

The C of E Federated Schools
of St Mary's & St Saviour's
Admission Arrangements 2016/17

Background

In accordance with the Education (Determination of Admission Arrangements) (England) Regulations 2012 the admission authorities in Waltham Forest are required to determine their admission arrangements each year. The C of E Federated Schools of St Mary's and St Saviour's are their own admission authority.

The admission arrangements for all schools must be determined 18 months in advance from September of the academic year to which they are relevant. For the academic year **2015/16**, all admission authorities must have determined their arrangements by **15 April 2014**.

What are admission arrangements?

Admission arrangements are the overall procedure, practices and oversubscription criteria used in deciding the allocation of school places. It describes the full set of arrangements on how a school will admit pupils.

This includes the published admission number (the maximum number of pupils intended to be admitted to the relevant year group), the oversubscription criteria and information on waiting lists.

It is a requirement that any proposed changes to admission arrangements are consulted on to a schedule set by the Department for Education.

| Primary School Admissions | |
|---|--|
| Proposed Pan London co-ordinated scheme | No changes proposed |
| Proposed admissions criteria clarification | No changes proposed |
| Proposed admission numbers for community primary schools | No changes proposed |
| Secondary School Admissions | |
| Proposed Pan London co-ordinated scheme | No changes proposed |
| Proposed admissions criteria clarification | No changes proposed |
| Proposed admission numbers for community secondary schools | No changes proposed |
| In-Year School Admissions | |
| Proposed in-year admissions scheme | That the The C of E Federated Schools of St Mary's and St Saviour's will conduct its own in year admissions from 2016/2017 |

Proposed Pan London co-ordinated scheme - Arrangements for Primary Transfer

The relatively high level of applications to schools outside of the child's home Local Authority (LA) in the London region mean there is a need to co-ordinate admissions on a Pan-London basis across the 33 London authorities. A computer-based Pan-London Admissions System enables this co-ordination to take place. The effectiveness of this system is, however, contingent on the adoption of a common set of procedures across the London authorities.

Each LA must formulate a Co-ordination Scheme with a view to it being agreed by 15 April in the year before the arrangements come into effect (determination year). Many elements of the scheme must be common to all London authorities to ensure effective Pan-London arrangements. However, arrangements for residents without a school place once all applications are duly processed and waiting list arrangements are for local determination.

All LAs co-ordinate all applications to maintained schools from applicants in their area, whenever received, and for whichever age group, under one scheme. This means that applicants must apply to their home authority rather than to the maintaining authority.

The Schools Admissions Code includes a requirement for each admission authority to maintain a waiting list for at least one term in the academic year of admission for every oversubscribed school. However in Waltham Forest LA the community school waiting lists will be maintained for the duration of the academic year after which parents may be asked to confirm whether or not they wish to remain on the list.

Admission authorities must include the fact they will hold waiting lists in their school's published admission arrangements, making it clear that children will be ranked in the same order as the published oversubscription criteria and must not give priority to children based on the date either their application was received or their name added to the list.

No changes to the Waltham Forest existing scheme are proposed.

The proposed scheme and timetable for 2015/16 are set out in Appendix 1

The C of E Federated Schools of St Mary's and St Saviour's are proposing that, from September 2016, it will co-ordinate its own in year admissions and waiting lists.

Proposed admission numbers for community primary schools

There are no proposed changes to the admission numbers for St Mary's/St Saviours.

St Mary's/St Saviours proposed admission numbers-set out in Appendix 3.

Proposed In-Year Admissions Scheme for The C of E Federated Schools of St Mary's and St Saviour's

The Admissions Code 2012 removed the duty on Local Authorities to coordinate in-year admissions from September 2013.

The Federation is therefore proposing that, from September 2016, it coordinates in-year admissions and waiting lists for both St Mary's & St Saviours.

Full details of the scheme are attached but key features of the proposed scheme are as follows:

- Applicants wanting to apply to The C of E Federated Schools of St Mary's and St Saviour's must apply directly to the school.
- Applicants must complete the schools admissions application form which can be found on the schools website in the admissions section. Alternatively you can call into the school office and collect an application form.
- Parents must then submit the application form to the school along with proof of address and the child's birth certificate.
- The formal notification of the application outcome would be made by Admissions Manager of the school either St Marys or St Saviours.
- The C of E Federated Schools of St Mary's and St Saviour's will maintain its own waiting lists and places will be allocated by the governors as per the schools admissions criteria which can be found in our schools prospectus.
- For the purpose of Safeguarding and ensuring children out of school are tracked and monitored the school will continue to provide a weekly return to the Admissions team to confirm roll numbers for each year group.
- Schools are legally obliged to fill vacancies in any year group where the number of pupils on roll is below the published admission number.
- As with entry to Reception year, unsuccessful applicants have a right of appeal to the governor's admissions panel.
- Details of all applications and allocations will be sent to the LA

The proposed scheme

Applications

1. Applications for children applying for The C of E Federated Schools of St Mary's and St Saviour's will be made on the form provided either online or in hard copy.
2. The C of E Federated Schools of St Mary's and St Saviour's will notify the Home LA of all in-year applications submitted that are not borough residents. This procedure is to ensure the Home LA has an overview of children without a school place and school to school transfer requests and retains its safeguarding responsibilities.
3. The C of E Federated Schools of St Mary's and St Saviour's will inform parent/carer that should they wish to apply for other schools in Waltham Forest that do not carry out their own in year admissions they must complete the Waltham Forest in-year form to formally register their application.
4. The C of E Federated Schools of St Mary's and St Saviour's undertakes to carry out address verification as appropriate. Parent/ carers will be asked to provide evidence of residence and occupancy as appropriate.
5. The C of E Federated Schools of St Mary's and St Saviour's will confirm the status of any resident child for whom it receives an Admissions Application Form, stating if s/he is a child looked after, subject to an adoption, residence, or special guardianship order, and will notify the Home LA if the child is not resident in Waltham Forest and will notify Waltham Forest LA for Waltham Forest residents.

Processing

6. When places become available The C of E Federated Schools of St Mary's and St Saviour's will refer to its waiting list and applications will be submitted to governors for the purpose of ranking and place allocation.
7. Parent/carers will then be contacted by the Admissions Manager to establish whether the parent/carer still wants a place.
 - i) Parent/carers will then be invited in with the child for an informative visit.
 - ii) The C of E Federated Schools of St Mary's and St Saviour's will identify any current school the child may attend, and advise the parent/ carer that if they accept the place offered they must notify their existing school in writing of the child's leaving date.
 - iii) The C of E Federated Schools of St Mary's and St Saviour's will use a secure means to exchange data with other schools and LAs.

