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# St. Stephen's C. of E. Main School Supplementary

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## ADMISSIONS POLICY

Children are admitted to classes according to age. Birthdays falling on or after 1 September and including 31 August make up 1 school year or class.

### APPLYING FOR A PLACE

All classes and years have a maximum of 30 places. You will need to complete a Common Application Form (obtained from Lambeth Customer Service Centre, Olive Morris House, 18 Brixton Hill, London SW2 1RL). Places for Reception class are allocated according to the priorities in January for the following September.

**This is a Church of England School closely linked with St. Stephen's Church.**

### PRIORITIES

If there are more applicants than places, we allocate places in the following order of priority:

1. Children in public care (e.g. fostered or 'looked after').
2. Children with an exceptional and professionally supported medical or social need for a place at this school. This must be supported by written evidence at the time of application, e.g. from a specialist health professional, social worker or other care professional. 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.
3. Children who have a parent / carer who has been a faithful and frequent worshipper at St. Stephen Church, South Lambeth for at least the previous 12 months (at least an average of one attendance at a church gathering per fortnight) (the Vicar must sign your application form).
4. Children living in the school catchment area who have a parent / carer who has been a faithful and frequent worshipper for at least the previous 12 months (at least an average of one attendance at a church gathering per fortnight) at any other church recognised as Christian by the school governors (the Priest or Minister must sign your application form).
5. Children who have a sibling in the school at the time of admission. (A sibling is a child who is a blood relative, step-siblings, formally fostered and adopted children, living at the same address.)
6. Other children living within the school catchment area.
7. Children who have a parent/carer who is a member of staff at St Stephen's Church of England Primary School and has been employed for two or more years at the time at which the application is made.
8. Any other children.

*In the event that two or more applicants have equal right to a place under any of the above criteria and there are insufficient places, the Governing Body will use distance, in the first instance, to decide between applicants; if applicants live equidistant from the school, the Governing Body will draw lots to decide between applicants.*

### NOTES

The school is between Fentiman Road, Clapham Road, Lansdowne Way and South Lambeth Road. Please find on page 2, a list of the streets and blocks of flats that are in the parish boundary. Pupils living in these areas will qualify for application under Criterion 7.

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Office use only:

Received by: (please print) ..... Signature: ..... Date: .....

Child's Name: ..... D.O.B. ....

If there are no vacancies in a year / class appropriate to the child, parents / carers will be asked whether they wish to remain on the waiting list. Children on the waiting list will be allocated any vacant place according to the **PRIORITIES** already listed above.

### **Streets and Blocks of Flats which are within the School Catchment Area**

**Albert Avenue.**  
**Albert Square.**  
**Aldebert Terrace.**

**Bolney Street** – Purbeck House, Sherbourne House, Weymouth House.

**Carroun Road** – Ensbury House, Wareham House, Melbury House.  
**Clapham Road, SW9** – nos. 60 – 176 (even numbers) only.

**Dorset Road** – Beaminster, Broadstone, Charmouth, Corfe, Denland, Lulworth, Melcombe, Osmington, Pulham, Struminster, Swanage, Wimbourne Houses.  
**Dovet Court.**

**Fentiman Road, SW8** – Nos. 1 – 189 (odd numbers) only and Blandford House.

**Hampson Way** – Goston Gate.  
**Heyford Avenue.**  
**Heyford Terrace.**

**Lansdowne Way** – Mursell Estate (Portland Grove, Dovet Court, Hampson Way).

**Meadow Place.**  
**Meadow Road** – Nos. 54 – 92 (even numbers) only and Branksome, Ibberton, Horton and Melbury Houses.

**Old South Lambeth Road.**  
**Oval Place, SW8** – Elworth House.

**Palfrey Place, SW8** – Nos. 63 – 75 (odd numbers) only and Mary Dines Court.  
**Portland Grove** – Rundell Tower, Hannah Barlow House.

