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Clerkenwell Parochial Church of England School

Governors' Admissions Policy and Criteria September 2020 – August 2021

DATE APPROVED BY LDBS ACADEMIES TRUST	7 March 2019		
SIGNED (EXECUTIVE) HEADTEACHER		DATE	
SIGNED CHAIR OF LOCAL ACADEMY COMMITTEE		DATE	

Clerkenwell Parochial C of E Primary School
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Clerkenwell Parochial School is part of the LDBS (London Diocesan Board for Schools) Academies Trust, which is committed to excellence and equity for all in a Christian context. The school is a Church of England school, and its ethos and practice stress Christian values and the nurturing of links between home, school, churches and the local community. We ask all parents/ carers applying for a place for their child at the school to respect this ethos. However, this in no way affects the right of parents/ carers who are not of the Christian faith to apply for and be considered for a place at the school for their child. We welcome applications from all local families who value and respect our Christian ethos.

The Governing Body is responsible for the admission of pupils to Clerkenwell Parochial C of E Primary School and admits 30 pupils to the Reception class each September. Admission to the Reception class is co-ordinated by the Local Authority. Admission to Years 1 to 6 is co-ordinated by the School.

Our hope is to take any child whose parents/ carers wish him/her to join Clerkenwell Parochial. Where numbers permit, we will do so. Where there are more applications than places available, the governors will admit children according to the following over-subscription criteria and in the order of priority below:

1. Children who are in public care ('looked after' children) including children who were previously looked after but immediately after being looked after were adopted or became subject to a child arrangements or special guardianship order. Recent written supporting evidence must be supplied, at the time of the application, from the relevant local authority, if applying under this criterion.
2. Children of families who regularly worship at the Anglican churches of St James, Clerkenwell Close; Our Most Holy Redeemer, Exmouth Market; St Mark's, Myddelton Square; St Clement, King Square or St Silas, Penton Street; and who will have one or more siblings attending Clerkenwell Parochial CE Primary School at the time of their entry to the school.
3. Children of families who regularly worship at the Anglican churches of St James, Clerkenwell Close; Our Most Holy Redeemer, Exmouth Market; St Mark's, Myddelton Square; St Clement, King Square or St Silas, Penton Street.
4. Children who will have one or more siblings attending Clerkenwell Parochial C of E Primary School at the time of their entry to the school.
5. Children of families who regularly worship at a recognised Christian Church.
6. Any other applicant, according to the proximity of their home address to the school.

Notes on the terms used in criteria 1 – 6 above

- a) This applies to criterion 1 above: '**A looked after child**' is defined as one in the care of a Local Authority or being provided with accommodation by a Local Authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A child arrangements order is one setting out the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A special guardianship

order is one appointing one or more individuals to be a child's special guardian(s) (Children Act 1989, Section 14A). Applications under this criterion should be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).

- b) This applies to criteria 2, 3 and 5 above: '**Regularly worship**' is defined as attendance at the stated church at least twice a month over the two years immediately prior to the date at which the application is considered. Parents/carers wishing church membership to be taken into account should complete and return the school's Supplementary Information Form directly to the school and should also ask the school to provide them with a Clergy Reference Form which they should take to their parish priest or minister and ask him/her to complete it and return it to the school by the date specified on the form. Both Supplementary Information Forms and Clergy Reference Forms can be obtained from the School Office or downloaded from the school's website. If a family has moved into the area within the previous two years, and regularly attended a recognised Christian church in the place where they used to live, a Clergy Reference Form will be required from both their current and former parish priests or ministers.
- c) This applies to criterion 5 above: '**A recognised Christian Church**' is defined as a member of 'Churches Together in Britain and Ireland' or a member of the 'Evangelical Alliance'.
- d) This applies to criteria 2 and 4 above: '**Sibling**' refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living permanently in the same family unit at the same address as that sibling.
- e) This applies to criteria 2 and 4 above: '**at the time of their entry to the school**' refers to when the child takes up the place at the school.
- f) This applies to criterion 6 above: '**Proximity to the school**' will be determined by a computerized mapping system using a straight line distance measurement. Routes will be calculated from the home address (as defined by the Land & Property Gazetteer) to the midpoint of the school grounds (as determined by Islington Local Authority). For any applicant applying whose permanent residence is within a block of flats, the distance will be measured from the street door of that block of flats that is closest to the applicant's own flat's front door. In the event that it is necessary to prioritise between two or more applicants who live in the same block of flats, priority will be given to the applicant whose flat's entrance door is the closest to the street door of that block of flats.
- g) This applies to criterion 6 above: '**home address**' will be defined as the address at which the child is normally resident. If the child is resident at more than one address, e.g. spends time with each of two parents living at different addresses, then it will be defined as the address at which the child spends the greater proportion of his/ her time. If the child lives equally with both parents, then it is the parents' responsibility to make this clear at the time of the application and to provide supporting evidence in respect of both addresses, e.g. a Residency Order from a court. Please note that only one address can be used for school admission purposes and the final decision will rest with the Governing Body.

Tie break

When it is not possible to include all children qualifying under a particular criterion, places will be allocated on the basis of proximity of the child's home address to the school (*as defined in notes*

f and g above). In the event of two or more applicants living exactly the same distance from the school, a decision will be made by random allocation.

