
St. Stephen's C. of E. Reception Class Supplementary Form

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 must complete a Common Application Form from your local authority to complete the application process. If you reside in Lambeth, Common Application Forms can be obtained from Lambeth Customer Service Centre, Olive Morris House, 18 Brixton Hill, London SW2 1RL. You must list St Stephens Church of England Primary School on the Common Application Form and if you are applying for a place under criteria 3, 4, 5 or 8, you must complete a Supplementary Form in order for the Governing Body to consider your application under these criteria's. Places for Reception class allocated according to the oversubscription criteria in March for the following September.

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

OVERSUBSCRIPTION CRITERIA

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

1. Looked after children or previously looked after children (see note).
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 live in the school catchment area and attend St. Stephen's C/E Primary School Nursery.
4. Children who have a parent/carer who has been a faithful and frequent worshipper at St. Stephens Church, South Lambeth for at least the previous 12 months (at least an average of one attendance at church worship per fortnight) (the vicar must sign your supplementary 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 church worship per fortnight) at any other church recognised as Christian by the school governors (the Priest or Minister must sign your supplementary form).
6. 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).
7. Other children living in the school catchment area.
8. 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.
9. Children in order of nearness of home to the school.

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.

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 **OVERSUBSCRIPTION CRITERIA** 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.

Carron 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

September

Proof of Address: Utility Rent Book Tenancy Agreement

Received:

Criteria: 1 2 3 4 5 6 7 8 9

Birth Certificate: Yes / No

SUPPLEMENTARY FORM TO MAIN SCHOOL

IMPORTANT INFORMATION – PLEASE READ BEFORE COMPLETING THE FORM

Places are allocated according to the Admissions Policy.

Please complete this form if you are applying for a place under criteria 3, 4, 5, or 8. Failure to fully complete and return this form will mean that your application will be considered under one of the other criteria's using information supplied on the Common Application Form.

FILLING IN THIS FORM DOES NOT GUARANTEE YOUR CHILD A PLACE

All offers of admissions are subject to change or be withdrawn when evidence of the child's date of birth and proof of home address are provided to the school.

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.

The deadline by which supplementary forms must be submitted to the school for consideration by the Admissions Committee is **15th January for admission in the following September.**

PART 1 – Please tell us about the child you are applying for:

- a) Child's name:
- Date of Birth:
- Address:
- Tel: Mobile:

PART 2 – Please complete all sections so we know which criteria you are applying under

Criteria 3

If the child lives in the school catchment area, are they attending St Stephen's C / E Primary School Nursery?

YES / NO (please delete as appropriate)

Criteria 4

Has the person permanently looking after the child been a regular and faithful worshipper (see policy for definition) 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 school catchment area has the person permanently looking after the child been a regular and faithful worshipper (see policy for definition) 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 NOTE THAT THE INFORMATION YOU HAVE GIVEN ON THIS FORM WILL BE TREATED IN THE STRICTEST OF CONFIDENCE, HOWEVER IT MAY BE USED IN THE EVENT OF AN APPEAL.

Thank you for taking the time to fill in this form. Please check that you have answered all the questions, that you have provided proof of address and signed the application form.

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

Date: _____