



St. Peter's C of E Primary School, 33 St. Peter's Road, London W6 9BA

## **ST. PETER'S C of E ADMISSIONS POLICY 2020-2021**

Head Teacher: Miss Karen Frazer  
Chair of Governors: Mrs Emma Bruce

As agreed with Hammersmith & Fulham Local Authority  
and the London Diocesan Board for Schools

### **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. The policy reflects Governors' agreed aims to keep families together by giving high priority to siblings.

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. Please note that terms in blue are defined at the end of the policy.

### **LAC / Previous LAC**

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 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 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.

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

- F1. [Practising Member](#) of a **Church of England** Church + [Sibling](#) in the school at the time of application and at the proposed date of entry
- F2. [Practising Member](#) of other [Christian Church](#) + [Sibling](#) in the school at the proposed date of entry
- F3. [Practising Member](#) of Church of England Church
- F4. [Practising Member](#) of other [Christian Church](#)

### **Open Places**

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

- O1. [Sibling](#) in the School at the time of application and at the proposed time of entry
- O2. 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.  
Exceptional social or medical need of the child of which a professional assessment has been provided with the application form in a letter from the child's general practitioner, social worker, medical consultant or other appropriate body, together with a statement from the professional stating **why in the opinion of the professional St. Peter's is the only school that can meet the child's social or medical need.**
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 over-subscription within any of the categories, F1 - F4 and O1 - O2, in stated priority order.

## **PART TWO - NOTES TO ACCOMPANY 2020-2021 ADMISSIONS POLICY**

This Policy applies only to children who are being considered for entry after the beginning of September 2020. If you have any queries, 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 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.

Exceptional social or medical need of the child, of which a professional assessment has been provided with the application form in a letter from the child's general practitioner, social worker, medical consultant or other appropriate body, together with a statement from the professional stating why in the opinion of the professional St. Peter's is the only school that can meet the child's social or medical need, will be considered as stated in Part One in the oversubscription criteria.

Successful [Applicants](#) will be offered Reception places to start the September following their fourth birthday. In line with the Admissions Code, they may request to defer their place within the academic year 2020/21. Parents who request that their children start later, depending when their birthday is, can do so, as long as it is within the academic year. They can also ask for part-time attendance. This is different from out of year applications.

### **Out of Year Application**

Any application for a child's entry to be deferred further, i.e. that the child be educated out of his/her academic age group, will be considered by the school on an individual basis and will only be granted in exceptional circumstances. Parents should write to the school as early as possible during the 2019 Autumn term, giving reasons and providing compelling professional evidence to support their request. If a deferral is not agreed, a Year 1 place cannot be guaranteed.

Other applications for a child to be educated out of their age group will be considered by the school on an individual basis, as described above, and only be granted in exceptional circumstances.

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. utility bill received within three months of application), both at the time of application and acceptance of a place (see [Tiebreak Procedure](#)

definition). 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. will be considered.

## 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](http://www.eadmissions.org.uk). Paper forms, if desired, are available from the applicant's home Local Authority.

Applications must be submitted no later than 15th January 2020, for entry into the Reception class during the academic year 2020/21.

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 2020, 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 when ranking candidates. Copies of this form are available from the School and can be downloaded from the School website. Governors will consider the information received on the Supplementary Information Form 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. A late Supplementary Information Form will mean that an applicant's evidence for

Church attendance cannot be considered, and if their CAF was received on time they will be considered for an Open Place only.

**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 a waiting list.

**Waiting lists** are maintained and reviewed regularly at the school. There will be a list of applicants who are practising Christians (i.e. candidates who qualify for a Foundation Place) and a list of all other applicants. Late applications and those made mid-year will be placed on the relevant list (Foundation or Open), 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, but **noting the overriding principle of giving precedence to Looked After children and keeping families together by giving priority to siblings.** 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.

## DEFINITIONS OF TERMS CONTAINED IN THE POLICY

### Looked After Children

Children in public care, or children previously in public care who ceased to be so because they were adopted, or became subject to a child arrangement or special guardianship order.

### Practising Members

A child's parent(s) are 'practising member(s)' if one or both parents (or carers with legal parental responsibility for the child) attend services at their church regularly (**a minimum average attendance of twice a month over a minimum period of two years prior to the date of the religious evidence**), as proved by their parish priest or church minister on the Supplementary Information Form provided by the school.

NB The Governors do not operate a points system.

### Sibling

Brother or sister, adopted brother or sister, half brother or sister, stepbrother or sister, or foster child living with the same parent/carer at the same address. NB In order for the sibling criteria to apply, the sibling must already be attending the main school at the time of application and must still be attending the school at the proposed date of entry.

### Christian Church

Any church which is a full member of "Churches Together in Britain and Ireland" or the "Evangelical Alliance".

### Tiebreak Procedure

The method and procedure for measuring the distance between the child's home and the School, whereby that distance is taken as being the shortest straight line measurement (as measured by a computerised geographical information system) from the child's home to the Main School front entrance door. In the case of an absolute tie, lots will be drawn.

NB Proof of address (dated within 3 months of application) will be required on making an application to the school and proof of the same address will be required on accepting a place. Please note the important statement in Part Two concerning any change of address.

### Applicant

The parent or carer who has certified on the application form that they have parental responsibility for the child.

**NB where there is reference to "parent" or "parents" in the policy, the term includes carer(s) with legal parental responsibility for the child.**