

St. Anne's CE Primary School
Admissions Policy (Reception and Main School)
2023/24

St. Anne's Church of England School has a distinctive Christian ethos which is at the heart of this school and provides an inclusive 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 to respect the Christian ethos of our school and its importance to our community.

The Board of Governors is responsible for the admission of pupils to St. Anne's Church of England School and admits 30 pupils to the reception class each year. This admission number has been agreed between the Board of Governors and the Local Authority and applies to the year 2023/24. Places will be offered first to children with an Education Health and Care Plan (EHCP) which names the school; these children will be included in the overall admission number of the school. Any unfilled Foundation places will become additional Open Places; any unfilled Open Places will become Foundation Places. Unsuccessful Foundation Applicants will be automatically considered on equal terms for Open Places. Parents applying under criteria 1-3 will be asked to supply evidence as to whether the application comes under a Foundation or Open category.

OVERSUBSCRIPTION CRITERIA

1. Looked after children and those who ceased to be looked after children looked after because they were adopted, or because they became subject to a residence order, child arrangements order or a special guardianship order. This includes those children who appear to the Local Authority to have been in state care outside of England and ceased to be in state care as a result of being adopted. (See note A)
2. Children with an exceptional and professionally supported medical or social need for a place at this school as decided by the Board of Governors (See Note B)
3. Children of teachers with Qualified Teacher Status, who have been employed by the Board of Governors to work at the School for two or more years at the time at which the application for admission to the School is made and/or are recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. FOUNDATION PLACES – up to fifteen (15) (see note above on page 1 and Note L on page 4)
Places will be allocated to children whose parents/guardians are regular worshippers in Christian congregations. Parents who wish to apply for a Foundation Place must also complete the school's supplementary form and return this to the School by 15th January 2023; this form must be supported by the Minister/Incumbent of their Church who must complete the relevant section of the supplementary form. If there is no supporting statement from the Minister/Incumbent or if the supplementary form is not returned to the School, the application will be considered under category 5 Open Places. In the event of oversubscription, places will be offered according to the following criteria. These are stated in order of priority:
 - (a) Children with at least one parent who is a regular worshipper at St Anne's Wandsworth, St John's Earlsfield, or St Andrew's Earlsfield
 - (b) Children who live within the School's priority area (see attached map) with at least one parent who:
 - (i) is a regular worshipper* at other CofE churches
 - (ii) is a regular worshipper* of other churches belonging to the Churches Together in England
 - (c) Children living outside the priority area in order of categories 4b (i) and (ii) above
5. OPEN PLACES – up to fifteen (15) (see note above on page 1)
 - (a) Children living within the priority area (see attached map) in the following order
 - (i) Children who have a sibling on the roll of the School on the closing date for applications who will still be on the school roll on the date of admission (see Note C)
 - (ii) Children living nearest to the School by a straight-line measurement (see Note D)
 - (b) Children living outside the priority area in order of categories 5a (i) and (ii) above

* by 'regular worshipper' the Governors understand a person to have attended church on at least two Sundays or mid-week, every month over the last year. With respect to other faiths, regular worshipper is understood to mean participation in collective worship at least twice a month over the last year.

Applications for Reception class must be submitted to the school by 15th January 2023 at the latest for admission in September 2023. **Please note that your child is not guaranteed a place in the main school if they attend St. Anne's CE Primary School Nursery and there is no automatic transfer; parents who have a child in the nursery class must submit a new application in order to be considered for a reception place.**

NOTES

A Children Looked After or previously looked after

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 or section 12 of the Adoption Act 1976. A residence order is defined by section 8 of the Children Act 1989. A child arrangement order is defined by section 8 of the Children Act 1989 as amended by section 14 of the Children and Families Act 2014. A special guardianship order is defined by section 14A of the Children Act 1989. Priority under this criterion will also be given to those children who appear to the Local Authority to have been in state care outside of England and ceased to be in state care as a result of being adopted. Documentary evidence will be required in all circumstances.

B Exceptional Medical and Social Needs

Applications for exceptional and professionally supported medical and social needs must be supported by a current letter from a special health professional, or a social worker/care professional working with the family. The letter must give reasons why the child's exceptional conditions or circumstances make it essential for them to attend St Anne's CE Primary School and must state the difficulties that would be caused by their attending an alternative school. If evidence is received after the closing date of 15 January 2023, it will not be taken into account until after places have been offered in April 2023.

C Siblings

A sibling is defined as: a full brother or sister, a step/half-brother or sister or adopted child living at the same address, a child who is living as part of the family by reason of a court order, or a child who has been placed with foster carers as a result of being looked after by a local authority.

D Address and Distance Measurement

The permanent address of the parent/guardian with whom the child is living on the closing date for applications will be used for this purpose and this must be the address where the family normally lives. Parents are not permitted to use a temporary address to secure a school place for the child. A business address, a childminder's address, or any address including a family member's address other than the child's permanent home will not be accepted. Proof of address will be sought and if there is any doubt about the validity of the address given it may be the subject of further investigation.

Where a child lives with parents with shared custody/responsibility, the address where the child spends the majority of the week should be used by parents for the school application. If there is a genuine 50/50 shared arrangement in place, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. In cases where an agreement cannot be reached between the parents and Child Benefit is claimed, the address that is registered for this claim will be used. Additional proof may be requested, e.g. court order or a solicitor's letter to confirm the arrangements.

If a place is offered on the basis of false or misleading information it will be withdrawn.

If there are more applications than places in any category priority will be given to those who live nearest to the school in order of a straight-line measurement between the home and the centre of the school site. All measurements will be calculated by Wandsworth Council's GIS system and no other measurements will be taken into account. Where applicants have identical distance measurements, and there are insufficient

places, priority amongst them will be determined by random allocation. The priority area shown on the attached map is the area within the line. This boundary line runs down the middle of roads.

E Late applications

The School will consider late applications in accordance with the procedure in the local authority's co-ordinated scheme. In essence, this means that late applicants will be considered after the initial round of offers is made; where the school is oversubscribed this is likely to reduce considerably your chance of gaining a place.

F Waiting Lists

Children who have not been offered a place at the school will be placed on the school's waiting list in order of the admissions criteria listed above. Late applications are placed on the waiting list in order of the published oversubscription criteria regardless of the date the application was added to the list. This means that a child's position on the list can move down as well as up. Waiting lists are maintained until the end of the school year following admissions unless the parent/carer asks for their child's name to remain on the list.

G Co-ordinated Admissions System

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 the Local Authority's Common Application Form (CAF) and return the form to the Authority by 15th January 2023; if applying for a place at this School, parents must name this School as one of the preferences on the CAF.

H Date of admission/deferred entry

The School admits children to the Reception class in the September of the school year in which a child attains the age of 5 years. (The school year runs from 1 September to the 31st August.) All parents/carers are entitled to a full-time place for their child in the reception class from September, but may defer entry until the beginning of the term after their child is five years old (ie, when the child reaches compulsory school age) or until the beginning of the summer term whichever is earlier. Children may attend part-time until they reach compulsory school age. Parents/carers who have been offered a place at the School and wish to defer entry for their child and/or request part-time attendance must put this in writing to the headteacher at the earliest opportunity and before the start of the autumn term.

I Admission of children outside their normal age group

Children are normally educated in school with others of their age group; however, in exceptional circumstances parents/carers may seek a place outside of their child's normal age group. Decisions will be made on the basis of the circumstances of each case. Parents/carers must state clearly why they feel admission to a different year group is in the child's best interests and may provide recent professional evidence to support this. Further details of how to make such a request are available from the school.

J Appeals

Parents who are not offered a place for their child have the right to appeal to an independent appeal panel. Parents wishing to appeal should obtain an appeal form from the Wandsworth Independent Appeal Service on (020) 8871 7554 or educationappeals@wandsworth.gov.uk for information and appeal forms. Information on the deadlines for appealing will be available on the council's website at www.wandsworth.gov.uk/admissionappeals. Parents may not appeal twice for a place at the same school in the same year unless the Governors' accept that there have been significant and material changes in the circumstances

K Admission of vulnerable children who are hard to place outside the normal round of admissions

The School is committed to taking its fair share of vulnerable children who are hard to place, in accordance with locally agreed protocols. Accordingly, outside the normal round of admissions, the Board of Governors is empowered to give consideration to a child where admissions is requested under any local protocol which carries the agreement of both Board of Governors and the Diocese for the current admissions year. The Board of Governors has this power even when admitting such a child would exceed the normal admissions number.

L Oversubscription Criteria relating to Church Attendance

In the event that during the period specified for attendance at worship the church 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 alternative premises have been available for public worship.

**SUPPLEMENTARY FORM FOR ADMISSION TO
ST ANNE'S CHURCH OF ENGLAND SCHOOL
208 ST. ANN'S HILL, WANDSWORTH, LONDON SW18 2RU**

Completion instructions: Parents should fill in this form **only** if they are applying for a foundation place; the completed form should be returned direct to the school by post, in person or email. Failure to return this form will result in any application being considered under the open place criteria (or non-church criteria).

You should ensure that you have a copy of the admission policy prior to completing the form and returning it to the school by 15th January 2023.

NB: Parents must only complete Sections 1 and 2 and your Church Leader or Minister in charge of your church or place of worship must complete Sections 3 and 4 on this form if they are applying for a place under the church criteria. If sections 3 and 4 are not completed by the Church Leader or Minister in charge of your church or place of worship then your application will be considered under the Open place criteria (Section 5 on the Admissions Policy attached).

1 Pupil Information:

Surname of child:

Other Name(s):

Date of birth:

2 Parent/Guardian Information

Name of parent(s)/guardian(s):

Home address:

Post Code:

Home telephone:

Daytime telephone (if different):

3 Church Commitment (this must be completed by Church Leader or Minister in charge of your church or place of worship)

Is your church Anglican? Yes ☐ No ☐

If no, is your church a member of Churches Together in England? Yes ☐ No ☐

If this is not an Anglican Church, please state the denomination to which your church belongs:

Does the family attend services at least fortnightly? Yes ☐ No ☐

Has the family worshipped in this church for at least one year immediately prior to this application?

Yes ☐ No ☐

If you have worshipped for less than one year at your current church please contact your previous church direct and have them complete this form also.

PTO

4 Church Information (this must be completed by Church Leader or Minister in charge of your church or place of worship)	
Name of Priest/Church Leader:	
Address of Priest/Church Leader:	
Post Code:	
Any other relevant information.	
NB: If a family is refused a place at the school and appeals against the governors' decision, this form may be used as evidence at the appeal.	
Signed: (Church Leader)	Date:

Please return this form directly to the school either by post, in person or email – **admin@st-annes.wandsworth.sch.uk**. Parents and/ or church leader/leader of any other faith may wish to make their own copy for file purposes

ST ANNES CE PRIMARY SCHOOL - PRIORITY AREA MAP