Notification of outcome

- 8.** Once the parent has visited and indicated that they will be accepting the offer. A formal letter will be sent out confirming the child's offer and date of proposed admission.
- 9** If for whatever reason the parent/carer then declines the offer the whole process would start again with the next ranked application.
- 10.** The C of E Federated Schools of St Mary's and St Saviour's will use a formal notification letter to inform of the outcome of the application and indicate that the decision is on behalf of the governing body of the Federation of St Marys & St Saviours Schools.
- 11.** Where an offer is made for a child currently on roll at another maintained school, the child's current school will be informed once the parent has indicated that they will be accepting the offer.
- 12.** The C of E Federated Schools of St Mary's and St Saviour's will inform the applicant's Home LA of the outcome of the application

Post-offer

- 13.** The C of E Federated Schools of St Mary's and St Saviour's will request that parents accept or decline the offer of a place within 5 working days of an offer being made.
- 14.** Where a parent/carer does not respond within this timeframe, The C of E Federated Schools of St Mary's and St Saviour's will make every reasonable effort to contact the parent to find out whether or not they wish to accept the place. Where the parent fails to respond and The C of E Federated Schools of St Mary's and St Saviour's can demonstrate that every reasonable effort has been made to contact the parent, the offer of a place will be withdrawn.
- 15.** The Admissions Manager will refer the details of any child that is resident in Waltham Forest, and any additional information, to the Education Welfare Service in cases where an offer of a school place has been rejected and it is evident that no alternative provision has been arranged for the child by the parent/carer.

- 16.** The C of E Federated Schools of St Mary's and St Saviour's will refer the details, and any additional information, of any child not resident in Waltham Forest to their Home LA in cases where an offer of a school place has been rejected and it is evident that no alternative provision has been arranged for the child by the parent/carer

Waiting Lists

- 17.** The waiting lists for all year groups at The C of E Federated Schools of St Mary's and St Saviour's will be held and administered by The C of E Federated Schools of St Mary's and St Saviour's and will be ranked in accordance with the published admission criteria for the respective school. Parents/carers that wish to apply for schools whose in year admissions are managed by Waltham Forest will be required to complete the Waltham Forest in-year form.
- 18.** Children who are subject of a direction by a local authority to admit or who are allocated to a school in accordance with the Fair Access Protocol must take precedence over those on a waiting list.

APPENDIX 1

PAN-LONDON CO-ORDINATED ADMISSION SYSTEM

Template LA Schemes for Co-ordination of Admissions to Reception in Maintained Schools and Academies in 2015/16

Contents

Definitions used in this document

Template scheme for co-ordination of admissions to Reception in September 2015

Content of Common Application Form -Reception Schemes

Template outcome letter - Reception Schemes

Timetable for Reception Scheme

WALTHAM FOREST TEMPLATE SCHEME FOR CO-ORDINATION OF ADMISSIONS TO RECEPTION IN SEPTEMBER 2015

All the numbered sections contained in this scheme are mandatory, except those marked with an which are highly desirable.*

Applications

1. Applications from residents of this LA will be made on this LA's Common Application Form, which will be available on paper and able to be submitted on-line. This will include all the fields and information specified in Schedule 1 to this Template LA Scheme. These will be supplemented by any additional fields and information which are deemed necessary by this LA to enable the admission authorities in the LA area to apply their published oversubscription criteria.
2. This LA will take all reasonable steps to ensure that every parent/carer who is resident in this LA and has a child in a nursery class within a maintained school, either in this LA or any other maintaining LA, receives a copy of this LA's admissions booklet and Common Application Form, including details of how to apply online. The admissions booklet will also be available to parents/carers who do not live in this LA, and will include information on how they can access their home LA's Common Application Form *if unable to apply online*.
3. The admission authorities within this LA will not use supplementary information forms except where the information available through the Common Application Form is insufficient for consideration of the application against the published oversubscription criteria. Where supplementary information forms are used by the admissions authorities within this LA, the LA will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with paragraph 2.4 of the School Admissions Code 2012.
4. Where supplementary information forms are used by admission authorities in this LA, they will be available on this LA's website. Such forms will advise parents that they must also complete their home LA's Common Application Form. This LA's admission booklet and website will indicate which schools in this LA require supplementary forms to be completed and where they can be obtained.
5. Where a school in this LA receives a supplementary information form, this LA will not consider it to be a valid application unless the parent/carer has also listed the school on their home LA's Common Application Form, in accordance with paragraph 2.3 of the School Admissions Code 2012.

6. *Applicants will be able to express a preference for up to six maintained primary schools or academies within and/or outside the Home LA . [If the above recommendation of six preferences is inappropriate for this authority, an alternative number will be substituted].
7. The order of preference given on the Common Application Form will not be revealed to a school within the area of this LA in accordance with paragraph 1.9 of the School Admissions Code 2012. However, where a parent resident in this LA expresses a preference for schools in the area of another LA, the order of preference for that LA's schools will be revealed to that LA in order that it can determine the highest ranked preference in cases where an applicant is eligible for a place at more than one school in that LA's area.
8. This LA undertakes to carry out the address verification process set out in its entry in the LIAAG Address Verification Register. This will in all cases include validation of resident applicants against this LA's maintained nursery and primary school data and the further investigation of any discrepancy. Where this LA is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA no later than **13 February 2015**.
9. This LA will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is a 'Child Looked After' and will provide evidence to the maintaining LA in respect of a preference for a school in its area by **3 February 2015**.
10. This LA will advise a maintaining LA of the reason for any preference expressed for a school in its area, in respect of a resident child born outside of the correct age cohort, and will forward any supporting documentation to the maintaining LA by **3 February 2015**.

Processing

11. Applicants resident within this LA must return the Common Application Form, which will be available and able to be submitted on-line, to this LA by **15 January 2015**.
12. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of this LA's scheme, will be up-loaded to the PLR by **3 February 2015**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
13. [This LA shall, in consultation with the admission authorities within this LA's area and within the framework of the Pan-London timetable in Schedule 3B, determine and state here its own timetable for the processing of preference data and the application of published oversubscription criteria.]

14. *This LA will accept late applications only if they are late for a good reason, deciding each case on its own merits. [If this recommendation is deemed inappropriate for this authority an alternative approach should be substituted]
15. Where such applications contain preferences for schools in other LAs, this LA will forward the details to maintaining LAs via the PLR as they are received. This LA will accept late applications which are considered to be on time within the terms of the home LA's scheme.
16. The latest date for the upload to the PLR of late applications which are considered to be on-time within the terms of the home LA's scheme is **13 February 2015**.
17. *Where an applicant moves from one participating home LA to another after submitting an on-time application under the terms of the former home LA's scheme, the new home LA will accept the application as on-time up to **13 February 2015**, on the basis that an on-time application already exists within the Pan-London system.
18. This LA will participate in the application data checking exercise scheduled between **16 and 23 February 2015** in the Pan-London timetable in Schedule 3B.
19. All preferences for schools within this LA will be considered by the relevant admission authorities without reference to rank order in accordance with paragraphs 1.9 of the School Admissions Code 2012. When the admission authorities within this LA have provided a list of applicants in criteria order to this LA, this LA shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked preference to decide which single potential offer to make. [This is the 'Equal Preference System'.]
20. This LA will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS before uploading data to the PLR.
21. This LA will upload the highest potential offer available to an applicant for a maintained school or academy in this LA to the PLR by **16 March 2015**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
22. The LAS of this LA will eliminate, as a Home LA, all but the highest ranked offer where an applicant has more than one potential offer across Maintaining LAs submitting information within deadline to the PLR. This will involve exchanges of preference outcomes between the LAS and the PLR (in accordance with the iterative timetable published in the Business User Guide) which will continue until notification that a steady state has been achieved or until **20 March 2015** if this is sooner.

