



**St Mary's CE Nursery and Primary School**  
Felsham Road  
Putney

# **In Year Admissions Policy**

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

# St. Mary's Church of England Primary School

## Admissions Policy

### Reception 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.

The Governors admit up to 30 pupils to the Reception Class each September, 20 Foundation Places and 10 Open Places (see note (d)). This admission limit has been agreed between the Governors and the local education authority.

The school is part of the locally agreed co-ordination scheme for **Reception Class** admission and the timescales for applications to be received and processed are those agreed with the Local Authority. Parents must complete their home Local Authority's Common Application Form (CAF) and return the form to the Authority; if applying for a place at this school, parents must name this school as one of the preferences on the CAF. The school also adheres to the arrangements for dealing with applications received after the closing date as set out in Wandsworth Borough Council's scheme.

#### **Oversubscription Criteria:**

#### **Foundation Places:**

20 will be offered to children whose parent(s)/carer(s) are active in the life and worship of a Christian church [see Notes (b)]. Where there are more than 20 qualifying applicants, 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 [see Note (b)]
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 which is a member of Churches Together in Britain and Ireland [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)]
- ii) Children with an exceptional and appropriately evidenced medical or social need for a place at this school [see Note (e)]
- iii) Children living nearest to the school measured in a straight line by Wandsworth Council's Geographical Information System [see Note (f)]

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:**

10 places [see Published Intake section for Nursery] 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 (e)]
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.
5. Children living nearest to the school measured in a straight line by Wandsworth Council's Geographical Information System [see Note (f)]

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 (e)]
- ii) Children living nearest to the school measured in a straight line by Wandsworth Council's Geographical Information System [see Note (f)]

## **Notes:**

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

*Looked after children or previously looked after children*<sup>1</sup> 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: a) Being part of the planning group for children's services, or stewarding or leading them b) Serving at the Eucharist c) Preparing and setting up for Sunday services – duties of sacristan d) Being part of the church services' Welcoming and Stewarding Team e) Being part of the Bible reading team f) Leading prayers g) Singing in the choir h) Playing the organ or other instrument in service i) Bellringing as involvement and regular commitment to worship
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: a) PCC or DCC membership b) Buildings and Maintenance Committee membership c) Finance Committee membership d) Charity Committee membership e) Stewardship Committee membership f) Safeguarding Committee membership g) 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/carer 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 Christian 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) 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.

#### **(e) 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.

#### **(f) Children living nearest to the school**

The address you give must be your child's permanent address on the closing date for applications. Your child's permanent address is as defined in the Wandsworth Council booklet 'Choose a Wandsworth Primary 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 taken into account 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.

#### **(g) Unfilled Places**

Any unfilled Foundation 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.

#### **(h) 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.

#### **(i) Register of Continued Interest List**

If you are not successful in obtaining a place in the Reception Class at the school, St Mary's operates a waiting list (Register of Continued Interest) for each year group. For the Reception year intake, unsuccessful applicants are automatically placed on the waiting list. Parent/carers must take the responsibility of ensuring that the school has a current/valid address for them at all times.

For all other year groups, parents/carers wishing to join the waiting list should apply to Pupil Services at Wandsworth Borough Council.

Applicants are ranked according to their Foundation or Open Admission status in strict adherence to the Admission Policy criteria. Should a Foundation Place become available an offer will be made to the highest-ranking Foundation applicant. Should an Open Place become available an offer will be made to the highest-ranking Open applicant. If a Foundation Place becomes available and there are no

Foundation applicants on the register, the place will be offered to the highest-ranking Open applicant and vice-versa.

If an offer of a placement is made, parents/carers will be notified by any two of the following means: post, email or by telephone. **It is the responsibility of the applicant's parent or carer to ensure that the most up to date contact email, postal address and telephone number are provided to the school.** If any offer of placement is declined (or not replied to by the date set out in the offer) by the parents/carers the child will be removed from the waiting list with immediate effect.

In the event that an offer is made and declined (or not replied to by the date set out in the offer) and the applicant wishes to remain on the waiting list, they must reapply to Pupil Services at Wandsworth Borough Council.

Any offer based on a false address or any other false information will be withdrawn.

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

### **(j) Access Arrangements**

There are toilet and changing facilities for disabled pupils. The school will ensure that as far as possible pupils with disabilities will have access to the same opportunities as other pupils. 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.

### **(k) Children with an Educational Health Care Plan**

Parents/carers of pupils who have an 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 an EHCP which names the school. If a child with an 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.

### **(l) Appeal Arrangements**

Applicants refused a place at the school will have the right to appeal against the decision to an independent Admission Appeal Panel established under the School Standards and Framework Act 1998.

### **(m) Deferred Entry**

The school admits children to the Reception class in the September of the school year in which a child reaches the age of five. All parents/carers are entitled to a full-time place for their child in the Reception class from September but may defer entry until the beginning of the term after their child is five years old (i.e. reaches compulsory school age) or until the beginning of the summer term whichever is earlier. Children may attend part-time until they reach compulsory school age. Parents who have been offered a place at the school and wish to defer entry for their child and/or attend part-time must put this in writing to the Head Teacher by the end of April prior to starting school. (The school year runs from 1 September to 31 August).

### **(n) Education out of chronological age group**

Children are normally educated in school with others of their age group; however, in exceptional circumstances parents/carers may seek a place outside their child's normal age group. Decisions will be made on the basis of the circumstances of each case. Parents/carers must state clearly why they feel admission to a different year group is in the child's best interests and may provide recent professional evidence to support this. Parents who wish to make such a request should put this in writing to the Head Teacher. The governing board will then consider your request and make a decision in accordance with

criteria prescribed by the school's admissions code, this includes considering the views of the Head Teacher.

**(o) In-Year Admissions**

Applications for In-Year admissions must be made to Wandsworth Council on the Council's In-Year application form. The Council will refer the application to the school. Applicants for a Foundation Place must also complete the school's Church Supplementary Form. The school will inform the applicant whether or not a place can be offered and advise the Council of the outcome [see also Note (i) and NBs 3 above].

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

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.

**Visits by Parents of Prospective Pupils**

Parents of Reception 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.

**Published Intake**

Our published intake for Reception is 30 pupils.