



St Mary & St Pancras Church of England Primary School

PRIMARY ADMISSIONS POLICY for September 2022

St Mary and St Pancras CE School is a voluntary aided Church of England School with an age range of 4-11 years with a 26 place Nursery. Governors hope that all children will attend the acts of collective worship and take part in the religious education curriculum offered by the school, in line with our published policies.

Governors expect parents to give their full support to the ethos and policies of the school.

WE ARE A CHURCH SCHOOL THAT STRIVES TO SERVE OUR LOCAL COMMUNITY

The governors, who are responsible for admissions to this Church of England Voluntary Aided Primary School, have agreed with the Local Education Authority to admit 30 pupils to Reception class every September. Children are admitted in the autumn term of the academic year in which they will be 5 years old.

Admissions Procedure

1. Admissions to reception classes in primary schools are co-ordinated across all London boroughs. You must complete an **Application Form** for the local Authority in which you live. Camden residents can access: www.eadmissions.org.uk

If you are applying to more than one school, you still only fill in one Application Form. On it, you can name up to 6 schools in order of preference.

If you are requesting a place under ROUTE A you should also complete the school's

own **Supplementary Form** and **Christian Worship Form** so that the governors can consider your application fully. The Application Form is sent directly to the Local Authority, but the school's own forms must be returned to the school by **January 2022**.

When there are more applicants than there are places, the governors will allocate places to children strictly in accordance with the following approved and published criteria.

2. The criteria will be applied in order of precedence starting with the criterion number 1. Applications will be considered under either route A OR route B.
- 4 After the admission of any looked after children and those with an Education, Health and Care (EHC) plan, 2/3rds will be admitted under route A and 1/3rd under route B.

Responsibility for admissions rests with the Governors.

Applicants using the London Borough of Camden online service will be able to check online from the evening of 15th April 2022.

For applications through other boroughs, please check with your own local authority.

Admission Criteria

1. Looked-after children (children in public care) or a child who was previously looked-after but immediately after being looked-after became subject to an adoption, child arrangement order or a special guardianship order.

By 'previously looked after' we mean all previously looked after children, including those who appear (to the admissions authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Then **EITHER Route A**: 2/3 of remaining places

- A2. Firstly, children whose parent (s)/carer (s) are regular worshippers at St Mary's or Old St Pancras Church in the Parish of Old St Pancras, or at St Pancras Church on the Euston Road, and who reside within the parishes of Old St Pancras or St Pancras. Maps of both parishes are available to view in the school office or you can check if your postcode is within those parishes at www.achurchnearyou.com/parishfinder.php

Regular worship is attendance at least fortnightly at services for a period of at least one year prior to the application. **A completed Christian Worship Form is required from the relevant parish priest.**

Please Note

A new Christian worship form is required from Nursery parents who may have submitted one previously for a Nursery place.

In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship.

- A3. Secondly, children whose parents are regular worshippers (as detailed above) at other Christian churches who are members of or affiliated to Churches Together in Britain and Ireland or the Evangelical Alliance, and who reside within 0.33 miles of the school (distance will be measured in a straight line from the child's home address to the centre of the school, using the Local Authority's computerised measuring system). **A completed Christian Worship Form is required from the relevant church leader**, who must say whether that church is a member of or affiliated to Churches Together in Britain and Ireland or the Evangelical Alliance. (Children who have access to a local denominational school of their own faith will not be considered under this category.)

In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship

Where there are more applicants than places available, distance will be measured in a straight line from the child's home address to the centre of the school, using the Local Authority's computerised measuring system with those living closer to the school receiving higher priority. Where more than one child have the same distance then random allocation will be used, with an independent monitor.

Any remaining places left under this criterion will be awarded from Route B.

OR Route B: 1/3 of remaining places.

B2. Children with a sibling at the same school who will still be on roll when they join. Sibling refers to brother or sister, half-brother or half-sister, adopted brother or sister, step-brother or step-sister, or the child of the parent/carer's partner where the child for whom the place is sought is living in the same family unit at the same address as the sibling. A sibling relation does not apply when the older child will leave before the younger one starts.

B3. Of the remaining applicants, distance will be measured in a straight line from the child's home address to the centre of the school, using the Local Authority's computerised measuring system with those living closer to the school receiving higher priority. Where more than one child have the same distance then random allocation will be used, with an independent monitor.