General notes

1. The responsibility for decisions on the admission of individual children rests with the Governing Body. All applications will be considered equally against the criteria. Application forms may be completed at any time up until the closing date, but early completion does not ensure any priority, nor does completion of a form promise entry.
2. Parents/ carers must complete a PAN London Application Form from their home Local Authority naming Clerkenwell Parochial as one of their school choices, in order to be considered for a place in Reception class. For Islington residents, an Islington PAN London Application Form must be completed; for residents of other boroughs the home borough's PAN London Application Form must be completed. Completed PAN London Application Forms must be returned to the home Local Authority by the date specified on the form. The school's own Supplementary Information Form and Clergy Reference Form should also be completed and returned directly to the school by the specified date if you are applying under the church criteria (*criteria 2, 3 and 5*) so that governors can consider your application fully. Unless the completed Clergy Reference Form is returned to the school on or before the specified closing date, the Governing Body will be unable to consider any evidence of church involvement and the application will proceed without such evidence. A completed Clergy Reference Form does not automatically guarantee a child a place at this school.
3. In this policy, the term "parents/ carers" refers to the person(s) who has parental responsibility for the care of the child. Where the admissions criteria refer to families' attendance at church (*criteria 2, 3 and 5 above*), it is sufficient for just one parent/ carer to attend.
4. The school's PAN (Published Admission Number) for each year group is 30 pupils. This number has been agreed with the Local Authority and is based on the capacity of the school and on government legislation, which restricts the size of infant classes to 30. However, the school is permitted to exceed the published admission number if the 31st child in a class is a twin or multiple birth sibling of a child ranked within the top 30.
5. Children are admitted to the Reception class in the September following their 4th birthday. Where a child is below compulsory school age (i.e. the start of the term after the child's 5th birthday), parents have the right to request that their child's entry be deferred until later in the school year. Entry cannot be deferred beyond the beginning of the term after the child's 5th birthday, nor beyond the start of the final term of the academic year for which the original application was accepted. They may also request that their child attend school on a part-time basis until they reach compulsory school age. They should discuss this request with the Headteacher at the earliest opportunity.

In certain circumstances, as specified in the DfE School Admission Code 2014, summer-born children (i.e. children whose fourth birthday falls between 1st April and 31st August), may have their admission deferred for a year. Parents who do not wish for their child to start in the 2020/21 school year but to be admitted in September 2021 for the 2021/2022 school year should discuss this with the school at an early stage. Decisions will be made according to the circumstances of each applicant and in the best interests of the particular child. Parental views, academic achievement, social and emotional development and (where relevant)

medical views should be taken into consideration. The views of the Headteacher must also be taken into account. The reasons for the decision will be clearly communicated.

Parents may decide not to apply for a Reception place but to apply for a Year 1 place to start in September 2021. Parents should be aware that the Year 1 class may have no vacancies as it may be full with children transferring from the 2020/2021 Reception class. Alternatively, they may decide to apply in the normal admission round for a Reception place in September 2020 but would need to provide supporting reasons for seeking a place outside the normal year group and to apply via the protocol outlined in the paragraph above.

6. Parents who are not offered a place for their child have the right to appeal to an independent appeals panel. Parents wishing to appeal should obtain an appeals form from the School Office and attach it to a letter addressed to the Clerk of the Appeals Panel c/o the school, no later than 20 school days after the date of the letter confirming the governors' decision not to offer a place. Should an appeal be unsuccessful, the Governing Body will allow parents the option of placing the applicant on the school's waiting list.
7. The school does not have any specific units or facilities for pupils with particular special needs and there are limited facilities for pupils with physical disabilities. However, first preference will be given to children who are looked after (in public care) – *see criterion 1*.
8. The school is housed in a Grade 2 Listed Building on two floors (without a lift) and in a detached one-storey annexe. Half of the classrooms can be accessed without steps. The school will ensure that as far as is possible pupils with disabilities have equal access to opportunities and to the curriculum.
9. 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 consideration to a child where admission is requested under any local protocol for the current admission year which carries the agreement of both the Governing Body and the Diocese. The Governing Body has this power even when admitting such a child would exceed the normal admission number.
10. **Children with a statement of Special Educational Need or with an Education, Health and Care Plan (EHCP) where the school is named on the statement or plan have automatic admission to the school and are not subject to the standard admissions criteria, as set out in this policy.**
11. **In all cases:**
 - (i) Eligibility under the criteria will be judged according to circumstances and evidence applying at the time at which places are allocated. The Governors reserve the right to ask for evidence of place of residence. If there has been a change to the place of residence claimed in the application form between the date at which the application was submitted and the date on which places are allocated, the Governors reserve the right to withdraw the offer of a place, if this offer was made on the basis of the original address.
 - (ii) The Governing Body reserves the right to withdraw the offer of a place if there is evidence that the application was fraudulent or deliberately misleading or where a parent has not responded to an offer by the specified date.

- (iii) The Governing Body reserves the right to withdraw a place from a child who has already entered the school if it is later discovered that the place was fraudulently obtained, e.g. by falsifying the address of the applicant's main residence. The Governing Body also reserves the right to withdraw a place from a child who has already entered the school in the case of unauthorised absence which exceeds one month.

12. Waiting list arrangements:

All unsuccessful applicants for the Reception class who have not already been offered a place at a school which was a higher preference on their Primary Common Application Form will automatically be placed on the waiting list for that year group. Applicants who have been offered a place at a school which was a higher preference on their Primary Common Application Form will not be placed on the waiting list unless they specifically request to be added.

The waiting list for a particular year group will be reviewed whenever a vacancy arises in that year group. The position on the waiting list will be determined by applying the published admissions criteria to each applicant. Length of time on the waiting list will not affect position on the list. If new applications are received, the waiting list for that year group will again be reviewed. It should be noted that new applications could adversely affect the position of those already on the list.

The school reviews its waiting list regularly by writing to parents/ carers of children on the waiting list for each year group and enclosing a new Supplementary Information Form which parents/ carers must complete and return if they wish to remain on the waiting list. If parents/ carers do not reply within the time limit stated in the letter, this will be considered to be a withdrawal of their application.

13. In year admissions:

Responsibility for in-year admissions rests with the Governing Body. