



## **ADMISSIONS POLICY FOR 2018/19**

### **This policy relates to Reception and in year admissions**

St. Stephen's is a Voluntary Aided Church of England Primary School and responsibility for admissions lies with the governing body. The underlying ethos of the school is Christian but it is a church school for the whole community and it welcomes applications for pupils of other faiths or no faith.

Our published admissions number is 60 children per school year. In the event of oversubscription applications will be considered in accordance with the following criteria. All reception children are admitted full time in the September of the school year in which they become 5.

1. Children who are looked after by the local authority. Looked After Children (LAC) are children who are in the care of a local authority or being provided with accommodation by a local authority in their exercise of their social services functions as defined in Section 22(1), 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 for whom this is the nearest school and who have exceptional medical and/or social needs.
3. Children who currently have a sibling attending St. Stephen's School. This includes full, step and half and adopted siblings living in the same household.
4. Six Foundation places. These will be allocated to children, one, or both of whose parents are active members who worship regularly at either St. Stephen's Church or another local Christian church. If Foundation places are oversubscribed, places will be allocated firstly to members of St. Stephen's Church. In the event of an over subscription from St. Stephen's Church, geographical proximity will apply. If less than six places are allocated to St. Stephen's Church, the remaining Foundation places will be allocated according to proximity.
5. Children (by which is meant full, step-, half- and adopted children living in the same household) of staff directly employed by St. Stephen's School for two years or more before the admission application.
6. Children who live nearest to the pedestrian entrance of the school, which is in Winchester Road.

Notes

- 1. Children with an Education and Health Care Plan (EHCP) where the school is named in the statement will be allocated a place through a separate procedure, in accordance with the Special Needs Code of Practice.*
- 2. The application form must be accompanied by recent and relevant medical evidence from suitable professionals such as GPs, consultants, or social workers. If you do not supply this evidence when you apply it may affect whether or not your child is allocated a place. All information submitted will be regarded as confidential.*
- 3. Regular worship will be defined as church attendance at least twice per month in the past year and should be verified by a letter from a member of the clergy of the specified church.*
- 4. Distance between home and school will be calculated by use of the London Borough of Richmond mapping system.*
- 5. In the exceptional circumstance that there is one place remaining and two or more applicants cannot be distinguished on the basis of the school's oversubscription criteria then the final place will be awarded by drawing lots.*
- 6. The school cannot exceed its published admission number except in the very limited circumstances as outlined in the School Admissions Code.*
- 7. Reception class applications received by the home local authority after the national closing date in January 2018 will be considered after all applications received by the closing date.*
- 8. In the event of an appeal being made against a decision not to give a place to a child the appeal will be heard by an Appeals Committee, convened in line with statutory requirements.*
- 9. Parents can request to delay their child's entry to school until later in the school year, or to attend part-time, but only until the child reaches compulsory school age in that school year. The latest your child can start school is at the beginning of the summer term 2018/19. Please note that the school does not encourage delayed entry. This should be discussed with the Headteacher.*
- 10. Parents seeking admission to an age group below their child's actual age should submit their request with their application by the closing date of 15 January of the year when children of the actual same age are due to start school. You must provide reasons and, since decisions will be made based on available information, you may wish to provide professionally supported evidence to explain why your child should be considered to start school a year later than other children of their age. If the request is approved, you will be advised to re-apply in the following year and provide a copy of the decision as part of your application. Please note the decision to agree to year delay your child 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.*
- 11. The school's waiting list will be held by the L.E.A. until the end of the academic year 2018/19 in July 2019. After this date, parents will have to request in writing to the L.E.A. to have their child's name added to the school's waiting list.*

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