



Admission Criteria 2024 – 2025

(for reception entry children born between 1/9/2019 and 31/8/2020)

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.

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.

Criteria

When there are more applications than places available (oversubscription), Places will be offered in accordance with the following criteria:

- 1) 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. Looked after and previously looked after children also includes those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- 2) Applicants who will have a sibling*** in the main school on the date of admission.
- 3) Children of staff – applicants whose parents** are member of staff, regardless of role in the school where
 - a. The member of staff has been directly employed by the school for two of more years at the time of application or
 - b. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
- 4) Proximity of home to school. ****

Tie Break

If there is one place available and two or more children next in order of priority or next on the waiting list meet the appropriate criterion equally, the place will

be allocated using the distance criterion. If the distances are equal, the LA's database will randomly order these.

**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: ****

The Admissions Authority (the Governing Body) has a policy to use the LA's measuring system, the walking route is measured by using a geographical information system.

It starts from a "seed point" which is a point of measurement in the footprint of the home address. The seed point is provided by the Local Land and Property Gazetteer (LLPG) from information compiled by the Local Authority or from the National Land Property Gazetteer (NLPG) for addresses outside our borough.

From the seed point, the route firstly connects to the nearest node of the digitised network. It will always measure using the centre of the road nearest to this point even if your home address is on the corner of two roads. The positioning of front doors, driveways and back gates are not relevant to the route or the measurement and are not programmed to be used by the measuring system. The digitised network is constructed from road data supplied by Ordnance Survey called OS Mastermap Highways Network. OS Mastermap Highways Network has been accurately digitised to measure along the centre of the road. The LA has no control over how OS digitise the road and footpath network.

The network starts from the seed point in the property provided as the child's address and continues by the walking route to the nearest of the school gates which is used by pupils to enter the school grounds. Where there are multiple applications with equal distances, the LA's database will randomly order these.

The walking route is established using an algorithm within the software used by the LA. This software is called Mapx and is produced by MapInfo. This programme integrates with the LA's database (Synergy/School Admissions Management) which is supplied by Servelec Education Ltd (www.servelec.co.uk).

Other measuring systems may give a different measurement, but the Local Authority cannot take a measurement from another measuring system.

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. Starting Reception – Children below compulsory school age

Summer born – delayed admission

Parents of summer born children (born between 1 April and 31 August) may not want their child to start school until the September following their fifth birthday. However, these applications will be considered for Year 1 not Reception. If a parent wants their application to be considered for Reception, they may **request** that they are admitted outside of their normal age group – to reception rather than year 1.

The request must be made at the same time as making the online application for the child's actual age group and supporting documentation uploaded using the document type – out of cohort. If the request is not made at the same time as the online application, we may not be able to consider this at a later date.

Parents are encouraged to discuss how their child's needs can be met in the Reception class at age 4 with the Headteacher.

Children can access their reception year in any setting that is registered with Ofsted and meets the Early Years Foundation Stage Framework statutory requirements. This can be a childminder, pre-school, Day Nursery, or school reception class.

The admission authority for each school will decide based on the circumstances of the case and in the best interests of the child. The request must set out the reasons why the request is being made and must be accompanied with relevant evidence which may include;

- the parents' views
- recent information about the child's academic, social and emotional development
- recent medical history and the views of a medical professional
- whether they have previously been educated out of their normal age group
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely, and

The views of the head teacher will be an important part of this consideration. We will also gather information from any professionals involved with the child e.g. nursery education provider, educational psychologists, to consider whether any of the following apply;

- whether the child shows significant delay in intellectual development/education skills, across all subject area, to an extent that curriculum differentiation (with appropriate SEN resources) is not reasonable

- whether the child’s physical maturity places them in a position of being developmentally different from their peer group
- whether the child shows an equivalent delay in emotional development and social skills, appropriate for a younger peer group

The application will be processed and a school place will be secured. This place can later be withdrawn if the request for delayed admission is approved. If it is agreed that the child can delay entry, a new application will need to be made for the following September and this will be considered along with all the applicants for admission in that year. It is not possible to reserve a place for the following year. Therefore, there can be no guarantee of a place being available at the school, as this is dependent on the number of applicants that year. The decision will be reviewed once the child has started school at intervals agreed by the family and the school.

If the request is not agreed, parents must decide whether to accept the place offered in the child’s normal age group or refuse it and make an in-year application for the September following the child’s 5th birthday.

Parents have a statutory right of appeal against the refusal of a place at a school for which they have applied. This right **does not** apply if the child is offered a place at the school but it is not in the preferred age group.

Deferred Admission

Parents may also request to defer their child’s start for a term or two (until they are of compulsory school age.) Applications must be made online as usual by the closing date. Once a school place has been allocated, parents will need to write to the Headteacher to arrange the deferred admission.

The table below shows you the options available

Children with their fifth birthday between 1 September and 31 December (autumn born)	Compulsory school age from the following January: A school place will be available from the September but can be deferred until January – the school place will be held once parents have agreed this with the school.
Children with their fifth birthday between 1 January and 31 March (spring born)	Compulsory school age from the following April: A school place will be available from the September before this but can be deferred until January or April — the school place will be held once

	parents have agreed this with the school.
Children with their fifth birthday between 1 April and 31 August (summer born)	Compulsory school age from the following September (which is then year 1 not reception): A school place will be available from the September before this but can be deferred until January or April — the school place will be held once parents have agreed this with the school.

The child must take up the school place that has been allocated within this year group. If they do not take up the place, they will need to reapply again and the child will be allocated a place in Year 1 (not Reception.)

