INTRODUCTION

St. Peter’s is a one form entry school and the standard class size is 30 pupils. As a Voluntary Aided Church of England school, we aim to provide an education based on Christian principles and we enjoy close links with our parish church. We welcome children from practising Christian families as well as from the local community.

If at any time there are more applications for admission to the School than there are places available, the Governors on the Admissions Committee will decide between applications on the basis of the Admissions Policy below. Please read both parts of the Policy carefully. The admissions criteria are set out in PART ONE with definitions of the terms shown in blue and general information on the admissions procedure in PART TWO.

PART ONE

Arrangements for when the School is oversubscribed

C1 The Governors will give the highest priority to Looked After Children, including those previously Looked After.

After places have been allocated to Looked After Children and any children offered a place at St Peter’s through the separate process which admits those with statements of special needs or Education, Health and Care Plans, which specifically name the school the remaining places will be offered as Foundation Places or as Open Places. A maximum of 75% of the remaining places will be offered as Foundation Places, after which all applications will be considered as being for Open Places taking no account of Christian commitment.

Foundation Places

A child may be considered for a Foundation Place if his/her parent(s) are Practising Members of a Christian Church. The School will seek supportive evidence of this from the applicant’s parish priest or minister (Supportive Church Reference).

If there are more applications with a supportive Church Reference than Foundation Places available, then candidates will be ranked as follows

C2 Supportive Church Reference + Sibling in the school at the time of application and at the proposed time of entry
C3 Supportive Church Reference

Open Places
After the Foundation Places have been allocated the remaining candidates will be considered under the Open Place category and ranked as follows:

C4  Sibling in the School at the time of application and at the proposed time of entry
C5  All other candidates

Oversubscription in any of the above categories

If there is a need to sort between applications in any of the above categories then the Governors will do so using the criteria listed below in order of priority.

1. Children with Social/Medical Needs (but please note this is subject to Governors’ discretion - see Notes in Part Two)
2. Children who live closest to the School as determined by the Tiebreak Procedure

This method of sorting between applications will be used only when there is oversubscription within any of the categories C1- C5 in stated priority order.

PART TWO

NOTES TO ACCOMPANY 2016-17 ADMISSIONS POLICY

Please read the following notes carefully. This Policy applies only to children who are being considered for entry after the beginning of September 2016. If you have any queries, or would like anything explained to you more fully, please do not hesitate to contact the School.

GENERAL POINTS TO NOTE

• The Governing Body is committed to equal opportunities for all candidates including the disabled. Reasonable adjustments are made under the Disability Discrimination Act 1995 to accommodate the needs of children with any disability.

• Children who have statements of special educational needs or Education, Health and Care Plans that name the school under the terms of the Education Act 1996 will be admitted to the school under a different admissions procedure through their home Local Authority.

• In the case of applications concerning candidates with particular social or medical needs the Governors reserve the right to decide whether or not the School is able to meet those needs. (see definition on last page of policy)

• Successful Applicants will be offered Reception places to start in September. They may request to defer their place; in considering any requests to defer places Governors reserve the right to consider the wider educational and organisational implications for the school, as well as the needs of the individual child. Places may not in any event be deferred beyond statutory school age and not beyond the academic year 2016/17.

• Any application for a child to be educated out of her/his age group will be considered by governors on an individual basis and will only be granted in exceptional circumstances. Parents should write to the Chair of Governors during the autumn term in the (academic) year of application, giving reasons and providing compelling professional evidence to support their request.

• The Governors’ admissions criteria are strictly applied. Appropriate evidence will be required in support of any application. This will include proof of residence. (e.g. recent utility bill) both at the time of application and acceptance of a place (see Tiebreak
If a child lives with parents with shared responsibility, the home address will be where the child spends more time during the school week.

- Applicants with twins, triplets etc. should be aware that Governors will treat these children as individuals in this process and apply the criteria accordingly. Should twins come at number 30 and 31 on a final ranked list they may both be admitted. The admission of triplets/quads etc. in these circumstances will also remain at the Governors’ discretion.

**PROCEDURE FOR ENTRY INTO THE SCHOOL**

All applications for Reception places at St. Peter's will be coordinated in accordance with the Pan-London Admissions Scheme. A common application form (CAF) produced by the Local Authority in which an Applicant is resident should be completed and returned to that same Local Authority. The recommended way to apply is online via: www.eadmissions.org.uk. Paper forms, if desired, are available from the applicants’ home Local Authority; for Hammersmith & Fulham residents these can be obtained from the Tri-borough Admissions Team at the Education Department, Kensington Town Hall, Hornton Street, London W87NX.

**Applications must be submitted no later than 15th January 2016** for entry into the Reception class during the academic year 2016/17.

In addition Applicants wishing their child to be considered for a Foundation Place should fill in St Peter's Supplementary Information Form (SIF) **also by 15th Jan 16**, in order for the Governors to assess how well they meet the faith requirements described. Failure to complete a SIF will result in Governors not being able to assess Applicants’ church attendance, whilst ranking candidates. Copies of this form are available from the School and on the School website. Governors will consider the information received on the Supplementary Information Forms strictly in accordance with the admissions criteria. The Local Authority in which an Applicant is resident will inform parents of the outcome of their applications in accordance with the published Pan-London timetable. If parents would like more general information about primary school applications they should contact their home Local Authority.

Applicants who are unsuccessful will be advised of their right to make a formal appeal against the Governors’ decision not to admit their child. An independent appeal panel will hear their appeal and decide whether or not to uphold it.

If it is found that a place has been obtained on a fraudulent basis, the offer will be withdrawn.

**Change of Address** Applicants are obliged to inform the LA and the School immediately of a change of address. Failure to do so may result in the withdrawal of a place.

**Late applications** and late Supplementary Information Forms for Reception will not be accepted after the LA's deadline. Applications submitted after the process has started will be placed on the waiting list (see below) and considered for casual vacancies after the first round of offers.

**In-Year Admissions** Applicants will need to complete the In-Year CAF that can be obtained from Hammersmith & Fulham Admissions Team, or from the Council website and a SIF for the school if they are applying for a Foundation Place so that Governors can assess how candidates meet the faith requirements described. If a place is available and there is no waiting list then the Admissions Team will communicate the Governors’ offer of a place to the family. If a place is available and more applications are received than there are places available then candidates will be ranked by Governors in accordance with the categories and the oversubscription criteria listed in Part One. The intention of the Governors will be to retain so far as possible the balance between Foundation and Open places as set out in Part One above. If the Applicant is unsuccessful they will be offered the opportunity of being placed on
Waiting lists are maintained and reviewed regularly at the school. There will be a list of applications with a Supportive Church Reference (i.e. candidates who qualify for a Foundation Place) and a list of all other applications. Applications will be kept in order on each list. Late applications and those made mid-year will be placed on the relevant list (Foundation or Open), again ranked according to the categories and oversubscription criteria listed in Part One above. Governors meet to consider casual vacancies in any year group as they arise. It should be noted that the waiting lists are reviewed each time a vacancy arises so that all applications including most recent ones (who may meet the admissions criteria better) are considered equally. When a place becomes available Governors will decide whether it should be offered as a Foundation Place or an Open Place. The intention of the Governors will be to retain so far as possible the balance between Foundation and Open Places as set out in Part One above. Governors will then decide who is at the top of the relevant list (i.e. Foundation or Open) so that the LA can inform the Applicant that the school is making an offer.

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<th>DEFINITIONS OF TERMS CONTAINED IN THE POLICY</th>
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NB The Governors do not operate a points system.
includes carer(s) with legal parental responsibility for the child.