
St Stephen's C of E Primary School – Nursery Class

ADMISSIONS POLICY

Children are admitted to classes according to age. Children are admitted once they are 3 years of age.

APPLYING FOR A PLACE

The Nursery has a maximum of 36 FTE (Full time equivalent) places, 20 part time and 16 full time. You will need to complete an application form (attached). **You must fill in a separate application form for the main school which includes the Reception Class.**

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

PRIORITIES

If there are more applicants than places, we allocate **part time 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 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.)
4. 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).
5. 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).
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.

Applying to St Stephen's C / E Primary School nursery is only for part-time places. The school will determine which children are eligible and who to offer full-time places to based on information gathered from parents / carers in support of obtaining a full-time place.

There is no right to appeal if a place has not been allocated.

Please read the criteria below for full-time places and tick the box/boxes which apply to you and the school will contact you with the outcome (please note evidence will be required):

1. Children in public care (e.g. fostered or 'looked after'), or who have an allocated social worker who has provided written support of the need for a full time place as part of the Child's Plan at that school, (The recommendation must be signed by the social worker and accompany the form at the time of applying).
2. Children who are recommended for a full time place by Team around the Child (TAC) Locality or Disability Panel.

3. Children in circumstances where the Headteacher considers a full-time place should be provided:

a. Children who are eligible for Free School Meals (FSM) or newly arrived or asylum seeker, and has;

b. Evidence to demonstrate that home circumstances could significantly affect a child's well-being

c. Children with a single parent / carer in full-time work or study.

(To be eligible you must meet both criteria's 3a and 3b)

NOTES

The school is between Fentiman Road, Clapham Road, Lansdowne Way and South Lambeth Road. Please find on Page 3 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 6.

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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.

St Stephen's C of E Primary School – Nursery Class

Streets and Blocks of Flats which are within the Parish Boundary

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 <input type="checkbox"/>	January <input type="checkbox"/>	April <input type="checkbox"/>	Criteria: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/>
Proof of Address: Utility <input type="checkbox"/> Rent Book <input type="checkbox"/> Tenancy Agreement <input type="checkbox"/>			Birth Certificate: Yes / No

APPLICATION TO ST STEPHEN'S C OF E PRIMARY SCHOOL – NURSERY CLASS

IMPORTANT INFORMATION – PLEASE READ BEFORE COMPLETING THE FORM

Places are allocated according to the Admissions Policy (see page 1).

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 application must be accompanied with your child's birth certificate.

You must supply proof of your address. Documents that we will accept are a rent book, utility bill (gas, electricity, landline 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.

The deadline by which applications must be submitted to the school for consideration by the Admissions Committee is **1st February for admission the following September, January and April.**

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:
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- 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)

Criteria 4

Has the person permanently looking after the child been a regular and faithful worshipper at **St Stephen's Church** for at least the last 12 months? YES / NO (Please delete as appropriate)

If YES, signature of Priest: _____ Date _____

Criteria 5

If the child lives in the area (see page 3) has the person permanently looking after the child been a regular and faithful worshipper at a Christian church for at least the last 12 months? YES / NO (Please delete as appropriate)

If YES, name of Church: _____

Priest / Minister's name: _____

Address: _____

Daytime Telephone Number: _____

Signature of Priest/Minister: _____ Date _____

Criteria 8

Has the child a parent/carer employed by the school at the time of admission? YES / NO (Please delete as appropriate)

If YES, please give their name(s) _____

Start date of employment: _____

Please state why you are applying to St Stephen's Church of England School

PART 3 (Details which Lambeth Education Authority need to know):

Has the child got a Residence Order? YES / NO (Please delete as appropriate)

Has the child got a Care Order? YES / NO (Please delete as appropriate)

If YES please provide appropriate documentation.

CHILD'S ETHNIC ORIGIN:

White

- British (English / Scottish / Welsh)
- Irish
- Traveller of Irish Heritage

- Gypsy / Roma
- Any other white background (specify)
- Greek
- Turkish
- Portuguese

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 for admission to our NURSERY. 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: