



ST MARY'S  
CHURCH OF ENGLAND  
PRIMARY SCHOOL

St Mary's Church of England School,  
26 Tentelow Lane,  
Norwood Green  
Southall  
UB2 4LE  
[office@stmarysschoolng.org](mailto:office@stmarysschoolng.org)  
020 3693 0510

## Admissions Policy 2018/19

Date Approved by SMNG: 21<sup>st</sup> February 2017

Review Date: Autumn Term 2017

Signed:

(Jane Mutch, Headteacher)

Signed:

(Sandra James, Chair of Trustees)

St Mary's Church of England Primary School is an inclusive one form of entry school founded on Christian principles and values. We welcome children from all backgrounds, whether Christian, another faith or none. Our aim is to prepare children for the challenges of life in the 21st century and the demands of secondary education.

The Governors will admit a maximum of 30 children into Reception each academic year. This number meets Local Authority and National requirements, following the class size restriction directed by central government<sup>1</sup>.

The school is part of the pan-London Coordinated Admissions process. Parents should complete the Common Application Form (CAF), naming the school as one of their preferences. The form is available online and, after completion, should then be returned the Local Authority of residence by 15<sup>th</sup> January 2018.

If you wish to apply for a Foundation Place, then a Supplementary Information Form (SIF) should also be completed to allow Governors to consider the application fully. The SIF is available on the school website to download and should be returned directly to the school by 15<sup>th</sup> January 2018.

Please be advised that the place offered will be for a full time place from the September following the child's 4<sup>th</sup> birthday.

## **Criteria**

All children whose Education, Health and Care plan (EHC) names St Mary's School will be admitted. Where applications received exceed the number of places available the following criteria will be applied:

1. Looked after children - Children in public care or children previously in public care, who ceased to be so because they were adopted, or became subject to a child arrangement or special guardianship order<sup>ii</sup>
2. Children with a sibling<sup>iii</sup> in school at the date of admission.  
After these criteria are applied, the remaining places are divided in half and assigned as follows-
3. Up to 50% of the remaining places are designated as Foundation Places and allocated to practising Christian families
4. 50% are designated as Open places and are allocated by distance from home to the school

Within each criterion, where there is oversubscription, applicants are prioritised by distance. This is measured in a straight line from the applicant's permanent residence to the main gate of St Mary's Church of England Primary School, 26 Tentelow Lane, UB2 4LE.

## **Foundation Places**

To apply for one of these places, children should belong to a family who currently worship regularly (at least twice a month for a minimum period of 2 years) in an Anglican Church, a church forming part of "Churches Together in Britain and Ireland" or a member of the Evangelical Alliance. The only exception to this would be a family recently moved into the area and who are able to provide a letter from the minister of their previous church to confirm attendance.

A SIF should be completed to support this application. A section of this will have to be completed by the minister or vicar at the place of worship. When completed, this should be sent to St Mary's Church of England Primary School, 26 Tentelow Lane, Norwood Green, UB2 4LE, by 15<sup>th</sup> January 2018.

## **Waiting List**

If St Mary's School cannot offer a place you will be offered the opportunity of placing your child's name on the waiting list. The waiting list will be maintained by the School Trust for one year in the order of the oversubscription criteria and not in the order in which the applications are received.

## **Distance calculations**

Distance will be used as a 'tie-breaker' if two or more applicants are equally eligible for a place within any of the above criteria.

Distance is measured from the applicants' Permanent Residence to the school's main gate by straight line. The measuring system is an integral part of the admission software produced by Tribal Technology Ltd. It uses Ordnance Survey maps and the LLPG (Local Land Property Gazetteer) and is accurate to 1 metre.

Applicants from the same block of flats, or applicants who live the same distance from the school will be selected in random order and places will be offered accordingly.

For this purpose, the address of an applicant is the permanent domestic address of the parents. Business addresses are not acceptable. If your child does not live with both parents, it is the address of the parent, guardian or carer with whom the child lives permanently or for the greater part of the week. If access is equal then it is the address of the parent, guardian or carer that you have nominated in connection with this application.

### **Deferred Entry**

Children will normally be admitted to the reception year in the September following their fourth birthday.

