



St Stephen's C of E Primary School has a distinctive Christian ethos which is at the heart of this school and provides an inclusive, caring and supportive environment where children learn and flourish in a setting shaped by Christian values. We welcome applications from all members of the community and we ask all parents / carers to respect the Christian ethos of our school and its importance to our community.

NURSERY ADMISSION

INTRODUCTION

This policy outlines the procedures at St Stephen's C of E Primary School for admissions to nursery class each academic year.

APPLYING FOR A PLACE

St Stephen's C of E Primary School will admit 26 FTE (Full Time Equivalent) children into the Nursery Class each academic year in September, 16 full time places and 20 part time places.

The Governors admit 26 FTE (Full time equivalent) pupils to the Nursery Class each academic year, 16 full time places and 20 part time places. This admission limit has been agreed between the Governors and the Local Education Authority. Nursery Class children are admitted in the term after their 3rd birthday, e.g. Intake will take place in the three main terms, September, January or April.

All applications will be considered by the Admission Committee in February, regardless of when your child is due to start, (either September, January or April).

15 hours is offered free of charge for all places. Full time places are available in specific circumstances attached to the criterion below, also free of charge. If there are full time places still available after allocation of full time and part time places, we will offer more hours to part time places and parents / carers will be charged for these additional hours. Only full time places are offered from 8.50am – 3:20pm. Part time places are offered 8.50am – 11.50am or 12.20pm – 3.20pm. Wrap-around care is also offered to Nursery children through our Children's Centre. Please ask the Children's Centre office for the latest charging policy. Such places are offered on a first-come, first-served basis and children are admitted at the discretion of the Head Teacher.

The school does not have any specific units or facilities for pupils with particular special needs and there are no specific facilities for pupils with physical disabilities. The school is however on a level site and there are classrooms on the ground floor, ramps at the main

entrance and the playground entrance. As far as is reasonable, the school will ensure that pupils with disabilities have access to the same opportunities as other pupils.

SPECIAL EDUCATIONAL NEEDS

Parents / Carers of pupils who have a statement of special educational needs are required to apply for school places separately through the local authority from whom advice is available. If a child with a statement is placed in the school by the local authority before the normal admission round, the number of places available to other applicants will be reduced.

Parents / Carers must submit their applications by the 1st February for admission for the following September, January or April.

Application forms are available from the school office during normal opening hours. If you would like a tour of the school and to meet the Head Teacher the office would be happy to arrange this with you.

LATE APPLICATIONS

The Governors will consider late applications in accordance with the admissions policy once all on-time applications have been considered.

PRIORITIES FOR NURSERY ADMISSIONS

PART TIME PLACES

If there are more applications than places, we allocate **part time 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 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. 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 application form).

5. Children living in the school 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 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 C of E Primary School and has been employed for two or more years at the time at which the application is made.
8. 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.

FULL TIME PLACES

If there are more applications than places, we allocate **full time places** in the following order of priority:

1. Looked after children or previously looked after children (see note). Children 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 with a single parent / carer in full time work or study. You must provide evidence to prove you are a single parent / carer i.e. Child Tax Credit Award for the current tax year. You must provide a letter from your employer or course tutor clearly stating you are in full time employment or study. (Both supporting documents must accompany the form at the time of applying).
3. Children who are recommended for a full time place by Team around the Child (TAC) Locality or Disability Panel.
4. Children in circumstances where the Headteacher considers a full time place should be provided (If you have circumstances which you believe that you MUST receive a full time place, please contact the office as a matter of urgency as you will be asked to provide additional information).

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

- a) A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in section 22(1) of the Children Act 1989). A previously looked after child is a child who was adopted, or subject to a residence order, or special guardianship order, immediately following having been looked after.
- b) Parent/Carer means someone *who has legal parental responsibility for the child (proof may be required where there is any doubt)*
- c) Recognised as Christian means that it must be a full member of Churches Together in England or the Evangelical Alliance.
- d) The school catchment area is within Fentiman Road, Clapham Road, Landsdowne Way and South Lambeth Road. The far side of each road is outside the area.
- e) 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. If no response is given within 10 school days then the admission forms will be destroyed at the end of the school year, which is 31st July. Children on the waiting list will be allocated any vacant place according to the *priorities* listed above.
- f) Within each group, priority depends on the distance from home to school in a straight line, i.e. from the front door of the applicant's home to the school's main gate.

RECEPTION ADMISSION

INTRODUCTION

This policy outlines the procedures at St Stephen's C of E Primary School for admission to all year groups after the start of the school year (1st September).

APPLYING FOR A PLACE

St Stephen's C of E Primary School will take 30 children into the Reception Class and Main School each academic year. This admission limit has been agreed between the Governors and the Local Education Authority.

Reception Class children are admitted in September if their 5th birthday falls between 1 September and 31 August.

SPECIAL EDUCATIONAL NEEDS

Parents / Carers of pupils who have a statement of special educational needs are required to apply for school places separately through the local authority from whom advice is available. If a child with a statement is placed in the school by the local authority before the normal admission round, the number of places available to other applicants will be reduced.

Parents / Carers must submit their applications for reception class by the 15th January for admission for the following September.

Supplementary forms are available from the school office during normal opening hours. If you would like a tour of the school, the office would be happy to arrange this with you.

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 C of E 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.

LATE APPLICATIONS

The Governors will consider late applications to reception class in accordance with the procedure in the local authority's admission booklet.

OVERSUBSCRIPTION CRITERIA

If there are more applications 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 C of E 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

- a) A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in section 22(1) of the Children Act 1989). A previously looked after child is a child who was adopted, or subject to a residence order, or special guardianship order, immediately following having been looked after.
- b) Parent/Carer means someone *who has legal parental responsibility for the child (proof may be required where there is any doubt).*
- c) Recognised as Christian means that it must be a full member of Churches Together in England or the Evangelical Alliance.
- d) The school catchment area is within Fentiman Road, Clapham Road, Landsdowne Way and South Lambeth Road. The far side of each road is outside the area.

- e) 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. If no response is given within 10 school days then the admission forms will be destroyed at the end of the school year, which is 31st July. Children on the waiting list will be allocated any vacant place according to the *priorities* listed above.
- f) Within each group, priority depends on the distance from home to school in a straight line, i.e. from the front door of the applicant's home to the school's main gate.
- g) Parents who are refused a place by the Governing Body Admissions Committee have a right to appeal against that decision. When parents are notified of the Governing Body decision, details of appeals procedures are included in the letter and appeals must be returned to the appeals clerk within 20 school days of receipt of the letter.

Agreed by Governors
(Chair Signature): _____

Policy Due for Review: 2016