

***THE GOVERNING BODY OF
ST LUKE'S CHURCH OF ENGLAND PRIMARY SCHOOL
Radnor Street, Islington, London, EC1V 3SJ***

**ADMISSIONS POLICY FOR THE RECEPTION CLASS AND YEARS 1 TO 6
FOR THE 2012/13 SCHOOL YEAR**

The Governing Body is responsible for the admission of pupils to St. Luke's Church of England Primary School. In accordance with the Government's policy to limit class sizes, a maximum of 30 pupils will be admitted to the Reception, Year 1 to Year 6 classes.

The School does not have any designated units or facilities for pupils with specific special needs and there are no additional facilities for pupils with physical disabilities. The School is, however, on a level site with all accommodation on one floor and there are no steps leading into classrooms. There are also ramps to the main entrance and leading on to the playgrounds. As far as possible, the School will ensure that pupils with disabilities have access to the same opportunities as other pupils

Reception Class application forms

All applications must be submitted by the stipulated deadline on a Common Application Form from their home authority. For Islington residents this is the Islington Common Admissions Form which is available from Cambridge Education Admissions, 222 Upper Street N1 1XR. Forms are also in the Primary booklet sent out to all parents by Cambridge Education or downloaded from www.islington.gov.uk/admissions

In addition, parents/carers applying under criteria b and c will need to fill in a supplementary form to ensure the School has the requisite information to apply the Admissions Criteria (*see below*). Failure to fill in the Supplementary form may affect priority afforded to the application. Supplementary Information forms will be distributed by the School and must be returned to the School office by the stipulated date.

Parents/ carers must provide the School with proof of date of birth and residential address in the form of a Council Tax bill or Child Benefit information once a place has been offered. If either is not provided, governors reserve the right to withdraw their offer of a place.

Deferred entry:

Parents may defer entry to school until statutory school age i.e. the first day of term following the child's fifth birthday. Application is made in the usual way & then a deferment may be requested. The place will then be held until the first day of the Spring or Summer term & not offered to another child. Entry will not be deferred beyond statutory school age or beyond the year of application. Parents of children with birthdays in the summer term should note that if you wish to defer, you will need to apply for a Year 1 place for the following September but if the school is oversubscribed then you are unlikely to obtain a place.

Applications for places in Years Reception class and Years 1 to 6

Application for admissions to all year groups will be considered in accordance with the order of priority in the Admissions Criteria (*see below*).

Admissions Criteria

When there are more applications than there are places available the governors will admit pupils in order of priority according to the following criteria:

- (a) Children who are in public care ("looked after" children).
- (b) Children who will have a sibling attending the school at the time of admission. (Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the

child of a parent/carer's partner, and in every case, the child should be living in the same family unit at the same address).

- (c) Children whose families live within the Diocese of London and have for at least two years worshipped at least fortnightly at a Christian Church which is a member Church of "Churches Together in Britain and Ireland" Written evidence, in the form of a clergy reference, of the applicants' commitment to their place of worship is required.

Within this criterion, places will be awarded in the following order of priority:

- i) Children whose families worship at either St. Giles' Cripplegate with St. Luke's Old Street or St. Clement's, Kings Square.
- ii) Children whose families worship at an Anglican Church in the Deaneries of the City of London or Islington other than those in sub-criterion i (*see above*).
- iii) Children whose families worship at a Christian Church other than those in sub-criteria i and ii (*see above*).

- (d) Any other applicants.

Tie-breaker

In the event of there being insufficient vacancies to admit all applicants in any of the categories listed above, priority will be given to children whose parents/legal guardians' residential address is the shortest distance from the school's main entrance in Radnor Street, EC1, when measured in a straight line. The Governing Body wishes to ensure that at least 25 % of places are awarded on a non-faith basis. Accordingly, a maximum of 22 places will be awarded to applicants who qualify under criteria a-c. Any unsuccessful applications not meeting criteria a-c will be considered under criterion d.

Admission Appeals for unsuccessful applicants to the Reception Class and Years 1 - 6

Unsuccessful applicants have the right to appeal to an independent panel. Parents wishing to appeal should write to the School. This should be completed and returned to the School, marked for the attention of Clerk to the Admission Appeal Panel, within 14 days of receipt of the letter confirming that the application has been unsuccessful.

If an appeal is unsuccessful no further appeal may be made within the same school year unless there have been significant and material changes in the applicant's circumstances.

Application waiting list

If there is no place available at the School, parents/carers may have their applications placed on a waiting list. This waiting list will be maintained by the governing body in the order of the oversubscription criteria and not in the order in which applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the governing body will determine who is at the top of the list so that the Local Authority can inform the parent that the school is making an offer.

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 locally agreed protocols. Accordingly, outside the normal round of admissions, the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol which carries the agreement both of the Governing Body and the Diocese for the current admission year. The Governing Body has this power even when admitting such a child would exceed the normal admission number.

In-Year Admissions

Applications for In-Year admissions are made in the same way as those made during the normal admissions round. Residents applying for a place outside the 'normal time' (i.e. starting statutory schooling in Reception or transferring to secondary education in Year 7) now need to apply to their home local authority rather than straight to the school.

If a place is available & there is no waiting list then the Local Authority will communicate the governors' offer of a place to the family. If more applications are received than there are places available then applications will be ranked by the governing body in accordance with the oversubscription criteria with the following modifications: children without an offer of a school place are given priority immediately after other 'looked after- children. If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right to appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the governing body in the order of the oversubscribed criteria and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the governing body will decide who is at the top of the list so that the Local Authority can inform the parent that the school is making an offer.

Admissions of children below compulsory school age

The arrangements above do not apply to those children being admitted for nursery provision including nursery provision delivered in a co-located children's centre. Parents of children who are admitted for nursery provision **must** apply for a place at the school if you want your child to transfer to the reception class. **Attendance at the nursery or co-located children's centre does not guarantee admission to the school.** Parents can request that the date their child is admitted to the school be deferred until later in the school year or until later in the school year or until the child reaches compulsory school age in that school year. Parents can request that their child attends part-time until the child reaches compulsory school age.