



St Mary's and St Peter's CE Primary School Admissions Policy– 2017/18

St Mary's and St. Peter's is a voluntary aided primary school founded by the Church of England to provide education for the children of Teddington. The school is sponsored by the two Parish Churches of Teddington, St. Mary with St Alban and St Peter and St Paul with St Michael and St George. Children will start full time in the September following their fourth birthday

Places will be considered for those children whose parents/carers have expressed a preference for St Mary's and St Peter's CE Primary School by submission of the common application form (CAF) to the Local Authority naming the school. If you are applying for a Foundation Place, the supplementary information form should also be completed and this should be returned to the school (not the local authority) by the published deadline so that the governors may give full consideration to your application.

If there are more preferences expressed than there are available places, places will be allocated in accordance with the following criteria, in this order of priority:

1. Places will be offered firstly to Looked After Children i.e. children who are looked after by a public authority and are in public care, and previously looked after children who were adopted, or subject to a residence order, or special guardianship order, immediately following having been looked after.

Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (e.g. from a social worker);

2. Children who have an exceptional medical or social need requiring attendance at St Mary's and St Peter's rather than any other school. Such needs must be supported, at the time of application, by reports or letters from suitable professionals such as GPs, consultants or social workers. Circumstances cannot be taken into account unless information is provided at the time of application and failure to provide such information at that stage may therefore affect whether or not the children are allocated places at this school. All information submitted will be regarded as confidential.

3. Children who have siblings (by which is meant full, step-, half- and adopted siblings living in the same household) at this school in Reception to Year 6 at the point of admission;

4. The remaining places will be allocated with **60%** allocated to **Foundation Places** and **40%** allocated to **Open Places**, with the following order of preference given in each category:

Foundation Places (60%):

4.1 Children whose parents are regular worshipping members of one of the sponsoring Church of England parishes. They must also live within the boundaries of one of the sponsoring parishes;

4.2 Children whose parents are regular worshipping members of a church within *Churches Together in Teddington* (or whose church is a member of



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the *Evangelical Alliance* where the church is situated within the boundaries of one of the sponsoring parishes) and who live within the boundaries of one of the sponsoring parishes;

4.3 Children whose parents are regular worshipping members of a church within *Churches Together in Britain and Ireland* and the *Evangelical Alliance* and who live within the boundaries of one of the sponsoring parishes;

Open Places (40%):

4.4 Children living closest to the preferred school measured by the shortest route by road or maintained footpath, from the Ordnance Survey grid reference point within the property, to the nearest pedestrian school gate. Accessibility of private or public transport will not be considered. All distances will be measured using a computerised Geographical Information System (GIS).

Notes:

1. Children with a statement of special education needs that specifies the school as the placement school will be given priority over the other criteria.
2. The sponsoring parishes are St Mary with St Alban and St Peter & St Paul with St Michael and St George.
3. The definition “regular worshipping members” in the Foundation Place allocation (4.1,4.2&4.3) requires the parents/carers to demonstrate a regular commitment to the appropriate church. This involves regular attendance at worship, at least twice a month for two years immediately prior to the application deadline.
4. If parents have transferred from another church, they must include a signed letter from the parish priest or minister of religion of that church, verifying that they have been attending the church at least twice a month from the period between 14th January 2015 to the date in which they moved churches. They must also complete the supplementary information form and have their regular attendance verified by the appropriate parish priest or minister of religion of the current place of worship.
5. In the event of over subscription in the Foundation Places criteria (4.1,4.2 &4.3), places will be allocated within that category using the distance criteria (4.4)
6. Children who have applied under the Foundation Places criteria but do not meet these criteria will automatically be considered under the Open Places criteria.
7. If there are more applicants within each criterion, distance from home to school will be used as a tie-breaker and will be measured using the computerised geographical information system. The distance from home to school, criterion, is used as a ‘tie-breaker’ if there are more applications than places available under any higher criteria. For applicants from the same block of flats, or who live the same distance from the school, random selection by the drawing of lots is used as a



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final tie-breaker. This will be carried out by an officer/governor in the presence of an independent witness. If the tie breaker is between twins or multiple births the school will accommodate the remaining brothers or sisters.

8. Any offer of a place on the grounds of proximity is conditional on the child being resident at the address provided at the closing date for application. A business address, a child-minder's address, or any address other than the child's home will not be accepted.
9. If either category of Foundation and Open Places are undersubscribed, the remaining places will be allocated to the other category.
10. Late applications. Applications received after the closing date will only be considered after all those received by the closing date. This is unless you can provide documentary evidence to prove that there were exceptional reasons that prevented you from applying on time.
11. The Governors reserve the right to withdraw places if false information has been given.
12. We aim to serve the local community with its diversity of faith, culture and background. The admissions policy is reviewed annually by the governors to ensure this aim is met.
13. Children born between 1 September 2012 and 31 August 2013 are eligible to be considered for admission to reception classes starting in September 2017. Children outside of this year group will only be considered if the child has exceptional circumstances that have been confirmed by the appropriate panel of his/her home Local Authority, or which are supported by written evidence supplied by the parent at the time of application. This should indicate to the governors' satisfaction that the child's needs can most appropriately be met by admission to a reception class at this school, up to a year earlier or later than is normal for a child of his/her age.
14. Twins or multiple births. Should only one child be eligible within the statutory 90 places then the school will offer additional places to the remaining children of that multiple birth.
15. The school subscribes to the Richmond Fair Access Protocol, which can be obtained from the Local Authority.
16. The school will consider applications for Year Delay, but this needs to be discussed with the Headteacher well in advance of the closing date for applications. Please be aware that this will only be agreed in exceptional circumstances and must be supported by evidence from appropriate professionals.

The school maintains a waiting list for children who are unsuccessful in gaining a place. Parents need to inform the school if they would like their child to be kept on our waiting list. This does not happen automatically. The lists are kept indefinitely and parents are asked to inform the school if they would like their child's name removed. Parents have the right to appeal against a decision not to offer their child a place at this school. The school operates according to the Local Authority's appeals procedures.



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Pattern of Entry to School

For 2017/18, children who are offered a place in our Reception Year attend school full time from the beginning of the Autumn Term. Parents have the right to make a request to defer entry or request part time attendance in the Reception year until the child reaches statutory school age in that year.

Application Process

The Local Education Authority will administer the admission process for all the primary schools within its area.

- 1) Parents must submit the Local Authorities online application form or send the completed paper form available from **1st September'16**. Applications must be received by the **15th January 2017**. Applications received after this date are late and, unfortunately, you are unlikely to gain a place in your preferred school.
- 2) As a voluntary aided school we are our own Admissions Authority therefore, parents wanting to apply for a place under criteria 4 or 5 at the school, should complete a supplementary form so that governors may consider their application fully and return it to the school by the **15th January 2017**.
- 3) Letters will be sent to parents by first class post advising the result of their application on the **17th April 2017**. If you have applied online you will be able to log on to find out the result during the evening of the **17th April 2017**.

An indicative map of Parish Boundaries and the churches in Churches Together in Teddington and the Evangelical Alliance can be found on the school website www.smsp.richmond.sch.uk.

Parish boundaries can be found at www.achurchnearyou.com this website will provide a google map.

Member churches of Churches Together in Britain and Ireland membership can be found at www.ctbi.org.uk/24

Member Churches of the Evangelical Alliance can be found at www.eauk.org/connect/find-a-church.cfm