



Admission Criteria 2016-17

St. Paul's Church of England Primary School has a distinctive Christian ethos, which is at the heart of the school and provides an inclusive, caring and supportive environment where children learn and flourish in a setting shaped by Christian values. We welcome applications from all members of the community and we ask all parents to respect the Christian ethos of our school and its importance to our community.

The Governors will admit a maximum of 60 children to the reception class in any one year. This limit fulfils the Local Authority and National requirements, reflecting the restriction of class sizes to 30 as directed by central government.

The Governors will admit 26 children to the nursery class. This is comprised of 22 Foundation places and 4 open places.

The school is part of the locally agreed co-ordination scheme and the timescale for applications to be received and processed are those agreed with the Local Authority. Parents must complete their home borough Common Application Form, for those living in The London Borough of Hounslow it is Hounslow's Common Application Form, naming this school as one of their preferences.

Applicants who wish to be considered for a Foundation Place should also submit a Supplementary Information Form so that Governors can consider their application fully; this can be obtained from the school office or the London Borough of Hounslow Local Authority. Applicants for Foundation Places will be required to supply evidence of their commitment and attendance at church on this form. (This form must be returned to the school office by the closing date as published by the London Borough of Hounslow) – 15th January 2016.

There are three categories for entry to St Pauls CE Primary school:

- Looked after children.
- Foundation Places.
- Open places.

Criteria

Looked After Children

Looked after children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order.

Foundation Places (48 places)

Subject to the priority granted to looked after children, the Governors have designated 48 places as Foundation Places for admission to the Reception Class and subsequent classes. Places will be offered in accordance with the following criteria. These are stated in order of priority.

- Children of families who worship regularly in a Church of England church. *

- Children who reside in the Parish of Brentford (please see attached) and who worship regularly in a church or chapel of another Christian denomination as defined by the following:*
- a) Churches together in England (including associated members).
 - b) Churches together in Britain & Ireland (including associated members).
 - c) The Evangelical Alliance (including associated members).

Open Places

The Governors have designated 12 places to applicants who do not qualify for a Foundation Place. Parents applying for an Open Place do so knowing that the school aims to provide an education based upon Christian values.

Places will be offered in accordance with the following criteria. These are stated in order of priority.

- Applicants who will have a sibling in the main school on the date of admission.
- Proximity of home to school. ****

Tie Break

In the event of any one of the above categories in both the Foundation and Open Places being oversubscribed, places will be allocated as follows, in order of priority:-

- 1) Applicants who will have a sibling in the main school on the date of admission.***
- 2) Proximity of home to school. ****

In the event of two applicants having the same distance random allocation will be used to decide the place.

Notes:

*To verify claims of religious attendance please take the supplementary information form to your religious leader who should complete it and return it to the school by the date published. Governors consider regular worship to mean attendance by the child and at least one parent/family member**, at least twice a month over a period of two years prior to application.

**A parent is any person who has parental responsibility for or is the legal guardian of the child. Family members include only parents as defined above and siblings as defined below.

***Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carers partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling

1. Distance: **

Distance will be measured by computer software based on Ordnance Survey and postal address data. The software measures using public roads and footpaths adopted and recorded by Hounslow Council's Highways Team. When using roads for measurement purposes the software measures along the middle of the road. It starts from a point in the footprint of the property provided as the child's address and continues by the shortest available route to the nearest of the school gates which is used by pupils to enter the school grounds. Blocks of flats are treated as one address. In blocks of flats, priority will normally be given to the lowest flat number. Addresses in private roads will measure from the footprint of the property, along the middle of the private road leading to the public road/footpath as adopted and recorded by Hounslow Highways Team. Not used are routes using common land¹, open spaces, public parks, subways or footpaths not adopted by the Highways team².

- 1. Except the Chiswick Common footpath between the junction at Chiswick Common Road and Turnham Green Terrace.*
- 2. Except the pedestrian footpath at the eastern end of The Ride.*

In the event that the distances are equal, the school will draw lots to determine which applicant should be offered the place.

In-Year admissions & In-Year admissions waiting list:

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. 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 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 LA can inform the parent that the school is making an offer.

Deferring or delaying admission to reception

By law, children have to be in full time education by the start of the term following their fifth birthday – when they reach 'statutory school age'

The School Admissions Code requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age following their fifth birthday.

A child reaches compulsory school age on the prescribed day following his/her 5th birthday (or on his/her 5th birthday if it falls on a prescribed day). Prescribed days are 31 December, 31 March and 31 August.

In recognition that some parents will feel their child is simply not ready to start school in the September following their fourth birthday, there is flexibility in the admissions code. Parents can request that:

- 1 their child attends part-time until they reach compulsory school age
- 2 the date their child starts school is deferred until later in the same academic year – for a term or two terms to start in the January or April in Reception

Admissions of children outside their normal age group

Parents can request that their child is admitted outside of their normal age group – holding them back from joining the correct year group for their age and starting school in the reception a year later

Parents should still apply for a school place as if for September entry in all cases and once offered the parent/carer can then request to admit part time, defer, delay etc. The Governing Body will consider the request based on parent views and in the best interest of the child. If the school agree that the child can be admitted outside the normal age group the parents will be advised to submit an application the following year. Please be aware that the school cannot hold open a place for the whole year.

It is usual practice for children to be educated in school year groups as determined by their date of birth, however there is not a statutory barrier to children being admitted outside their normal age group. Parents/carers do not have a right to insist that their child is admitted to a particular age group but may make a request for this to happen.

A request must be made in writing in the normal year of entry to the School outlining the reasons with supporting documentation from a professional for consideration. Each case will be considered on its own merits and the governing body will decide whether or not the individual child's circumstances make this appropriate on educational grounds.

Waiting List for Reception Entry Places

The waiting list is managed by the Hounslow Admission Team and maintained in order of admissions criteria, not according to when your application is received. Therefore your children's position on the waiting list can move down as well as up following the addition of any new applications that may have a higher priority. If a vacancy occurs, it will be offered to the child at the top of the waiting list, even if the applicant has already accepted a place at another school.

The governing board is the school's admissions authority and they work with the local authority to ensure that places on the waiting list are maintained in line with the criteria above.

The waiting list will be in operation until the 31st August 2016. If you wish your child's name to remain on the waiting list until 31st December 2016, you must return the appropriate slip which will be sent to you by Hounslow Admission Team in August. If the School Admissions Team does not receive this confirmation, your child's name will be removed from the waiting list at the beginning of the autumn term.

Appeals

If you are unsuccessful you may ask the reason for the refusal for a place. These reasons will be related to the oversubscription criteria listed in the policy and you will have the right of appeal to an independent panel. Should you wish to appeal please contact The School Admissions Team (London Borough of Hounslow) for an appeal form.

Looked After Children

With the arrangements looked after and previously looked after children will be considered to be:

Children who are registered as being in the care of the local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989 (a) eg fostered or living in a children's home, at the time an application for a school is made;

and

Children who have previously been in the care of a local authority or provided with accommodation by a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989 (a) and who have left that care through adoption a child arrangements order (in accordance with Section 8 of the Children Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989