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St Saviour's Church of England Primary School,  
Chrisp Street, Poplar, London, E14 6BB



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## **Admission Policy Foundation/Open Place 2019/20**

The Governing Body is responsible for the admission of children to the School and will admit 30 to the reception year. This admission number has been agreed between the Governing Body and the Local Authority and applies to the 2019/20 school year. In order to meet the statutory requirement on infant class size (5, 6 and 7 year olds), the reception year will have a maximum of 30 pupils per class.

Children are admitted to the reception year in the September of the school year in which they attain the age of 5 years. (The school year runs from 1 September to the 31st August.) Parents/carers may opt to defer entry to the reception class until the beginning of the term after their child is five years old, but cannot defer entry beyond the end of the school year. Parents of children with birthdays in the summer term should therefore be aware that, if they wish to defer, they will need to apply for a Year 1 place for the following September, and that, if the school is oversubscribed, they are very unlikely to obtain a place. Parents may also request that their child attends part-time until their child reaches compulsory school age.

### **(A) Foundation Places**

The Governing Body has designated up to 21 places to be offered to children whose parent or guardian is an active member of All Saints or St. Nicholas, or another Christian church, and live or worship within the Parish of Poplar. A map of the parish is available in the School office.

Written evidence of applicants' commitment to their place of worship will be required at the time of application on the School's Supplementary Information Form which must be returned to the School; this evidence must be endorsed by your priest, minister, church or religious leader.

If there are more than 21 applicants, places will be allocated according to the following criteria. These are stated in order of priority:

- i. children looked after and those who ceased to be children looked after because they were adopted, or because they became subject to a residence order or a special guardianship order (see note 1).

- ii. children who will have a brother or sister (see note 3) in the school at the time of admission whose parent/carer is an active member of a Christian church and live or worship within the Parish of Poplar;
- iii. children whose parents or guardians are active members (see note 2) of All Saints or St. Nicholas church in the Parish of Poplar.
- iv. children whose parents or guardians are active members (see note 2) of other Christian denominations, according to the list published by Churches Together in Britain and Ireland, and live at an address within the Parish of Poplar (see note 4).
- v. children whose parents or guardians are active members (see note 2) of a neighbouring parish church for whom this is the nearest church school.

In the event of oversubscription in any of the above criteria, priority will be allocated to children who have a brother or sister at school at the time of admission. Where more than one applicant fulfils this criteria, priority will be determined in order of straight-line distance from home to school, as measured by Tower Hamlets Council's Geographical Information System (see note 5). Where more than one applicant has the same distance a decision will be made using random allocation.

If there are less than 21 qualified applicants for foundation places, any unfilled places will become additional open places. Unsuccessful applicants for foundation places will be considered for any open places remaining unfilled at the end of the allocation procedure.

## **(B) Open Places**

The Governing Body has designated up to 9 places as open places, to be offered to children who do not qualify for a foundation place, but whose parents have chosen the school for the type of education it provides. Parents applying for an open place do so knowing that the school aims to provide an education based on Christian principles and, therefore, the Governing Body expects that all children will take part in the Christian worship of the school and attend religious education lessons.

If there are more applicants than places, places will be allocated according to the following criteria. These are stated in order of priority:

- i. children looked after and those who ceased to be children looked after because they were adopted, or because they became subject to a residence order or a special guardianship order (see note 1);
- ii. children who will have a brother or sister (see note 2) in the school at the time of admission;
- iii. children who live at an address within the Parish of Poplar (see note 4). A map of the Parish is available in the School Office;
- iv. children who live at an address outside of the Parish of Poplar (see note 4);

In the event of oversubscription in any of the above criteria, priority will be allocated to children who have a brother or sister at school at the time of admission. Where more than one applicant fulfils this criteria, priority will be determined in order of straight-line distance from home to school, as measured by Tower Hamlets Council's Geographical Information System (see note 5). Where more than one applicant has the same distance a decision will be made using random allocation.