**Regents Bridge Gardens.**  
**Richbourne Terrace, SW8.**  
**Rita Road, SW8.**

**Saddlers Mews.**  
**St. Stephen's Terrace** - Mytton House.  
**South Lambeth Road** – Nos. 39 – 77 and 111 – 273 (odd numbers) only. Stamford Building, Victoria House and Victoria Mansions.

**Tradescant Road.**

**Usbourne Mews, SW8.**

**Walberswick Street.**  
**Wilkinson Street** – Crozier House.

For Office Use Only

Received:

September  January  April

Criteria: 1  2  3  4  5  6  7  8

Proof of Address: Utility  Rent Book  Tenancy Agreement

Birth Certificate: Yes / No

**APPLICATION TO MAIN SCHOOL**

**IMPORTANT INFORMATION – PLEASE READ BEFORE COMPLETING THE FORM**

**This is a Church of England School closely linked with St. Stephen’s Church.**

Places are allocated according to the Admissions Policy.

The following questions enable us to apply the Admissions Policy to your child.

**YOU MUST ANSWER EVERY QUESTION**

Your application will not be accepted unless each question is answered in full.

**FILLING IN THIS FORM DOES NOT GUARANTEE YOUR CHILD A PLACE**

**Your supplementary form must be accompanied with your child’s “short” birth certificate.**

**You must supply proof of your address. Documents that we will accept are a rent book, utility bill (gas, electricity, telephone) and / or tenancy agreement. These documents must be less than six months old and be in the name of the mother or father of the child. This will enable us to help you in the most appropriate way.**

**PART 1 – Please tell us about the child you are applying for and their family:**

a) Child’s name: .....

Name of child to be called in class: .....

Date of birth: ..... Boy / Girl (Please delete as appropriate)

Languages spoken: .....

Place of birth: .....

If your child was born outside the UK please state which country: .....

Date of arrival in UK: .....

Please give details of any other nursery or school your child has attended:

Name: Address: Dates Attended:

.....  
.....  
.....

b) Mother's name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Country of origin: \_\_\_\_\_ Date of arrival in UK (if applicable): \_\_\_\_\_

c) Father's name: \_\_\_\_\_  
Address (if different from above): \_\_\_\_\_  
Telephone number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Country of origin: \_\_\_\_\_ Date of arrival in UK (if applicable): \_\_\_\_\_

d) If the child is not living with mother or father (this must be supported by relevant paperwork):  
Legal guardian's name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Relation to child e.g. Uncle, Aunt etc \_\_\_\_\_

**PART 2 – Please complete all sections so we know which criteria you are applying under for a part time place**

**Criteria 1**

Is the child in public care (e.g. fostered or 'looked after)? YES / NO (please delete as appropriate)

**Criteria 2**

Has the child got an exceptional and professionally supported medical or social need for a place at this school. YES / NO (please delete as appropriate)

**This must be supported by written evidence at the time of application, e.g. from a specialist health professional, social worker or other care professional. 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**

**Criteria 3**

Has the child a sibling in the school at the time of admission? YES / NO (Please delete as appropriate)

If YES, please give their name(s)



**Mixed**

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other mixed background (specify)


**Asian or Asian British**

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background (specify)


**Black or Black British**

- Caribbean
- African
- Any other Black background (specify)


**Any other ethnic background**

- Vietnamese
- Chinese
- Any other ethnic group (specify)


**CHILD'S RELIGION:**

Christian  Hindu  Sikh  None  Other (specify)  .....

**PLEASE NOTE THAT THE INFORMATION YOU HAVE GIVEN ON THIS FORM WILL BE TREATED IN THE STRICTEST OF CONFIDENCE.**

**Thank you for taking the time to fill in this form. Please check that you have answered all the questions, that you have provided a birth certificate and a proof of address. Now sign the bottom of the form.**

Signed: ..... Parent / Guardian (Please delete as appropriate)

Date: .....