4. Part-time admission

Reception class places are allocated as full time from the September after the child's fourth birthday. However, parents may choose to consider part time admission. This may be preferable to deferring the child's entry until later in the school year as this will give them the opportunity to settle in gradually and start to make friends at the same time as other children in the class. Parents will need to discuss this with the Headteacher so that the child's experiences, readiness for school and individual needs can be understood and the Headteacher can plan how they can fit part-time admission into the organisation of the school.

Applications must be online as usual by the closing date.

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 31st August 2024. Hounslow will contact parents/carers in August 2024 to advise that they will need to complete an in-year application to continue on the waiting list from 1 September 2024.

If you wish your child's name to remain on the waiting list until 31st December 2024, you must return the appropriate slip which will be sent to you by Hounslow Admission Team. 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 an applicant is not offered a place at St Paul's CE Primary School, there is a right of appeal to an independent Appeals Committee set up in accordance with the provisions of the School Standards and Framework Act 1998. Details of the procedure can be obtained from the Clerk to the Governors at the School.

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. This includes children who appear (to the admission authority) to have been in state care outside England;

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. This includes children who appear (to the admissions authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

8. Home Address

The address used in an application must be that where an adult or adults with legal responsibility for the child live, as described in the admissions policy. However, we may not use this if we consider it to be an address of convenience.

All school admission applications are subject to address checks to ensure school places are allocated fairly and in accordance with published admission arrangements. These checks may be made using council systems, agencies, fraud departments, other education settings, or other resources available to us. Applicants may also be asked to provide additional evidence to support their application.

We will not accept possible future addresses as a basis for allocating school places. If you move after submitting your application you must inform the School Admissions Team within two weeks of your move so that your application is considered using the correct address for school admission purposes.

It is for the home Local Authority to determine if, on the balance of probability, the address given on an application is a child's normal place of residence or is considered to be an address of convenience. Some examples of circumstances which may be considered an address of convenience are:

- using the address of a relative, friend, childminder or business
- using the address of a parent with whom the child spends the minority of the week * see shared or joint residence
- purchasing a new property or renting accommodation and using this address in order to gain a school place, whilst continuing to own or rent an alternative property.
- owning a property which is or has previously been used as your home address and applying from another address in order to gain a school place, but still retaining ownership of the initial property
- use of a local address whilst the child lives overseas * see applications from abroad

In making a decision, the following factors will be taken into account alongside any evidence seen during the address checking process:

- the preference schools and if they are oversubscribed
- if the address being used gains an advantage in the admissions process
- the distance of the properties to the preference schools
- the length of time the arrangement has been in place
- current education providers and services working with the family
- any state benefits in payment

If an address of convenience is found to have been used, the home Local Authority will determine the address to be used based on the evidence found in their investigations. Where this address or preference schools fall within another Local Authority, they may be consulted in the decision.

If a fraudulent address or address of convenience is found to have been used after the allocation of places, any offer made will also be withdrawn, and this may be the case even if your child has started at the school.

If you are not registered to pay council tax, either because you are not liable or have recently moved, you will be asked to provide:

- A mortgage statement/tenancy agreement

and two of the following:

- Recent utility bill – gas/electricity/water/ TV licence
- Credit card statement
- Driving licence

- Entitlement to benefits letter e.g. Child Benefit (pages 1&2)/Child tax credit/Housing benefit/Income support/ Jobseekers allowance
- Inland Revenue document
- Pay slip/P45/P60 (not more than 1 of these)
- Car/House Insurance certificate
- NHS medical card/GP registration
- Electoral register
- A letter confirming placement at your address from Social Services/National Asylum Support Service/United Kingdom Border Agency/Housing Department.

Any proof of address provided must show **the full name and match the details provided at the time of application.**

Any supporting information not in English language must be accompanied by a certified translation.

If we are not satisfied with the documentation provided, we reserve the right to ask for additional evidence of the address used for your application.

9. Shared or joint residency

The Local Authority will only accept one application per child and only one offer of a school place will be made.

We ask that parents work together to agree on the address to be used and the school preferences to be applied for. Any disagreements should be resolved before submitting an application. If parents are unable to reach an amicable agreement, then both parents should seek their own legal advice or recourse through the Family Courts. The Local Authority will not mediate between parents.

Where a child lives with parents with shared parental 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. The declaration (including the addresses of both parents) must be submitted at the time of making the original application.

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 no joint declaration is received and the residence is split equally by the closing date for applications, Hounslow will consider the address of the parent who is in receipt of Child Benefit or if Child Benefit is not being received, the address at which the child is registered with a doctor (GP). You must send us a copy of your latest benefit entitlement notice or your child's medical card. We may also ask for further evidence if required.

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. It is for the home Local Authority to determine the address to be used for the allocation of a school place.

10. Applications from abroad

This policy does not apply to Crown Servants, who are dealt with under the statutory provisions of the School Admissions Code * see Members of UK Armed Forces and Crown Servants.

Applications with an overseas address will not be accepted for processing unless we are satisfied that there is evidence of a link to an address in the London Borough of Hounslow. Such a link should satisfy the terms under the child's home address, and must **not** be the address of a friend, relative or other address of convenience unless there is evidence it will be a permanent arrangement. It is for the Local Authority to determine whether there is a link to an address.

Where we are satisfied that there is evidence of a link to an address in the London Borough of Hounslow, we will also need to be satisfied that the child will be resident at the address used on the application on or before the date of admission (1 September.) Evidence must be submitted to verify this. Evidence might include

- Booked flights
- End of lease /notice to tenants in property
- Start of employment contract in London/SE area
- End of employment contract abroad

If you do not return to the linked address by 1 September, Hounslow will withdraw the application and any offer of a school place.

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.