## **Admissions to Year 1 – Year 6**

Application for admissions to all other year groups will be considered in accordance with the order of priority in the Oversubscription Criteria above.

### **Notes:**

1. A child looked after is a child in the care of a local authority or provided with accommodation by that authority in accordance with section 22 of the Children Act 1989. An adopted child is defined by section 46 of the Adoption and Children Act 2002. A residence order is defined by section 8 of the Children Act 1989. A special guardianship order is defined by section 14A of the Children Act 1989.
2. An active member is defined as a minimum attendance at church twice a month for at least two years and taking part in church life in two or more of the following ways:
  - being a communicant member
  - being on the church electoral roll
  - baptism of a child
  - attendance by a child at Sunday school or worship.
3. Qualifying siblings are brothers and sisters, half-brothers and -sisters, step-brothers and -sisters, foster and adopted brothers and sisters who share the same home and attending a reception, infant or junior class.
4. The address is the place where the child lives for at least 50% of the school week. Applicants must provide the School with proof of address as specified on the application form. Independent verification may be sought.
5. The straight line distance is measured from the centre point of the address to the centre point of the nearest available school entrance in constant use, as determined by Tower Hamlets Council's Geographical Information System Distances measured by other means i.e. private car, pedometer or internet websites are likely to result in different calculations that should not be relied upon as evidence that the local authority's distance calculation is incorrect. Where applicants have identical distance measurements, priority amongst them will be determined at random.

### **Co-ordinated admission arrangements**

The School is part of the locally agreed co-ordination scheme and the timescales for applications to be received and processed are those agreed with the local authority. Parents must complete their home Local Authority's Common Application Form and return the form to their home Authority, even if they are applying for a school in another Local Authority area. If parents are applying for a place at this School, they must name this School as one of the preferences on their home Local Authority's Common Application Form. Parents who wish to apply for a foundation place must also complete the school's supplementary form and return this to the School by the end of January. Failure to return the supplementary form will mean that the school cannot consider the application under the church criteria, in this case the application will be considered under the next most appropriate criteria based on the information on the Common Application Form.

### **Children in the school nursery**

Applicants should be aware that a child's attendance in the School's Nursery Class does not guarantee a future place in the Reception Class or Years 1 to 6. A fresh application must be made by those seeking places in any year group.

### **Late applications**

The Governors will consider late applications in accordance with the procedure in the local authority's co-ordinated scheme as published in its Starting School brochure.

### **Waiting list**

If there is no place available at the School, parents/carers may have their applications placed on the School's waiting list. In the event of a vacancy arising in any year group the Oversubscription Criteria (*see above*) will be applied in order to determine the offer of places.

Periodically, those applicants on the waiting list will be contacted and asked to confirm if they wish it to remain on the waiting list. If confirmation is not received by a given date the application will be removed from the waiting list.

### **Appeals**

Parents who are not offered a place for their child have the right to appeal to an independent appeal panel. All appeals are handled for us by Tower Hamlets Local Authority. Parents wishing to appeal can obtain an appeal form from:

Pupil Admissions Team  
Tower Hamlets Local Authority  
Town Hall  
Mulberry Place  
5 Clove Crescent  
E14 2BG  
Tel: 020 7364 5006

### **In-Year Admissions**

Applications for In-year admission must be made to the Local Authority's Pupil Admissions Team on the 'in year' application form available from the school office or from the Local Authority's Pupil Admission Team. The Local Authority will refer the application to the school which will inform the applicant whether or not a place can be offered and advise the Local Authority of the outcome.

### **Protocols on "hard to place" children**

The School is committed to taking its fair share of vulnerable children who are hard to place, in accordance with the Local Authority's Fair Access Protocol. Accordingly, outside the normal round of admissions, the Governing Body is empowered to give absolute priority to a child where admission is requested in agreement with both of the Governing Body and the Diocese for the current admission year. The Governing Body has this power even when admitting such a child would exceed the school's normal admission number.

### **Child with a Statement of Special educational needs**

Parents of child who has a statement of special educational needs are required to apply for school place separately through the local authority from which 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.