



## St Mary's and St Peter's CE Primary School Admissions Policy– 2020/21

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.

The governors intend to admit 90 pupils into the Reception Class in September 2020.

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. Staff members who have been employed at the school for two years or more years at the time of application and will continue to be employed at the school at the point of admission or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

5. 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:



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### Foundation Places (60%):

- 5.1 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;
- 5.2 Children whose parents are regular worshipping members of a church within *Churches Together in Teddington* (or whose church is a member of 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;
- 5.3 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%):

5.4 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 (5.1,5.2&5.3) 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 15<sup>th</sup> January 2018 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 (5.1,5.2 &5.3), places will be allocated within that category using the distance criteria (5.4)
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.



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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 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 2015 and 31 August 2016 are eligible to be considered for admission to reception classes starting in September 2020. 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 not initially offered a place. Lists are kept until the 31<sup>st</sup> December after the admissions round. Parents must inform the school after that date if they want their child to remain on the waiting list. This does not happen automatically.



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### Appeals

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.

Parents/Carers should be aware that an appeal against refusal of a place in an infant class may only succeed if it can be demonstrated that:

- a) the admission of additional children would not breach the infant class size limit; or
- b) the admission arrangements did not comply with admissions law or had not been correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or
- c) the panel decides that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case'

### Pattern of Entry to School

For 2020/21, children who are offered a place in our Reception Year attend school full time from the beginning of the Autumn Term.

If you feel that your child is not ready to start school in the September following their fourth birthday, you can either arrange for your child to attend part-time until they reach statutory school age, or defer the date your child is admitted to the school until later on in the Reception year. If your child's entry is deferred, the school will hold your child's place and not offer it to another child. The latest your child can start school is at the beginning of the summer term 2020. If you wish to defer your child's entry, you will need to confirm this with the school where your child has been offered a Reception place. You also need to confirm this with the early learning provider so that your child can continue to receive their free early learning entitlement.

### 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 **1<sup>st</sup> September'19**. Applications must be received by the **15<sup>th</sup> January 2020**. 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 **15<sup>th</sup> January 2020**.
- 3) Letters will be sent to parents by first class post advising the result of their application on the **16<sup>th</sup> April 2020**. If you have applied online you will be able to log on to find out the result during the evening of the **16<sup>th</sup> April 2020**.



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### **Admission outside of the child's normal age group**

If you would like to request for your child to be educated outside of their normal age group, you must still make an application for a school place by the closing date of 15<sup>th</sup> January 2020. You will need to put your request separately in writing to the local authority.

You may also provide supporting documentation, should you wish to do so, and this should be submitted to the local authority at the time of application. Each request will be carefully considered and a decision will be made on the individual merits of each case.

Each request will be carefully considered and a decision will be made on the individual merits of each case. The decision will take into account your views, information about your child's academic, social and emotional development, their medical history and the views of a medical professional, if applicable. We will also consider whether they may have fallen into a lower age group if it were not for being born prematurely and whether they have previously been educated outside of their normal age group. Views of senior school staff, the manager of their current early years setting and other professionals will also be taken into account. Children with identified special educational needs are successfully supported in this school through effective induction, support and differentiated provision. For summer born children, if it is agreed that they can be educated in a younger year group, parents will need to re-apply in the following year for entry into Reception in September 2021. The Local authority will write to advise you of the decision on the year group your child should be admitted to and the reasons why this decision was reached. If the request is approved for your child to start in Reception in September 2021, you will be advised to re-apply by 15<sup>th</sup> January 2021 and provide a copy of the decision as part of your application. Please note this decision does not guarantee that a place will be available as this depends on the number of applications for entry in that year and it is not possible to reserve a place.

Please note there is no statutory right of appeal if your request is not agreed.

### **In Year Admissions**

In-year applications to St Mary's and St Peter's CE Primary School should be made on Richmond Borough's in-year application form, which is available to download from the council's website at [www.richmond.gov.uk](http://www.richmond.gov.uk) or telephone the Richmond School Admissions Team on 020 8547 5569 for a copy to be emailed or posted to you. This is in addition to submitting our Supplementary Information Form.

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](http://www.smsp.richmond.sch.uk).

Parish boundaries can be found at [www.achurchnearyou.com](http://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](http://www.ctbi.org.uk/24). Member Churches of the Evangelical Alliance can be found at [www.eauk.org/connect/find-a-church.cfm](http://www.eauk.org/connect/find-a-church.cfm)