT

When did this family start worshipping regularly at your church (NB If more recently than **January 2008**, please give month and year):

If you have known them for less than two years, where did they previously worship?:

3) REGULARITY OF ATTENDANCE

Since at least **January 2008** how many times a month, on average, has this child and one or both parents/guardians attended Sunday worship?:

ONCE / TWICE/ THREE TIMES / FOUR TIMES (*kindly circle the appropriate frequency*)

4) LEVEL OF FAMILY'S COMMITMENT

We give priority to children whose families can demonstrate **ACTIVE SUSTAINED COMMITMENT** to the life of their church, which we determine by awarding a point for each different contribution.
Please write opposite, on a separate line, each different way in which this family contributes to the life of your church (for example: Church Council Member, leader of Children's Group, reader, etc, etc)

a)
b)
c)
d)
e)
f)
g)

ANY FURTHER COMMENTS YOU WISH TO MAKE CONCERNING THIS FAMILY:

SIGNED DATE

BY (PLEASE PRINT NAME)

VICAR/MINISTER/RELIGIOUS LEADER OF

ADDRESS

TEL NO

NOTES TO MINISTER/RELIGIOUS LEADER

REGULAR means attending church at least twice a month for at least 2 years before the closing date for applications.

By **COMMITTED MEMBERSHIP** of a congregation we mean regular worshippers who are baptised, confirmed, enrolled on the electoral roll, office holders in the church or parish, members and/or leaders of church organisations, who participate in church activities.

NB In the event of an appeal the information on this form will be disclosed to the parents.