All Saints’ Church of England Primary School

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Admissions Policy 2016-17

All Saints’ School is a voluntary aided Church of England Primary School with a Nursery and endeavours to be a friendly and caring church school, providing a secure learning environment for all. We strive to work in partnership with governors, parents and the community, recognising the joint responsibility of home and school in a child’s education. We aim to stimulate and motivate pupils to become independent learners and thinkers who are well balanced, globally and culturally respectful, with firm Christian values. This prepares the All Saints’ child for future challenges and empowers them to achieve their maximum potential.

It is expected that all pupils will take a full part in the School’s religious teaching and religious celebrations. This does not in any way remove the right that parents have to request that their children be withdrawn from these activities.

Admission to the School

The school has one form per Year with 30 places from the Reception Class upwards. Children will normally be admitted to the Reception year in the September following their fourth birthday.

In line with the Admissions Code, parents can defer their child’s entry to the Reception year until later in the school year, where they have been offered a place at a school to start before they are of compulsory school age. Where entry is deferred, the School will hold the place for that child and not offer it to another child. However, entry cannot be deferred beyond the beginning of the term after the child’s fifth birthday, nor beyond the end of the Reception year. In practice this means that parents could defer entry until January for children born between 1st September and 31 December, or until April for children born between 1 January and 31 August. Parents can also request that their child attends part-time until they reach compulsory school age.

Special Needs and Looked After* children

There is a legal requirement for the School to offer a place to children where the School is named on their statement of special educational needs. The Governors will also give the highest priority to Looked After children*. In both cases, this will affect the number of other places that can be offered.
Applicants currently in Nursery

A place in the Nursery does not guarantee a subsequent place in the Reception class. Parents of children who are admitted for nursery education will still need to apply for a place at the School if they wish their child to transfer to Reception.

Applying for a Place

Applicants must complete their home borough Common Application Form. Applications for Hammersmith & Fulham can be made on-line by following the relevant links on the Borough’s website, www.lbhf.gov.uk and need to be made by 15 January 2016. Late Applications will be considered ‘in year’ applications*.

All applications will be co-ordinated by LB Hammersmith & Fulham’s Education Department, who will send applicants their respective offer or rejection letters on 18 April 2016.

Supplementary Information Form

Applicants wishing to apply for a Church* place should also complete a Supplementary Information Form, available from October 2015 from the School Office. This must be returned to the School office by 15 January 2016 along with evidence of child’s age, proof of residence* and evidence that the child is registered with a GP at the same address.

False or withheld information

The Governors reserve the right not to make an offer, or may seek to withdraw an offer of a place to any child whose parents have supplied false information or withheld information on the Common Application or Supplementary Information Forms.

Arrangements for when the School is oversubscribed

Where there are more applications than there are places available, the Governors will give priority to Looked After Children*.

Up to 60% of the outstanding places once Looked After Children have been accounted for will be offered as Church* ones, after which all applications will be treated as Open places taking no account of Christian Commitment.

When determining places, applications are sorted into one of the four categories defined below and are ranked within each category by distance from the school* with those living closest ranked highest.

Places will be allocated with each category considered in the following order: Category 1, Category 2, Category 3, Category 4.
<table>
<thead>
<tr>
<th>CATEGORY PRIORITY ORDER</th>
<th>CHURCH* PLACES</th>
<th>OPEN PLACES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Each Category is ranked by distance from the school and taken in priority order.</td>
<td>Up to 60% of all available places once Looked After Children have been taken into account.</td>
<td>Christian Commitment is not required.</td>
</tr>
</tbody>
</table>

**Category 1**
(Church Siblings)

Children of committed and practising families* who will have a sibling* in the school at the time of attendance, priority will be given in the following order:

i) committed and practising members of All Saints (Fulham) church;

ii) committed and practising members of St Dionis (Parsons Green), St Etheldreda & St Clements (Fulham), St Peter (Fulham).

**Category 2**
(Open Siblings)

Children who will have a sibling* in the school at the time of attendance.

**Category 3**
(Church places)

Children of committed and practising families*, priority will be given in the following order:

i) committed and practising members of All Saints (Fulham) church;

ii) committed and practising members of St Dionis (Parsons Green), St Etheldreda & St Clements (Fulham), St Peter (Fulham).

**Category 4**
(Open places)

All other applicants.

Where two children sit within the same category, living exactly the same distance away, but where only one place is available, a decision will be made through drawing lots.

In circumstances where there is one place in a class and twins are to be offered, a 31st place will be created to accommodate both children in line with the Admissions Code 2014.
Waiting List
A Waiting List will be maintained by the School, which will be re-ranked in line with the School’s oversubscription criteria whenever a new child is added to it. Looked after children, previously looked after children, and those allocated a place at the school in accordance with LB Hammersmith & Fulham’s Fair Access Protocol, will take precedence over those on the waiting list.

*Definitions of terms contained in the Admissions Policy

Proof of residence A current utility bill (e.g. a bill issued less than 6 months ago for water, gas, electricity, council tax, or phone but not a mobile phone) addressed to the parent/carer with whom the child lives and evidence that the child is registered with a GP at the same address. Where a child resides with parents with shared responsibility for part of each week, the home address will be determined as the address used to register the child with a GP.

In Year Admissions In Year applications are managed in the same way as those made during the normal admissions round and are co-ordinated by LB Hammersmith & Fulham, whose Common Application Form will need to be completed and who will liaise with the School. The School will communicate the results of the application directly to the applicants. The oversubscription arrangements will be applied in circumstances where a place is available and a waiting list for that place is operated.

Looked After children as defined by section 22 of the Children Act 1989 and meaning any child in the care of a local authority or provided with accommodation by it (e.g. children with foster parents). The Schools’ Admissions Code 2014 also gives children who have left public care through adoption, a residence order or special guardianship order, the same level of priority as Looked After children, although they are no longer looked after by the State. These children are not subject to the closest distance to the School criterion.

Sibling For the purposes of the policy the word sibling is defined as brother or sister, half brother or sister, stepbrother or sister. The child must be living with the same parent/carer at the same address as the child already at All Saints School. The sibling must be attending the School when the applicant joins it.

Distance to the School All distance measurements are from the applicant’s front door to the school’s main entrance gate in Bishops Avenue when measured in a straight line. In case of dispute it will be the distance as measured by the Local Authority. Where parents have shared responsibility for a child following the breakdown of their relationship and the child lives for part of the week with each parent, then for the purposes of this policy, distance to the School will be calculated from the address at which the child is registered with a GP.

Church place, Clergy reference For Church places a reference is required from either the Vicar of All Saints Church (Fulham) or the Vicar of St Dionis (Parsons Green), St Etheldreda & St Clements (Fulham), or St Peter’s (Fulham), providing evidence that the applicant is a ‘committed practising member’ of that church. The reference should be supplied using the relevant space on the Supplementary Information Form.
Parents who have moved to the parish within the two years preceding the published closing date may still apply for a Church place if they are able to demonstrate an equivalent commitment at their previous parish prior to becoming a member of their current Church. Written evidence from their previous minister will be required for their current Vicar to consider, prior to writing his reference.

**Commitment**  
A committed and practising applicant is one where the family has worshipped for at least twice a month for two years prior to the application and is regularly involved in the worship in at least two of the following ways: a parent/carer is a Church Officer or involved in Sunday or weekday activities; the child has been baptised; a parent/carer is on the electoral roll of the church.