



St Mary's CE Primary School
Felsham Road
Putney

Admissions Policy

Nursery

Vision: Delivering excellence, allowing all to flourish
Mission: Creating a culture of wonder, guided by faith
Values: Endurance, Compassion, Thankfulness

St. Mary's Church of England Primary School

Admissions Policy

Nursery Class Entry

St Mary's Church of England Primary School, Putney, has a distinctive Christian ethos which is at the heart of our 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.

All **Nursery Class** admission applications should be made directly to the school. **There is no automatic transfer from Nursery to Reception**; parents will need to make a separate application in the relevant year. Parents of children eligible for a second year in Nursery will need to make a further application for the second year.

Published Intake

For the Nursery Class the school offers a combination of full-time and part-time places. As funding for full-time places is allocated only to families who meet the government's published eligibility criteria (see *document attached*), the number of full and part time places may vary from year to year. The oversubscription criteria for Nursery places are the same as those for all other year group/s in order to maintain the foundation/open places ratio [see notes G, H & I below].

Visits by Parents of Prospective Pupils

Parents of Nursery class applicants are automatically offered an opportunity to visit the school during the school year preceding the September of proposed entry. The school holds an annual 'Open Evening' in September/October for all parents.

Oversubscription Criteria:

Foundation Places:

Two thirds of nursery places will be offered to children whose parent(s)/carer(s) are active in the life and worship of a Christian church [see Notes (b)]. Places will be allocated in the following order of priority:

1. Looked After Children or Previously Looked After Children [see Note (a)]
2. Children of a parent/carers who is a faithful and regular worshipper **and** is active in the life and worship of either St Mary's, All Saints' or St Margaret's churches in Putney.
3. Children of a parent/carers who is a faithful and regular worshipper **and** is active in the life and worship of other Christian churches [see Note (b)]

Within each of the Foundation Place criteria (1, 2 & 3 above), and in case of oversubscription within any criteria, priority will be given **in the following ranked order to:**

- i) Children with a sibling in the main school (Reception - Year 6) on the proposed date of admission [see Note (c) and NB2 that follows it]
- ii) Children with an exceptional and appropriately evidenced medical or social need for a place at this school [see Note (d)]
- iii) Children living nearest to the school measured in a straight line by Wandsworth Council's Geographical Information System [see Note (e)]

Parents who wish to apply for a Foundation Place must also complete the Supplementary Information Form and **return this to the school** on or before the deadline. Failure to return the Supplementary Information Form will mean that the school cannot consider the application for a Foundation Place. In these circumstances the application will be considered by **strictly applying the criteria for Open Places**.

Open Places:

One third of nursery places will be offered to children irrespective of their religious background. Where there are more applicants than places available places will be allocated in the following order of priority:

1. Looked After Children or Previously Looked After Children [see Note (a)]
2. Children with a sibling in the main school (Reception - Year 6) on the proposed date of admission [see Note (c)]
3. Children with an exceptional and appropriately evidenced medical or social need for a place at this school [see Note (d)]
4. Children of qualified teachers (QTS) and teaching assistants employed by the school who have worked at St Mary's for more than two years prior to the date of application. Such priority will be limited to one place per year group admitted from the 2018/19 school year onwards [see Note (f)].
5. Children living nearest to the school measured in a straight line by Wandsworth Council's Geographical Information System [see Note (e)]

Within each of the Open Place criteria (1, 2, 3, 4 and 5 above), and in case of oversubscription at any criteria, priority will be given **in the following ranked order** to:

- i) Children with an exceptional and appropriately evidenced medical or social need for a place at this school [see Note (d)]
- ii) Children living nearest to the school measured in a straight line by Wandsworth Council's Geographical Information System [see Note (e)]

Notes:

(a) A Looked After Child or a Previously Looked After Child

Looked after children or previously looked after children 1 A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to the school. A previously looked after child is a child who immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those 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. An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians). The Governors will require written confirmation that the child is looked after, or previously looked after, and will be so at the time of making an application to the school.

(b) A Christian church is defined as a church which is a full member of "**Churches Together in Britain and Ireland**".

“Active in the life and worship” means both 1 and 2 below

1. Regular attendance at least twice a month at a Christian church’s worship **for two years before** the closing date of the application is required to be eligible for a Foundation Place.

AND

2. Sustained involvement and regular commitment to the worship or governance of the church for at least two years before the closing date of application.

This can be expressed in **any one** of the following ways:

1	Planning and Leading worship: <ul style="list-style-type: none">a) Being part of the planning group for children’s services, or stewarding or leading themb) Serving at the Eucharistc) Preparing and setting up for Sunday services – duties of sacristand) Being part of the church services’ Welcoming and Stewarding Teame) Being part of the Bible reading teamf) Leading prayersg) Singing in the choirh) Playing the organ or other instrument in service
2	Planning or teaching Sunday School, crèche teaching and worship
3	Leading Godly Play in the Parish
4	Helping to run regular mid-week worship
5	Church Governance: <ul style="list-style-type: none">a) PCC or DCC membershipb) Buildings and Maintenance Committee membershipc) Finance Committee membershipd) Charity Committee membershipe) Stewardship Committee membershipf) Safeguarding Committee membershipg) Mission and Welcome groups membership
The list above is not exhaustive, but represents evidence of being active in the life and worship of the church. Other forms of participation may be considered but the parent/carers must clearly exhibit a similar degree of commitment in terms of time and effort.	

