



**Admission Criteria 2017-18**

*(for reception entry children born between 1/9/2012 and 31/8/2013)*

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.

**Reception**

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.

**Nursery**

The Governors will admit 26 children to the nursery class. This is comprised of 22 Foundation places and 4 open places. Attendance at the nursery class does not guarantee a place in reception.

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) – 15<sup>th</sup> January 2017.

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 [www.london.anglican.org/directory/brentford-team-ministry](http://www.london.anglican.org/directory/brentford-team-ministry)) 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. \*\*\*\*

### **Oversubscription**

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. \*\*\*\*

### **Tiebreak**

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. You must complete the sibling details in the appropriate section on the Common Application Form (CAF).

#### **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 land 1, open spaces, public parks, subways or footpaths not adopted by the Highways Team 2.

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.  
(See guidance for further information on distance measurement).

#### Further guidance on Distance criterion

The route from home to school has been measured using the shortest available route. The start point (footprint of the property) is provided by ordnance survey from information compiled from the Royal Mail or LA. The positioning of front doors, driveways and back gates are not relevant to the route or the measurement and not programmed to be used by the measuring system. The shortest available route is established using an algorithm within the bespoke software used by the LA. This software is called RouteFinder and is produced by Higher Mapping Solutions. This programme integrates with the LA's database. The end point of the route is the nearest of the school gates which is used for pupils to enter the school grounds. The location of these gates has been set by the LA and consulted with each individual school to ensure accurate placement of the gate and its availability for use.

The Local Authority cannot take a measurement from another measuring system into account. Other measuring systems may give a different measurement.

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

## **2. 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 admission 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 admissions 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.

## **3. 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 5<sup>th</sup> birthday (or on his/her 5<sup>th</sup> 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

## **4. 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.

#### **5. 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 31<sup>st</sup> August 2016. If you wish your child's name to remain on the waiting list until 31<sup>st</sup> 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.

#### **6. 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.

#### **7. 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

### **8. Home Address**

The Child's home address provided on your application must be the one at which your child normally resides at the time of application.

### **9. Split residence**

Where a child lives with parents with shared responsibility, each for part of a week the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week.

### **10 Children of UK service personnel (UK Armed Forces)**

We understand that families of UK Service Personnel and other Crown Servants are subject to frequent movement within the UK and from abroad. Please ensure you submit an official letter from MOD, FCO or GCHQ with your application detailing your relocation date and a unit postal or quarters in Hounslow and we will arrange for that postal address to be used throughout the admissions process.

### **11. Twins, Triplet and other children of multiple births**

In the event that the school has one place to offer and the next child on the waiting list is one of twins, triplets or other children of multiple births, (the Governors /Academy Trust) will offer both twins, all triplets or children of multiple birth a place even if this means temporarily going over the published admission's number.

### **12. Exceptional Social/Medical Need**

Occasionally there will be a very small number of children for whom exceptional medical social or medical circumstances will apply which will warrant a placement at a particular school.

Medical or social priority would normally only be given in exceptional circumstances if the child or a close family member has an illness or disability,

or if there are any other exceptional social reasons, which means that one school is more suitable than another.

The application must be supported by compelling written evidence from a suitable professional such as a doctor and/or hospital consultant, a social worker or health visitor that sets out the particular reasons why this school is the most suitable and the difficulties that would be caused if the child had to attend another school. This must be submitted at the time of your original application.

If the school is not the closest to home, the professional must set out in detail the wholly exceptional circumstances for attending this school and the difficulties if the child had to attend another school.

Providing evidence does not guarantee that a child will be given priority at a particular school, and in each case the admissions panel of the governing body will make their decision based on the merits of the case and whether the evidence demonstrates that a placement should be made at this school over any other.

### **13. SEN**

Children with a statement of Special Educational Needs or an Education, Health and Care plan (EHCP) that names a school will be allocated a place before other children are considered. In this way, the number of places available will be reduced by the number of children with a statement that has named the school.

### **14 Fair Access**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round, the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the local authority and the Governing Body for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.