In line with the Admissions Code, parents can defer their child's entry to the reception year until later in the school year, where they have been offered a place at a school to start before they are of compulsory school age. Where entry is deferred, the school will hold the place for that child and not offer it to another child. However, entry cannot be deferred beyond the beginning of the term after the child's fifth birthday, nor beyond the end of the Reception Year. In practice this means that parents could defer entry until January for children born between 1st September and 31st December, or until April for children born between 1st January and 31st August. Parents can also request that their child attends part-time until he/she reaches compulsory school age.

### **Delayed Entry into Reception (Out of year applications.)**

Parents may seek school places outside of their child's normal age group. The decision to admit outside of their normal age group is made by the Governing Body (the Admissions Authority) on the individual circumstances of each case.

If parents wish to apply for delayed entry into Reception at St Mary's School, Norwood Green, they would need to make a request to the Chair of Governors, providing reasons for this along with supporting documentation from a professional.

The request should be made in the September prior to the normal entry date. This will allow sufficient time for the case to be reviewed by the Admissions Panel prior to the deadline for applications of 15<sup>th</sup> January. The Governors at St Mary's School, Norwood Green will consider the following factors when a case is put forward by the parent, but this list is not exhaustive:

- The needs of the child and the possible impact on them of entering Year1 without having first attended the reception class;

- In the case of children born prematurely, the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth;
- Whether delayed social, emotional or physical development is adversely affecting their readiness for school;
- Any other information that the parent asks the Governing Body to consider.

If the parents' case for delayed admission into reception is agreed, the application for a place in the next cohort would have to be made in the following September and would be considered along with all the other applicants for admission in that year.

There would be no guarantee that a place would be offered in the preferred school. If the parents' request for delayed admission into reception is refused, the parents could still apply by the closing date of 15<sup>th</sup> January for admission to Reception to the child's normal age group. After the offer of a place had been made, the parent could then inform the Local Authority and the school that they wish to defer entry as outlined above

### **Appeals**

Parents have the right to appeal to an Independent Appeals Panel. They must notify the school within two weeks of the refusal of a place and details of how to appeal will be given at the time of refusal.

### **Withdrawal of Places**

If the school and/or Governing Body are given false information, the Governing Body reserves the right to withdraw the offer of a place to the child at any time.

### **In-Year Admissions**

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 oversubscription criteria.

### **Notes**

<sup>i</sup> Where the last child offered a place that fills the Reception class, is a twin or sibling of a multiple birth, the school will automatically offer a place to the sibling(s) – paragraph 2.15 of the School Admissions Code published in December 2014

<sup>ii</sup> Within the meaning of paragraph 1.7 of the School Admissions Code published in December 2014

<sup>iii</sup> 'Sibling' refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the place is sought is living in the same family unit at the same address as the sibling. A sibling relation does not apply when the child currently on roll will leave statutory education before the sibling starts.



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## Supplementary Information Form 2018-19

For application to St Mary's Church of England Primary School

Any applicants who wish to apply for a Foundation Place should complete this form.

Section A should be completed by the Parent/Guardian, then the form should be passed to your Religious leader to complete Section B.

### Section A

| Application for   | Reception  | In Year       |         |
|---|--|---------------|---------|
| Child's name  |  |               |         |
| Date of Birth   |  |               |         |
| Will your child have a sibling in school when they start? | Yes / No<br>If yes, please give their name and current class |               |         |
| Name of Parent (s)  |  |               |         |
| Address   |  |               |         |
|   | Tel no:  | Mobile no:    |         |
| Email address   |  |               |         |
| Signature of Parent (s)                                   |  |               |         |
| Religion  |  |               |         |
| Place of Worship and address                              |  |               |         |
| Frequency of attendance                                   | Weekly   | Twice a month | Monthly |

## Section B

To be completed by your Religious Leader

Please complete this section of the form to allow the Governors to allocate Foundation Places in line with our Admissions Policy.

|   |   |
|---|---|
| Please confirm if your church is a member of          | Churches Together in Britain and Ireland                    |
|   | The Evangelical Alliance                                    |
| How long have the family worshipped with you?         | Under 6 months<br>6 months – 1 year<br>1-2 years<br>2years+ |
| How often do they attend?                             | Weekly<br>At least twice a month<br>Monthly<br>Other        |
| Name of Religious Leader<br><br>Signature<br><br>Date | Official Stamp  |

Thank you for your cooperation