NB 1. Parents/carers who have moved into the area within the two years preceding the closing date for application may still qualify for a Foundation Place if they are able to demonstrate being active in the life and worship of their previous Christian church such that this then brings the total time of being active in the life and worship of the church to the required two-year period. In order to demonstrate being active in the life and worship of their previous church parents/carers must provide the full contact details of their previous church to the school Admissions Officer. Confirmation from the previous church of worship will be sought by the school. Where the school is unable to obtain satisfactory confirmation from a previous church **the application will be considered by strictly applying the criteria for Open Places.**

Governors do not give higher priority to families where both parents worship.

(c) A 'Sibling'

This is defined in the Wandsworth Council Booklet 'Choose a Wandsworth Primary School'. A sibling is defined as a full brother or sister, a step/half brother or sister, an adopted brother or sister living at the same address, a child who is living at the same address as part of the family, by reason of a court order, or a child who has been placed with foster carers as a result of being looked after by a Local Authority.

NB 2: *For a sibling to be eligible to apply for a Foundation place, the parents/carers of the sibling must satisfy all criteria for a Foundation status at the point of that sibling's application.*

(d) Children with an exceptional and appropriately evidenced medical or social need

Applications made on medical grounds must be supported by current documentary evidence from a specialist health professional. Applications made on exceptional social grounds must be supported by current documentary evidence from a social worker or other care professional working with the family. The evidence must set out the reasons why this school is the most suitable school and the difficulties that would be caused if the child had to attend another school. The letter and all supporting documentation should be included with the Council Application Form and submitted by the stated application deadline.

(e) Children living nearest to the school

The straight-line measurement used to prioritise applicants for admission to schools in Wandsworth commences in all cases at the location of the property and terminates at the central point of the school site as determined by Wandsworth Council's Geographical Information System. Measurements by alternative systems and/or to other points will not be considered in any circumstances. Where applicants have identical distance measurements, priority amongst them will be determined by a draw. This procedure is undertaken by Wandsworth Council.

(f) Children of qualified teachers (QTS) and teaching assistants employed by the school

Children of qualified teachers (QTS) and teaching assistants employed at the school who have worked at St Mary's more than two years prior to application. Such priority will be limited to one place per year group admitted from the 2019/20 school year onwards.

(g) Foundation and Open Places

Two thirds of the places at St Mary's school are offered to children who themselves or whose parents/carers are active in the life and worship of a Christian church. One third of the places are offered to children irrespective of religious background.

(h) Unfilled Places

Any unfilled Foundation Nursery Places will become additional Open Places and vice versa but will revert to their original Foundation or Open status should they become vacant again to preserve the Foundation/Open ratio.

(i) Unsuccessful Foundation Applicants

Foundation applicants who are not awarded a Foundation Place will become applicants for Open Places. These applicants will be processed according to the criteria used to prioritise Open Places.

(j) Register of Continued Interest List

If you are not successful in obtaining a nursery place at the school, St Mary's operates a waiting list (Register of Continued Interest) for Nursery. For the Nursery year intake, unsuccessful applicants are placed automatically on the waiting list.

Parents/carers must take the responsibility of ensuring that the school has a current/valid address and contact details for them at all times.

NB 3: *When any new nursery child's application is added to the Register of Continued Interest, this will automatically cause the Register to be re-ordered in accordance with the admission criteria.*

(k) Access Arrangements

There is a lift to all floors, toilet facilities for disabled pupils and level access on each floor. The school will ensure that as far as possible pupils with disabilities will have access to the same opportunities as other pupils. There is a hearing loop in each classroom. If you would like to discuss your individual needs before applying, please contact the school. The school does not have any specific units for pupils with particular special needs.

(l) Children with an Educational Health Care Plan (formerly a Statement of Special Educational Need)

Parents/carers of pupils who have a Statement of Special Educational Needs or Education, Health and Care Plan (EHCP) are required to apply for school places separately through the local authority. Following consultation with the local authority and with the school's prior agreement that it can meet the needs of the children concerned, the Governors will admit all those pupils with a statement or EHCP which names the school. If a child with a statement or EHCP is placed in the school by the local authority before the normal admission round, the number of places available to other applicants will be reduced.

(m) Nursery applicant - Early in Age and out of chronological age group

A child is eligible for admission to St Mary's CE Nursery from the term after the child/s third birthday. Applications received for a child/ren early in age will be added to the Nursery waiting list from the start of term following the child/s third birthday under the admissions criteria set out in this policy.