Please Note

A place in the nursery class does not guarantee a place in the reception class and the admissions criteria have also to be satisfied for that year.

1. Any offer of a place on the grounds of proximity is conditional on the child being resident at the address provided at the closing date for application. A business address, a childminder's address, or any address other than the child's home will not be accepted.

Proof of address will be established from two original appropriate documents dated within the previous twelve months presented to the schools office. Suitable ID for the child is also required. The original documents will be photocopied by the school office and the originals returned to you.

For those applicants providing a completed **Christian Worship Form** proof of address and ID for the child should be provided at the same time. For all other applicants proof of address and ID for the child will be required when an offer of a place is made and accepted.

2. The governors reserve the right to seek verification of the information parents have given on the application form and to withdraw places if false information has been given.
3. Children with an Education, Health and Care (EHC) plan naming the school as the placement school will always be offered places.
4. In the case of twins or the case of a multiple birth if a place is offered to one of the children priority will be given to all other siblings.
5. Where more than one child have the same distance then random allocation will be used, with an independent monitor.

6. Where the number of applicants eligible in a particular criterion exceed the number of places available, preference will be given based on distance from the school according to the formula in criterion A3 or B3.
7. By a “looked-after child”, we mean one in the care of an English or Welsh Local Authority or being provided with accommodation by an English or Welsh Local Authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A ‘child arrangements order’ is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A ‘special guardianship order’ is one appointing one or more individuals to be a child’s special guardian/s (Children Act 1989, Section 14A). Applications under this criterion should be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).

By ‘previously looked after’ we mean all previously looked after children, including those who appear (to the admissions authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Deferred Entry

All children will be admitted in September. If a place is offered, parents can request that the date that their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age. Parents can request that their child takes up the place part time until the child reaches compulsory school age. A child reaches compulsory school age the term after the fifth birthday, but not beyond the academic year applied for.

Education out of group

For children whose fifth birthday falls between 1 April 2022 and 31 August 2022, parents who do not wish them to start school in school year 2021-22, but to be admitted in September 2022 for school year 2022-23, should discuss this with the school at an early stage. The decision whether to admit a child out of the normal age group will be made on a case-by-case basis and in the best interests of the child. Parental views, academic achievement, social and emotional development and where relevant, medical views, will be taken into consideration. The Headteachers views will also be taken into consideration.

Parents who wish to request a place out of the normal age group must write to the Head Teacher, clearly setting out the reasons for the request and attach any supplementary evidence. The Head Teacher will meet with the parents to discuss their rationale then make a recommendation to the Governors Admissions Panel. The decision to admit or not will be clearly set out in writing.

Parents may decide not to apply for a Reception place in the school but to apply in the second half of the summer term 2022 for a Year 1 place in September 2022. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2021-22 Reception Year group. Alternatively, they may decide to apply in the normal round (no later than 15 January 2022) for a Reception Year place in September 2022, but would need to provide strong supporting reasons for seeking a place outside the normal year group via the protocol outlined above.

Appeals

If you are not offered a place you have the right of appeal to an independent Appeals Panel; the school will provide details of how to appeal.

Waiting List

When the school is oversubscribed and after the admissions to the Reception Class have been decided, if you have not been offered a place you may ask for your child's name to be put on a waiting list. Route A and B waiting lists are maintained. Late applications will also be put on a waiting list. The waiting lists will be maintained in order according to the oversubscription criteria. The waiting lists are reviewed at the start of each school year and applicants will be asked to confirm that they wish to remain on a waiting list.

In-Year Admissions

In-Year admissions are those that take place at times other than normal admissions each year for Reception Class. Applications for in-year admissions are made directly to the school.

You will be advised as to whether a place is available or not. You may also ask for your child's name to be put on a waiting list.

Route A and B waiting lists are maintained. When a place becomes available, the school will determine who is top of the waiting list in accordance with the oversubscription criteria. The length of time on a waiting list does not determine admissions decisions. All offers of places will be made by, and must be accepted by, the school.

Late Applications

Late applications will be considered after all other applications.

Review

The Governors review the admissions criteria each year, so applicants for places for future years should ensure that they are aware of the latest criteria. The criteria are published on the school website.

Reviewed September 2021