23. This LA will not make an additional offer between the end of the iterative process and the **16 April 2015** which may impact on an offer being made by another participating LA.
24. Notwithstanding paragraph 24, if an error is identified within the allocation of places at one of this LA's schools, this LA will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) this LA will liaise with that LA to attempt to resolve the correct offer and any multiple offers which might occur. However, if another LA is unable to resolve a multiple offer, or if the impact is too far reaching, this LA will accept that the applicant(s) affected might receive a multiple offer.
25. This LA will participate in the offer data checking exercise scheduled between **23 March and 10 April 2015** in the Pan-London timetable in Schedule 3B.
26. This LA will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **13 April 2015**. (33 London LAs & Surrey LA only).

Offers

27. This LA will ensure, so far as is reasonably practical, that each resident applicant who cannot be offered a preference expressed on the Common Application Form, receives the offer of an alternative school place. [The LA should state here how it will determine the school to be offered].
28. This LA will inform all resident applicants of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, whether they were for schools in the Home LA or in other participating LAs.
29. Looked After Children are in all cases the highest priority for places and will take precedence over every other application. This may lead in certain instances, to a class being over the schools published admission number. This is within the excepted circumstances as outlined in the Admissions Code.
29. This LA's outcome letter will include the information set out in Schedule 2.
30. This LA will, on **16 April 2015**, send by first class post notification of the outcome to resident applicants.
31. *This LA will provide nursery and primary schools with destination data of its resident applicants by the end of the Summer term 2015.

Post Offer

32. This LA will request that resident applicants accept or decline the offer of a place by **30 April 2015**, or within two weeks of the date of any subsequent offer.
33. Where an applicant resident in this LA accepts or declines a place in a school maintained by another LA by **30 April 2015**, this LA will forward the information to the maintaining LA by **14 May 2015**. Where such information is received from applicants after **30 April**, this LA will pass it to the maintaining LA as it is received.
34. Where a place becomes available in an oversubscribed maintained school or academy in this LA's area, it will be offered from a waiting list ordered in accordance with paragraph 2.14 of the School Admissions Code 2012.
35. When acting as a maintaining LA, this LA will inform the home LA, where different, of an offer for a maintained school or Academy in this LA's area which can be made to an applicant resident in the home LA's area, in order that the home LA can offer the place.
36. When acting as a maintaining LA, this LA and the admission authorities within it will not inform an applicant resident in another LA that a place can be offered.
37. When acting as a home LA, this LA will offer a place at a maintained school or Academy in the area of another LA to an applicant resident in its area, provided that the school is ranked higher on the Common Application Form than any school already offered.
38. When acting as a home LA, when this LA is informed by a maintaining LA of an offer which can be made to an applicant resident in this LA's area which is ranked lower on the Common Application Form than any school already offered, it will inform the maintaining LA that the offer will not be made.
39. When acting as a home LA, when this LA has agreed to a change of preference order for good reason, it will inform any maintaining LA affected by the change. In such cases, paragraphs 36 and 37 shall apply to the revised order of preferences.
40. When acting as a maintaining LA, this LA will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
41. When acting as a maintaining LA, this LA will accept new applications (including additional preferences) from home LAs for maintained schools and academies in its area.

[This LA will determine and state here how waiting lists will operate].

PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME

Minimum Content of Common Application Form for Admissions to Reception in 2015/16

Child's details:

Surname

Forename(s)

Middle name(s)

Date of Birth

Gender

Home address

Name of current school

Address of current school (if outside home LA)

Parent's details:

Title

Surname

Forename

Address (if different to child's address)

Telephone Number (Home, Daytime, Mobile)

Email address

Relationship to child

Preference details (x 6 recommended):

Name of school

Address of school

Preference ranking

Local authority in which the school is based

Additional information:

Reasons for Preferences (including any medical or social reasons)

Does the child have a statement of SEN? Y/N*

Is the child a 'Child Looked After(CLA)'? Y/N

Is the child formerly CLA but now adopted or subject of a 'Residence Order' or 'Special Guardianship Order'? Y/N

If yes, name of responsible local authority

Surname of sibling

Forename of sibling

DOB of sibling

Gender of sibling

Name of school sibling attends

Other:

Signature of parent or guardian

Date of signature

** Where an LA decides not to request this information on the CAF, it must guarantee*

that no statemented pupil details will be sent via the PLR.

PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME
TEMPLATE OUTCOME LETTER FOR ADMISSIONS TO RECEPTION IN
2015/16

From: Home LA

Date: **2 March 2015 (sec)** **16 April 2015 (prim)**

Dear Parent,

Application for a Secondary / Primary School

I am writing to let you know the outcome of your application for a secondary/primary school. Your child has been offered a place at X School. The school will write to you with further details.

I am sorry that it was not possible for your child to be offered a place at any of the schools which you listed as a higher preference on your application form. For each of these schools there were more applications than places and other applicants has a higher priority than your child under the school's published admission criteria.

Offers which could have been made for any schools which you placed lower in your preference list were automatically withdrawn under the co-ordinated admission arrangements, as a higher preference has been offered.

If you would like more information about the reason that your child was not offered a place at any higher preference school, you should contact the admission authority that is responsible for admissions to the school within the next few days. Details of the different admission authorities for schools in the borough of X are attached to this letter. If the school is outside the borough of X, the admission authority will either be the borough in which the school is situated, or the school itself.

You have the right of appeal under the School Standards & Framework Act 1998 against the refusal of a place at any of the schools for which you have applied. If you wish to appeal, you must contact the admission authority for the school within the next few days to obtain the procedure and the date by which an appeal must be received by them.

Please would you confirm that you wish to accept the place at X School by completing the reply slip below? If you do not wish to accept the place, you will need to let me know what alternative arrangements you are making for your child's education.

You must contact this office if you wish to apply for any other school, either in this borough or elsewhere.

[You can also request that your child's name is placed on the waiting list for a school which was a higher preference on your application form than the school you have been offered. Please use the enclosed reply slip and return it to this office]. OR

{Your child's name has been placed on the waiting list for any school which was a higher preference on your application form than the school you have been offered. If you need to find out your child's position on the waiting list please contact the admission authority or the borough in which the school is situated}.

(One of the above bracketed paragraphs should be used depending on whether the LA automatically places children on a waiting list for higher preference schools).

*Please return the reply slip to me by **16 March 2015 (sec) / 30 April 2015 (prim)**. If you have any questions about this letter, please contact me on _____.*

Yours sincerely

(First preference offer letters should include the paragraphs in italics only)

PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME

TIMETABLE FOR ADMISSIONS TO RECEPTION IN 2015/16

Thurs 15 Jan 2015 Statutory deadline for receipt of applications

Tues 3 Feb 2015 Deadline for the transfer of application information by the Home LA to the PLR (ADT file)

Fri 13 Feb 2015 Deadline for the upload of late applications to the PLR.

Mon 16 – Mon 23 Feb 2015 checking of application data

Mon 16 Mar 2015 Deadline for the transfer of potential offer information from the maintaining LAs to the PLR (ALT file).

Fri 20 Mar 2015 Final ALT files to PLR

Mon 23 Mar- Fri 10 Apr 2015 checking of offer data

Mon 13 Apr 2015 Deadline for on-line ALT file to portal

Thurs 16 April 2015 Offer letters posted.

Thurs 30 April 2015 Deadline for receipt of acceptances

Thurs 14 May 2015 Deadline for transfer of acceptances to maintaining LAs

APPENDIX 2

PROPOSED C of E Federated Schools of St Mary's and St Saviour's ADMISSIONS CRITERIA 2015/16

St Marys

1. Children in public care ('looked after children') will be prioritised for St Mary's above all other admissions categories (see also Notes 1 & 2).
2. Children who are siblings will be accepted if their sibling is on roll at the School at the time of admission.
3. Children of parents who are active members of the Churches of St Mary, St Stephen, St Luke or St Gabriel, Walthamstow (*known as "The Parish of Walthamstow"*), or who are resident in the Parish of Walthamstow and are actively involved in the work and worship of other Christian Churches within that ecclesiastical Parish boundary. (see Note 4 & definitions)
4. Children of parent's resident in the Parish of Walthamstow, or within the neighbouring parishes, who are actively involved in the work and worship of other Christian Churches within those Parishes.
5. Children of Parents resident in the Parish of Walthamstow who wish to send their children to a school with a Christian ethos.
6. Children of Parents resident outside of the Parish of Walthamstow who wish to send their children to a school with a Christian ethos.

St Saviours

1. *Children with a statement of special educational need that says the child should go to a mainstream school.*
2. *Children in Public Care (Looked after Children) and children recorded in the Child Protection Register or who are 'at risk' as advised by the Local Authority's Child Protection Officer.*
3. *Children whose parents/guardians are on the Electoral Roll of the Ecclesiastical parish of Walthamstow S. Saviour* and who are regularly involved in the work and worship of the parish church.*
4. *Children whose parents are on the Electoral Roll and are regularly involved in the work and worship of another Anglican Parish in the deanery of Waltham Forest.*
5. *Children who have siblings who are on the roll of the school at the intended time of admission.*
6. *Children whose parents are resident in the Ecclesiastical Parish of Walthamstow S. Saviour.*
7. *Children whose parents are regularly involved in the work and worship of non-Anglican communities in the borough of Waltham Forest, whose parent bodies are members of "Churches together in England."*
8. *If any places remain available then children who live closest to the school based on the shortest measured walking distance from the school using public road or footpath.*

Definitions

Looked-After Children

A looked-after child is a child who is or was:

- in the care of a Local Authority; or
- being provided with accommodation by a Local Authority in accordance with Section 22 (1) of the Children Act 1989. For admission purposes, a 'looked-after' child is a child currently in care or a child who was in care but became subject to an adoption residence, or special guardianship order, immediately after leaving care.

Please note: this does not apply to children who were adopted between 1989 and December 2005.

In order to be given highest priority for admission, a child has to fall within the definition of 'looked after' in section 22 (1) of the Children Act 1989. As this Act applies to England and Wales, a child has to be looked after by an English or Welsh local authority in order to be given highest priority. Paragraph 1.7 of the School Admissions Code gives equal highest priority to 'previously looked after children'. Given the definition of a looked after child, a child will have to have been looked after by an English or Welsh local authority in order to be considered previously looked after. Under paragraph 1.7 of the Code, a child has to have been looked after immediately before they were adopted or became subject to a residence order or special guardianship order.

In addition, in order to fall within the definition of a previously looked after child, an adopted child must have been adopted under the Adoption and Children Act 2002. This Act didn't come fully into force until December 2005, it is therefore not possible for a child to have been adopted under that Act prior to then.

Children 'at risk'

A child is 'at risk' if they are currently on the Child Protection Register or are under consideration for inclusion on the register, as advised by Waltham Forest's Child Protection Officer.

Medical or social reasons

Medical or social reasons can only be taken into account where information is provided by the 31 October 2013. Failure to provide such information at that stage may affect whether or not the child is allocated a place at the preferred school under this criterion. Applications will only be considered under this category if they are supported by a written statement from a doctor, social worker, psychologist or other relevant independent professional. The information must confirm the exceptional medical or social reason, and demonstrate how the specified school is the only school that can meet the defined needs of the child. In all

cases the medical or social need must be permanent or long term. For medical conditions, the school named must be the closest school to the child's address for consideration to be given on mobility grounds.

Examples of possible exceptional medical or social reasons:

- Any acute or chronic condition that would make it difficult for a child to attend any school other than the closest school to the child's address
- Any acute or chronic medical condition that requires regular, long-term attendance at a particular medical establishment which is closest to the school named
- A child and their family who are considered 'at risk' due to circumstances beyond the family's control such as fleeing domestic violence (housed in a refuge in Waltham Forest) consideration may then be given for the named child to be given a school away from the area of their previous home address for safeguarding purposes.
- An existing restraining order that may put a family 'at risk' if the school were to be outside the remit of distance agreed by the courts.

The Admissions Panel that will determine each case will be made up of the Admissions Manager and professionals (a GP, and a social worker), and will make the final decision based on the evidence provided.

Siblings

Sibling means:

- a full brother or sister;
- a half-brother or sister;
- a stepbrother or stepsister; and
- a foster brother or sister;

In all cases the sibling must be living at the same address and must still attend the school at the time of admission of the child for whom the application is being made. If you do not provide the name and date of birth of your child's sibling we will not be able to take it into account and it will affect your child's chances of being offered a place at that school.

Distance

Distance is measured from the child's permanent address to the main gate of the school.

- Distance is measured using a straight line from (using the Local Land and Property Gazetteer) the child's permanent address to the main gate of the school.
- All distances will be measured in miles using a computerised mapping system called Route finder GIS.
- If more than one applicant lives in multi-occupancy building (for example, flats) priority will be given to the applicant whose door number is the lowest numerically and/or alphabetically.
- Where two or more applicants (who are not from multiple births) are found to live exactly the same distance from the school, a lottery tie-break draw will take place with the assistance of a third impartial party.

Note: All distances will be measured using this system, which is the only one that that will be used in the allocation of school places by Waltham Forest School Admissions Service.

APPENDIX 3

PROPOSED ADMISSION NUMBERS FOR ST SAVIOURS & ST MARYS PRIMARY SCHOOLS

| School | PAN 2015/16 |
|----------------------------------|-------------|
| St Mary's Cof E Primary School | 90 |
| St Saviour's CofE Primary School | 60 |

Applications for Admission

What kind of school is St Mary's?

We hope you will find we are welcoming, caring, stimulating, enjoyable and many other things! But St Mary's is also a Church of England Voluntary Aided School. We are a partnership between the Local Authority, the Church of England and the local community, working together to provide an excellent education for children. Through our explicitly Christian ethos we aim to foster the growth and wellbeing of the whole child, physical, emotional, intellectual and spiritual. We understand that such growth is best nurtured by a partnership between school, child and home. As the United Nations Declaration of the Rights of a Child puts it, 'Children learn what they live.' An education at St Mary's will best suit children and families who wish to embrace both the growth of the whole child and our living Christian tradition and ethos.

How many places are available each year?

Every year ninety new children enter the reception class at St. Mary's while a number of others enter other year groups as vacancies arise. This year we opened our new nursery provision for children aged 12 months to 4 years. We have 12 places available in our baby room and 30 morning and 30 afternoon places available in the toddler room as well as 30 morning and 30 afternoon places in our preschool.

Who can come to St Mary's?

St Mary's welcomes all children from across our local community. Like all schools, St Mary's has to prioritise admissions when more children apply than we have places available. When that occurs we use a list of criteria which are outlined below. Once a child has been admitted we invite parents and families to be actively involved in school life supporting their own child and, through that, strengthening and enriching our local community.

How are places allocated?

Most schools have to prioritise places offered to children. There are often more children wishing to attend St Mary's than we have places available. There are certain groups of children, such as those in local authority care, who automatically have a priority when applying to any school (criteria (1) below and we warmly embrace that priority as part of our Christian welcome). In addition to that, St Mary's prioritises children who have a brother or sister already at the school (criteria 2 below). The next criteria provide for children from Christian faith communities (criteria 3 to 4), after which any remaining places are offered on the basis of those living closest to the school (criteria 5 and 6, and Note 4 below). For Criteria 2-6 it is very important that the Parental Declaration form is completed with as much information as possible. If a reference from your church minister is required please pass this to them as soon as possible. Any questions about completing the forms should be directed, in the first instance, to the school office (020 8521 1066).

Which application form should I use?

Whilst St Mary's Governing Body is the admissions authority for the school and is able to set its own admissions criteria, parents wishing their children to attend St Mary's School must use the London Borough of Waltham Forest's coordinated Admissions Application Form (see Note 3 below for further information).

IMPORTANT GUIDANCE NOTES ON THE COMPLETION OF THE BOROUGH'S COORDINATED ADMISSION APPLICATION FORM

The co-ordinated admission system used by the London Borough of Waltham Forest is designed to take account of parents preferences as far as is possible, and if St Mary's is the school that you wish your child(ren) to attend the Governors advise that you indicate this by naming St Mary's C of E Primary School as your first preference on the Borough's co-ordinated Admission Application Form.

If other schools are listed above St Mary's on your application form, and it is possible for the Borough to offer you places at these schools, the co-ordination system will mark St Mary's as '*no longer required*' and the governors will not receive your application for consideration because it was possible to offer you a place at a school ranked as a higher preference, by you, on your application.

It is also important that the Parental Declaration form is completed with as much information as possible and then if applicable passed on to your Church Minister for a reference to be obtained regarding your involvement in the life of your Church.

St Mary' C of E Primary School

Admissions Criteria

Where there are more applications received than places available, the Governors (working within the Notes and Definitions below) will allocate places according to the following criteria, in order of priority:

7. Children in public care ('looked after children') will be prioritised for St Mary's above all other admissions categories (see also Notes 1 & 2).
8. Children who are siblings will be accepted if their sibling is on roll at the School at the time of admission.
9. Children of parents who are active members of the Churches of St Mary, St Stephen, St Luke or St Gabriel, Walthamstow (*known as "The Parish of Walthamstow"*), or who are resident in the Parish of Walthamstow and are actively involved in the work and worship of other Christian Churches within that ecclesiastical Parish boundary. (see Note 4 & definitions)
10. Children of parent's resident in the Parish of Walthamstow, or within the neighbouring parishes, who are actively involved in the work and worship of other Christian Churches within those Parishes.
11. Children of Parents resident in the Parish of Walthamstow who wish to send their children to a school with a Christian ethos.
12. Children of Parents resident outside of the Parish of Walthamstow who wish to send their children to a school with a Christian ethos.

Notes

Note 1. Under the Children Act 1989, a child is looked after by a local authority if he or she is in their care or is provided with accommodation for more than 24 hours by the authority. They fall into 4 main groups:

- (i) children who are accompanied under a voluntary agreement with their parents (section 20)
- (ii) children who are subject to a care order (section 21) or interim care order (section 38)
- (iii) children who are the subject of emergency orders for their protection (section 44 and 46)
- (iv) children who are compulsorily accommodated. This includes children remanded to the local authority or subject to a criminal justice supervision order with a residence requirement (section 21).

The term 'looked after children' therefore includes: children in children's homes, foster care, unaccompanied minors, and other emergency provisions. For 'looked after children', late applications or midterm transfer requests will receive the highest priority, second only to a Statement of Educational Need for vacant places at St. Mary's. Where the request is for a place where a sibling attends, including the foster carer's own children and other unrelated children resident in the same foster home, the School will consider the request even in cases where admission would result in the School exceeding the published admissions limit, in order to accommodate the child.

Note 2. Applications for places from children with a Statement of Educational Needs will be considered under category 1 above (i.e. prioritised along with 'looked after children' above all other admissions categories).

Note 3. Within the above admissions categories, consideration will be given first to those children where there is a strong medical or social need if this a) can be met by the School and b) can be fully supported by relevant professional bodies.

Note 4. A map showing the boundaries of the Church of England Parish of Walthamstow is available from the school office. Under the co-ordinated admissions scheme, the admissions committee requires THREE official documents showing proof of parents' or guardians' residence at the address shown on the application form. These must be:

1. the most recent Council Tax bill or tenancy agreement
- and**

2. your most recent Child Benefit/Child Tax Credit letter showing your child's name and your address
- and**
3. the most recent utility bill for the address showing your name (this must be one for Gas, electricity or Water, no other bill will be acceptable).

Note 5. Where the offer of places to all applicants in any sub category listed above would lead to over subscription, the places will be offered to those living closest to the school. Distance measured in a straight line and sourced from the Local Authority.

Definitions

Actively Involved is defined, in accordance with national Church of England guidance as being 'at the heart of the church'. This means attending Sunday services at least twice a month or/and involved in weekday worship, with the exception of holidays and illness,

A **Christian Church** is defined as one which is part of a church in membership of, or holding observer status of, 'Churches Together in England' and/or has church membership of the 'Evangelical Alliance' and/or is a member of Affinity (formerly the British Evangelical Council).

Neighbouring Parishes: St Peter-In-The-Forest, St John, St Michael and All Angels, St Saviour, St Barnabas with St James the Greater, St Andrew (Higham Hill), Emmanuel (Leyton), All Saints (Leyton), St Catherine and St Paul (Leyton) known as '*Cornerstone*'. All churches mentioned are those in Walthamstow, unless stated differently.

A **sibling** is defined as a child living at the same address who is also: a full brother or sister related by blood or adoption, or half brother or sister related by blood or adoption, or step-sibling (for children in foster care please see Note 1 above).

The Parish of Walthamstow refers to the boundaries of the Church of England ecclesiastical parish, as defined by the Diocese of Chelmsford. A map outlining the boundaries may be obtained from the school office.

Unsuccessful Applications and the Outstanding Application Pool

In addition to their right of appeal, unsuccessful applicants will be offered the opportunity to be placed in an outstanding application pool. This outstanding application pool will be maintained in order of the over-subscription criteria set out above and not in the order which the applications are received or added to the pool.

The Appeals Procedure

St Mary's is a popular School and parents will appreciate that, owing to over-subscription, it may not be possible to offer a place to everyone who applies. The 1980 Education Act gives parents the right to appeal against decisions of the Governors regarding admissions. Parents wishing to do so should notify both of the following:

- a) The Education Appeals Committee,
Corporate Service,
Town Hall, Forest Road,
Walthamstow, LONDON E17 4JF.
- b) Chair of Governors,
St Mary's C of E Primary School,
Brooke Road,
Walthamstow E17 9HJ.



St. Mary's C of E Primary School

Brooke Road, Walthamstow, London
E17 9HH

Telephone: 020 8521 1103 Fax: 020 8521 0756,

E-mail: school@st-marys-coe.waltham.sch.uk

| FOR SCHOOL OFFICE USE ONLY | |
|----------------------------|--|
| DATE RECEIVED | |
| MINISTER'S REF. | |
| CATEGORY | |

Admission Form for Entry 2016/2017 Part 1 - To be completed by parents/guardians

Please complete (or tick) EACH SECTION OF PART 1 of this form using BLOCK CAPITALS and then pass the form to your Church Minister to complete PART 2, after which both parts should be returned to the school.

If you need help completing this form please contact the School Office on 020 8521 1066.

| Child's Details | | | |
|---|---|------------------------------|-----------------------------|
| Surname | | Christian Name(s) | |
| Sex | Male <input type="checkbox"/> Female <input type="checkbox"/> | Date of Birth | |
| Does this child have a sibling who will be attending St Mary's at the start of the term for which you are applying for entry? | | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Does this child have a Statement of Special Educational Needs where St Mary's VA Primary is named in the statement? | | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Is this child looked after by the local authority? | | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

| Parent's/Carer's/Guardian's Details | | | |
|--|--|---|--|
| Parent 1 Full name | | Relationship to child (i.e. Father/Mother/Carer/Guardian) | |
| Parent 1 Address | | | |
| Parent 1 telephone number | | Mobile | |
| Parent 1 email | | | |
| Parent 2 full name | | Relationship to child (i.e. Father/Mother/Carer/Guardian) | |
| Parent 2 address (if different from above) | | | |
| Parent 2 telephone | | Mobile | |

| | | | |
|----------------|--|--|--|
| number | | | |
| Parent 2 email | | | |

Church Details (if appropriate)

| | |
|--|--|
| Name of church currently attended by your family | |
| Address of church | |
| Name of Church Minister | |
| Address of Church Minister | |
| Telephone number of Minister | |

Church Attendance Details

When there are more applications than places available the Governing Body will use your church attendance details to determine who is offered a place according to our admissions criteria.

- There are 4 ways to describe your relationship with a local Christian church for the last 2 years. Each has a brief description that is taken from nationally agreed criteria.
- A 'Christian Church' means a church which is affiliated to a recognised national body or organisation, as defined in your minister's reference. Please tick the box which best describes church attendance for each parent.
- If you have recently moved and were previously worshipping at a Christian church elsewhere, please ask the minister of that church to confirm your attendance details and indicate the date when you last attend worship in that place.

In Part 2 of this form your Church Minister will be asked to ratify or disagree with your statements below. The Minister's view will be the one followed by the admissions panel. Where attendance differs between parents, the higher parental attendance will be the one taken into account.

| | Parent 1 | Parent 2 |
|---|----------|----------|
| <i>Does not attend a Christian church</i> | | |
| <i>Is 'known to the church'</i> - an occasional worshipper (1/2 times a year and/or involved in a non-worship activity, such as a uniformed or other church-based organisation) | | |
| <i>Is 'attached to the church'</i> - a regular but not frequent worshipper (e.g. one who usually attends monthly or is regularly involved in a weekday church activity <u>including</u> an element of worship) | | |
| <i>Is 'at the heart of the church'</i> - a regular worshipper (one who worships usually twice a month) | | |

Declaration – please sign

- This declaration must be signed by one of the parents named at the start of the form.
- I believe the information given above is true and correct.
- I understand that any statement subsequently revealed to be incorrect may affect the chances of my child being awarded a place.
- I understand that this is a Church of England School and consent to my child

| | |
|--|--|
| participating in all activities of the School including Religious Education and worship. | |
| Signature | |
| Name (BLOCK CAPITALS PLEASE) | |
| DATE | |

Thank you for completing this form

What to do next

Please note that an application for St Mary's can only be considered if you submit both this form and the Waltham Forest Primary Application Form.

1. Give **both parts** of this Application Form to your Church Minister and ask for PART 2 to be completed.
2. Return **both parts** of this Application Form to the school by **15th January 2014**
3. Complete the Waltham Forest Primary Admissions Form and return it to Pupil Admissions Service, Silver Birch House, Uplands Business Park, Blackhorse Road, London E17 5SD by 15th January 2014

N.B. Failure to complete the Waltham Forest Form (currently administered by VT Education and Skills) and return it to them at the above address on time will result in your child not being considered for a place by the school's Admissions Subcommittee.



St. Mary's C of E Primary School

The Drive, Walthamstow. E17 3BN

Telephone: 020 8521 1066 Fax: 020 8521 0756,

e-mail: school@st-marys-coe.waltham.sch.uk

Admission Form for Entry 2014/2015 Part 2 – To be completed by the Church Minister

St Mary's Governors have the responsibility to decide which children are admitted to the school each year. In order to assist us in our decision when the number of applications received exceeds the number of places available, we ask for a ministers reference to confirm the church allegiance and attendance of applicants. We would be very grateful if you would kindly answer the questions below. In the case of a child where parental involvement in your church varies markedly from one parent to the other, please answer the questions in relation to the parent who is more involved in Church life. Please note the definitions we use in our Admissions Policy are explained overleaf; please refer to them before completing the form

Should the Governors decide not to offer a place at the school to the child (for whatever reason), the parents do have the right of appeal against that decision. If such an appeal is lodged, you should be aware that the contents of this reference are likely to be disclosed both to the Appeal Panel and also to the parents. Thank you in anticipation of your co-operation in this matter.

| | | |
|--|------------|---|
| Child's Full Name | | |
| Name of your Church | | |
| Is your Church part of a Church in membership of, or holding observer status with any of the following organisations? (please tick the appropriate response) | | |
| | <u>YES</u> | <i>Please note: If none of the boxes to the left are ticked, this will be taken to indicate that NO membership with any of the above bodies exists, which may result in this application being categorised incorrectly</i> |
| Churches Together in England | | |
| The Evangelical Alliance | | |
| Affinity (formerly The British Evangelical Council) | | |
| | YES | NO |
| Can you confirm the declarations that have been made regarding Church attendance for the last 2 years by the family? (Please tick the appropriate box to the right and note the definitions we use are explained overleaf). | | |
| If 'NO', please indicate why? | | |
| Please state anything you wish to say in support of this application which has not been mentioned earlier that you feel the Governors ought to be aware of and which may help them in their decision: | | |

| | |
|---------------------------------|--|
| Signed | |
| Name (PLEASE PRINT) | |
| Date Signed | |
| Position Held | |
| Contact telephone number | |

St Mary's C of E Primary School

Admissions Policy Definitions

Please read these carefully before making statements in your reference.

As a popular and regularly oversubscribed school St Mary's wants to be as clear as possible for parents and referees alike. To be fair and equitable to all families we have to be clear about what various terms mean. We understand that they may be used differently here than in other places.

1. The Definition of a Christian Church

St Mary's welcome the diversity of Christian, and other, communities from which our children come. For the purposes of admissions, and in particular for confirming Church attendance we use national guidelines as to which wider organisations churches need to belong to/affiliate with in order to qualify as an appropriate reference for St Mary's. This is in no way a comment upon other Christian churches who are not part of these networks, it is simply a fair and transparent classification of national recognition which assists our admissions code.

The three organisations are:

| | |
|--|--|
| Churches Together in England | Churches Together in England 27 Tavistock Square, London WC1H 9HH Tel: +44 (0) 20 7529 8131 Fax: +44 (0) 20 7529 8134 www.churches-together.net |
| The Evangelical Alliance | The Evangelical Alliance 186 Kennington Park Road London SE11 4BT Tel: 020 7207 2100 (Mon - Fri, 9am - 5pm) Fax: 020 7207 2150 info@eauk.org |
| Affinity (formerly The British Evangelical Council) | Affinity, PO Box 246, Bridgend, CF31 9FD E-mail: admin (at) affinity (dot) org (dot) uk Telephone: 01656 646152 |

1. Church Attendance Definitions

All applicants are asked to identify themselves as being: known to the church; or attached to the church; or at the heart of the church. **The period in question would normally (we suggest) be the past two years.** Applicants new to the area would need to provide evidence from a previous church or churches.

An applicant '**known to the church**' would not be a frequent but probably an occasional worshipper, someone who is perhaps known through a family connection, or one or more of whose family would be involved in some church activity, such as a uniformed or other church organisation.

An applicant '**attached to the church**' would be a regular but not frequent worshipper, by which is meant (for example) one who usually attends a monthly family or church parade service or is regularly involved in a weekday church activity including an element of worship.

An applicant '**at the heart of the church**' would be a regular worshipper. We suggest that this might normally mean one who worships usually twice a month. To accommodate difficult patterns of work and family relationships account should be taken of week-day worship. The worshipper could be the child for whom application is made or one or both parents.

ADMISSION POLICY OF ST. SAVIOURS C OF E PRIMARY SCHOOL

St. Saviour's School aims to give a thorough education in the context of the Christian Faith. Education within a Voluntary Aided Anglican School is a privilege. It is also a partnership between Church, School and Home and, as such, parents/guardian are expected to set an example to their children by supporting the Parish and the school as much as possible to reflect the Christian Ethos.

The Governors intend to admit 60 pupils to the Reception class during each academic year. It is not possible to "reserve" places and parents/guardians who wish to apply for a place at the school for their child should complete the application form between 1st September and 15th January in the school year before the child is due to be admitted. Applications outside these times will be considered as casual applications.

Should the number of applications received exceed the number of places available, the Governors will apply the following criteria in order of priority.

1. Children with a statement of special educational need that says the child should go to a mainstream school.

2. Children in Public Care (Looked after Children) and children recorded in the Child Protection Register or who are 'at risk' as advised by the Local Authority's Child Protection Officer.

3. Children whose parents/guardians are on the Electoral Roll of the Ecclesiastical parish of Walthamstow S. Saviour* and who are regularly involved in the work and worship of the parish church.

4. Children whose parents are on the Electoral Roll and are regularly involved in the work and worship of another Anglican Parish in the deanery of Waltham Forest.

5. Children who have siblings who are on the roll of the school at the intended time of admission.

6. Children whose parents are resident in the Ecclesiastical Parish of Walthamstow S. Saviour.

7. Children whose parents are regularly involved in the work and worship of non-Anglican communities in the borough of Waltham Forest, whose parent bodies are members of "Churches together in England.

8. If any places remain available then children who live closest to the school based on the shortest measured walking distance from the school using public road or footpath.

****This form should be completed if the child has a statement of special educational needs, parents should contact the local authority (SEN Unit) for advice and information – this applies only if the parents are applying to transfer to St. Saviour's.**

Note one: In category 1 if a parent names the school on the application form, the school has a duty to admit the pupil with a statement.

In category 2 – The school is committed to giving overriding priority to Children in Public Care or who are 'at risk'.

In categories 1 - 4 if the number of applicants who fulfil the criterion exceed the number of places available then, having a sibling who is on the roll of the school at the intended time of admission will take priority. If the number of applicants within that category who have a sibling on the roll at the time of admission exceeds the number of places available priority will be given to children who live closest to the school using defined guidelines published by the London Borough of Waltham Forest to establish distance from the home to the school.

Note two: In categories 5 –6 . If the number of applicants within that category who have a sibling on the roll at the time of admission exceeds the number of places available priority will be given to children who live closest to the school based on the shortest measured walking distance from the school using public road or footpath.

Note three: **In categories 3,4&7 “regularly involved” means that at least 1 parent attends the church for public worship a minimum of twice a month.**

Note four: Please enclose **two official documents** showing proofs of the parent/s’ or guardian/s’ residence at the address on this form. One of these must be a **council tax document, the other may be a gas or electricity bill, bank or building society letter or similar.**

Note five: It is your responsibility to return the form to the School Office by five o’clock on the 1st December in the relevant year. If you wish to have your involvement in the work and worship of your church considered by the Governors then you must take this form to your Clerical Referee and ask them to complete the form on page 4.

Note six: If you are unsuccessful in obtaining a place, or you are submitting it after the normal closing date, but you wish the application to be kept at the school and considered along with all others if a “casual” place later becomes available. These “casual” applications will be kept on file for 12 months from the date of receipt.

Right of Appeal

The 1980 Education Act gives you the right to appeal if your application is unsuccessful. To do this you must make sure that your written appeal is received at the school by the date mentioned in the results letter, (i.e. 21 days after that letter) and copied to the Borough Solicitor of the London Borough of Waltham Forest.

RECEPTION

St. Saviour's Church of England (Voluntary Aided) School

Verulam Avenue, Walthamstow, London E17 8ER

Telephone: 020 8520 0612

Facsimile: 020 8520 7822

SUPPLEMENTARY ADMISSION INFORMATION

Before completing the Form Parents/Guardians are advised to read carefully the following notes. A second copy is enclosed for your reference.

St. Saviour's School aims to give a thorough education in the context of the Christian Faith. Education within a Voluntary Aided Anglican School is a privilege. It is also a partnership between Church, School and Home and, as such, parents/guardian are expected to set an example to their children by supporting the Parish and the school as much as possible to reflect the Christian Ethos.

The Governors intend to admit 60 pupils to the Reception class during each academic year. It is not possible to "reserve" places and parents/guardians who wish to apply for a place at the school for their child should complete the application form between 1st September and 15th January in the school year before the child is due to be admitted. Applications outside these times will be considered as casual applications.

Should the number of applications received exceed the number of places available, the Governors will apply the following criteria in order of priority.

- 1. Children with a statement of special educational need that says the child should go to a mainstream school.***
- 2. Children in Public Care (Looked after Children) and children recorded in the Child Protection Register or who are 'at risk' as advised by the Local Authority's Child Protection Officer.***
- 3. Children whose parents/guardians are on the Electoral Roll of the Ecclesiastical parish of Walthamstow S. Saviour* and who are regularly involved in the work and worship of the parish church.***
- 4. Children whose parents are on the Electoral Roll and are regularly involved in the work and worship of another Anglican Parish in the deanery of Waltham Forest.***
- 5. Children who have siblings who are on the roll of the school at the intended time of admission.***
- 6. Children whose parents are resident in the Ecclesiastical Parish of Walthamstow S. Saviour.***
- 7. Children whose parents are regularly involved in the work and worship of non-Anglican communities in the borough of Waltham Forest, whose parent bodies are members of "Churches together in England.***
- 8. If any places remain available then children who live closest to the school based on the shortest measured walking distance from the school using public road or footpath.***

*details of the parish are available at the school office

**** Please do not complete this form if your child has a statement of special educational needs, you should contact your local authority (SEN Unit) for advice and information – this applies only if you are applying to transfer to St. Saviour's.**

Note one: In category 1 if a parent names the school on the application form, the school has a duty to admit the pupil with a statement.

In category 2 – The school is committed to giving overriding priority to Children in Public Care or who are 'at risk'.

In categories 1 - 4 if the number of applicants who fulfil the criterion exceed the number of places available then, having a sibling who is on the roll of the school at the intended time of admission will take priority. If the number of applicants within that category who have a sibling on the roll at the time of admission exceeds the number of

places available priority will be given to children who live closest to the school using defined guidelines published by the London Borough of Waltham Forest to establish distance from the home to the school.

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Note three: In categories 3,4&7 “regularly involved” means that at least 1 parent attends the church for public worship a minimum of twice a month.

Note four: Please enclose **two official documents** showing proofs of the parent/s’ or guardian/s’ residence at the address on this form. One of these must be a **council tax document, the other may be a gas or electricity bill, bank or building society letter or similar.**

Note five: It is your responsibility to return the form to the School Office by five o’clock on the 1st December in the relevant year. If you wish to have your involvement in the work and worship of your church considered by the Governors then you must take this form to your Clerical Referee and ask them to complete the form on page 4.

Note six: If you are unsuccessful in obtaining a place, or you are submitting it after the normal closing date, but you wish the application to be kept at the school and considered along with all others if a “casual” place later becomes available. These “casual” applications will be kept on file for 12 months from the date of receipt.

Right of Appeal

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PART ONE. To be completed by the parent/s or guardian/s. PLEASE USE BLOCK LETTERS.

Christian Names of Child Child's Surname
.....

Date of Child's Birth Sex
.....

Address of the Child
.....
.....

Home Telephone No.
.....

Details of the parent/s or guardian/s living at the same address as the child

Name Relationship to Child
.....

Place of Work Work Telephone No
.....

Name Relationship to Child
.....

Place of Work Work Telephone No
.....

Previous School, Nursery or Playgroup (if any) and dates:-

.....
.....

Names and classes or Brothers / Sisters at present at the School:

.....
.....
.....

Name/s and address/es of Church/Chapel attended by the Family:

.....
.....

I/We, the parent/s or guardians of the above child, apply for his/her entry to St. Saviour's School.

I/We confirm that all the information that is included on or with this form is true.

I/We authorise the disclosure of information necessary to obtain confirmation of anything that we have included in support of this application.

Signature

Date of Application

Signature

Date of Application

AFTER COMPLETING PART 1, hand this form to your Clerical Referee

PART TWO. *To be completed by your Clerical Referee*

Name of Clerical Referee:

Address

-

-

Church/Chapel

Telephone No _____ Fax No _____

Name of Diocese/Parent Body

Affiliated to Churches Together in England : **YES / NO**

Note to Clergy

The Governors would be most grateful for your help as we are seeking information about the Church involvement of this family. Would you please confirm their commitment and involvement by answering the questions set out below. Your help and co-operation will be greatly appreciated and we would be grateful if you could return the Form directly to the **PARENT / GUARDIAN** who will be responsible for returning the completed form to the school by 15th January 2013.

PARENTAL INVOLVEMENT IN THE LIFE AND WORK OF THE INSTITUTION

***Are the child's parents/guardians on the Electoral Roll of your parish ?**

Mother: YES / NO Father: YES / NO

Do the child's parents/guardians attend public worship in your church at least twice a month.

Mother: YES / NO Father: YES / NO

** NB the question re Electoral Roll relates only to Anglican Parishes (admissions categories 3&4)*

Signature

Office held

Date

FOR SCHOOL USE ONLY

| | | |
|-----------------|-------|-----------------|
| PLACE OFFERED | _____ | APPEAL UPHeld |
| _____ | | |
| PLACE ACCEPTED | _____ | APPEAL DATE |
| _____ | | |
| APPEAL LODGED | _____ | DATE CONSIDERED |
| _____ | | |
| DATE CONSIDERED | _____ | |