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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 2020/2021**

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 2020/2021 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 1st September to the 31st August.)

### **Priority Places**

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

- i. A child that is:
  - a) in the care of a local authority or provided with accommodation by that authority in accordance with section 22 of the Children Act 1989;
  - b) an adopted child as defined by section 46 of the Adoption and Children Act 2002; and was previously in care
  - c) the subject of a residence order as defined by section 8 of the Children Act 1989; and
  - d) the subject of a special guardianship order as defined by section 14A of the Children Act 1989.
  
- ii. A child whose parent is a member of staff who has been employed at the School for two or more years at the time of application and/or a child of a member of staff who has been recruited to fill a vacancy for which there is a demonstrable skill shortage.

Places allocated to children meeting the foregoing criteria are referred to as "Priority Places". All places remaining after allocation of Priority Places are referred to as "Ordinary Places".

## **Foundation Places**

The Governing Body has designated up to 60% of Ordinary Places as "Foundation Places" to be offered to children (i) whose parent or guardian is an Active Member (see Note 1) of All Saints or St. Nicholas or any other Christian Church (see Note 2); and (ii) who live at a Relevant Address (see Note 3) within the Anglican Deanery of Tower Hamlets. A map of the Anglican Deanery of Tower Hamlets is available from the school office.

Written evidence of an 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 the number of applications for Foundation Places exceeds 60% of the Ordinary Places available, Foundation Places will be allocated according to the following criteria. These are stated in order of priority:

- i. children who have a Qualifying Sibling (see Note 4) in the School at the time of admission and whose parent(s) are Active members (see note 1) of All Saints or St Nicholas church;
- ii. children whose parent(s) or guardian(s) are Active Members (see Note 1) of All Saints or St. Nicholas church; and
- iii. children whose parent(s) or guardian(s) are Active Members (see Note 1) of any other Christian Church (see Note 2).

In the event of oversubscription in criteria (ii) or (iii) above, priority within criteria (ii) or (iii) (as applicable) will be determined in order of the shortest Straight-Line Distance (see Note 5) from the Relevant Address (see Note 3) to the School.

If the number of qualifying applications for Foundation Places is less than 60% of Ordinary Places, any unfilled places will become additional Open Places. Unsuccessful applicants for Foundation Places will be considered for any Open Places.

## **Open Places**

The Governing Body has designated up to 40% of Ordinary Places as "Open Places", to be offered to children who do not qualify for a Foundation Place, but whose parent(s) have chosen the School for the type of education it provides.

If there are more applicants for Open Places than Open Places available, places will be allocated first to children who have a Qualifying Sibling (see Note 4) in the School at the time of admission. Any remaining Open Places will be allocated based on the shortest Straight-Line Distance (see Note 5) from the Relevant Address (see Note 3) to the School.

## **In Year Admissions to Year 1 – Year 6**

If places become available for admission to year 1 to Year 6, applications for a place will be accepted and places will be allocated according to the following criteria. These are stated in order of priority:

- i. any child meeting the criteria for Priority Places set forth above;
- ii. Foundation places as above
- iii. Open places as above

### **Notes:**

1. An Active Member is defined, as a parent or guardian who has attended church at least twice a month for at least two years and who participates 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.
2. A Christian Church is one that is a full member of a local Churches Together Group, Churches Together in England, The Evangelical Alliance, or the African and Caribbean Evangelical Alliance.
3. The Relevant 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.
4. Qualifying Siblings are brothers and sisters, half-brothers and -sisters, step-brothers and -sisters, foster and adopted brothers and sisters who live at the Relevant Address and who attend a reception or a Year 1 – Year 6 class at the School.
5. The Straight-Line Distance is measured from the centre point of the Relevant Address (see Note 3) 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 (e.g., private car, pedometer or internet websites) will not be accepted or used in determining priority. Where the Relevant Address is a block of flats, priority between applicants at the same Relevant Address will be determined by giving priority to the flat with the shortest distance between the entrance to the block of flats (or the entrance to the relevant floor in a multi-storey building) to the front door of the relevant flat. If the Relevant Address is a multi-storey building and applicants live on different floors, priority will be determined by giving priority to the residence on the lowest floor. Where more than one applicant has the same Straight-Line Distance, a decision will be made [using random allocation/by lot].

## **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. Parent(s) 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 parent(s) are applying for a place at St Saviour's CofE Primary School, they must name the school as one of the preferences on their home Local Authority's Common Application Form. Only parent(s) who wish to apply for a Foundation Place should also complete the School's Supplementary Information Form and return this to the School by the end of January. Failure to return the Supplementary Information Form will mean that the School cannot consider the application under the Foundation Place criteria; in this case the application will be considered under the Open Place 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 the reception class or 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, parent(s)/carers may have their applications placed on the School's waiting list. In the event of a vacancy arising in any Year, the Vacancies Criteria (see above) will be applied in order to determine the offer of places. Periodically, those applicants on the waiting list may 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**

Parent(s) 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. Parent(s) 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

### **Reception entry deferrals**

Parent(s)/guardian(s) 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 (i.e., the end of the summer term). Parent(s) 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. Parent(s) may also request that their child attends part-time until their child reaches compulsory school age.

### **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. In-year places (if available) will be allocated pursuant to Vacancies Criteria (see above).

### **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.