St Saviour's Church of England Primary School,
Chrisp Street, Poplar, London, E14 6BB
Tel: 020 7987 4889 Website: www.stsavioursschool.org.uk

Admission Policy Foundation/Open Place
2028/2029

Our Christian vision

St Saviour's is a collaborative learning community, rooted in the principles of the Church of England, striving for every child to flourish as a child of God. Inspired by Jesus' promise of life in all its fullness (John 10:10), our Christian values of Care, Respect and Inspire underpin our purpose of educating the whole child so that their light shines brightly. We welcome applications from families of all faiths and none.

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 2028/2029 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.)

Children with an Education, Health and Care Plan (EHCP)

An Education, Health and Care Plan (EHCP) is a plan made by the local authority under section 37 of the Children and Families Act 2014, which sets out the special educational provision a child needs. All children whose EHCP names St Saviour's will be admitted. These places are allocated through a separate process managed by the local authority, not through the oversubscription criteria in this policy. Children with an EHCP naming the School are admitted before any other places are allocated, so the number of places available under the criteria below will be reduced accordingly. Parents of a child with an EHCP should contact their local authority's SEN team for advice.

Oversubscription criteria

If there are fewer applications than places, all applicants will be offered a place. If there are more applications than places available (after children with an EHCP naming the School have been admitted), places will be allocated in the order of priority set out below.

Priority Places (Reception)

Children meeting the following criteria will be given places at the School as a priority (superseding all other criteria for allocating places):

i. Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. This means:

a) a child who is in the care of a local authority or provided with accommodation by that authority in the exercise of their social services functions (see section 22(1) of the Children Act 1989) at the time of application;
b) a child who was previously looked after but immediately after being looked after became subject to an adoption order under section 46 of the Adoption and Children Act 2002 or the Adoption Act 1976 (see section 12 adoption orders);
c) a child who was previously looked after but immediately after being looked after became subject to a child arrangements order (formerly a residence order) under section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014;
d) a child who was previously looked after but immediately after being looked after became subject to a special guardianship order under section 14A of the Children Act 1989; or
e) a child who appears (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of, or were accommodated by, a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

ii. Children of staff at St Saviour's, where the member of staff: (a) has been employed at the School for two or more years at the time the application for admission is made; and/or (b) has been recruited to fill a vacant post for which there is a demonstrable skill shortage. This applies to all teaching and support staff employed to work at St Saviour's, whether full-time or part-time.

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 (Reception)

The Governing Body has designated up to 50% 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 Church (Newby Place, Poplar, E14 0EY), St Nicholas Church (Aberfeldy Street, Poplar, E14 0PT) 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 attached as Annex A, is published on the School's website and 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 (SIF) which must be returned to the School; this evidence must be endorsed by your priest, minister, church or religious leader.

Where 50% of the Ordinary Places is not a whole number, the number of Foundation Places will be rounded down and the extra place will be an Open Place.

If the number of applications for Foundation Places exceeds 50% 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) and whose parent or guardian is an Active Member (see Note 1) of All Saints or St Nicholas church;

ii. children whose parent or guardian is an Active Member (see Note 1) of All Saints or St. Nicholas church; and
iii. children whose parent or guardian is an Active Member (see Note 1) of any other Christian Church (see Note 2).

In the event of oversubscription within any of criteria (i), (ii) or (iii) above, priority within that criterion 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 50% 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 (Reception)

The Governing Body has designated up to 50% of Ordinary 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 provides an education based on Christian principles.

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). 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.

Twins and other multiple births

Where the last available place is offered to a child who is one of twins, triplets or another multiple birth, the School will also offer places to the other child(ren) of that multiple birth, even if this means admitting above the published admission number. These children will be ‘excepted pupils’ under the infant class size regulations for as long as the class remains above 30.

Admissions to Year 1 – Year 6 (Vacancies Criteria)

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. if less than 50% of Ordinary Places in the relevant year are filled by children who were allocated Foundation Places at admission, available places will be filled based on the criteria set forth above for Foundation Places until 50% of the Ordinary Places in the relevant year are filled. Thereafter any remaining available places will be filled based on the criteria set forth, above for Open Places;
iii. if 50% or more of Ordinary Places in the relevant year are filled by children who were allocated Foundation places at admission, available places will be filled based on the criteria set forth above for Open Places.

Notes:

1. An Active Member is defined, as a parent or guardian who has attended public worship at the church at least twice a month for at least two years before the date of application. Attendance may be at any act of public worship, whether on a Sunday or another day. Only one parent or guardian needs to meet this definition. Where a family has moved home within the last two years, attendance at their previous church will count towards the two years, provided this is confirmed by the minister or leader of that church.

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 the School (Reception to Year 6, not Nursery) at the time of application and will still be attending when the applicant child is admitted.

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 applicants live in the same block of flats or other multi-occupancy building, they will be treated as living the same distance from the School. Where more than one applicant has the same Straight-Line Distance, including applicants living in the same block of flats, the place will be decided by random allocation supervised by someone independent of the School.

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 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, parents/carers may have their applications placed on the School's waiting list. In the event of a vacancy arising in any year, the vacancy criteria (see above) will be applied 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.
The waiting list will be kept until at least 31 December of the school year of admission. Each time a child is added, the list will be ranked again in line with the oversubscription criteria. Priority will not be given according to the date an application was received or the date a child was added to the list. Looked after and previously looked after children, and children allocated a place under the Fair Access Protocol, will take precedence over children on the waiting list.

Appeals

Parents who are not offered a place for their child have the right to appeal to an independent appeal panel. Appeals must be lodged by the deadline given in the refusal letter, which will be at least 20 school days from the date of that letter. Details of how to appeal and the appeals timetable are published on the School's website. Appeals are arranged for the School. Parents wishing to appeal can obtain an appeal form from:

St Saviour's School Admin Team
admin@st-saviours.towerhamlets.sch.uk
Tel: 020 7987 4889

Reception entry deferrals

Children are entitled to a full-time place in the September following their fourth birthday. Parents/carers who are offered a place may defer the date their child starts until later in the school year, but not beyond the point at which the child reaches compulsory school age (the start of the term after their fifth birthday) and not beyond the beginning of the final (summer) term of the school year for which the offer was made. The place will be held for the child. Parents/carers may also ask for their child to attend part-time until they reach compulsory school age. Parents of summer-born children who would like their child to start in Reception, rather than Year 1, in the September after their fifth birthday should see the next section.

Admission of children outside their normal age group

Parents/carers may ask for their child to be admitted outside their normal age group – for example, if the child is gifted and talented, has experienced problems such as ill health, or is summer-born (born between 1 April and 31 August) and the parent would like them to start Reception in the September after their fifth birthday.

Parents can request in writing to the Headteacher / Head of School at the same time as applying for a place in the normal age group, giving their reasons and any supporting evidence (for example, from a medical professional). The Governing Body will decide each request on the circumstances of the case and in the best interests of the child. It will take into account the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; whether they may naturally have fallen into a lower age group if they had not been born prematurely; and the views of the Headteacher / Head of School.

Parents will be told the decision and the reasons for it in writing before the outcome of their application is notified. If the request is agreed, the parent may withdraw the current application and apply the following year again; that application will be considered alongside all others for that year under the oversubscription criteria, so a place is not guaranteed. There is no statutory right of appeal against a refusal to admit outside the normal age group.

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 by the Local Authority under its Fair Access Protocol. The Governing Body has this power even when admitting such a child would exceed the School's normal admission number.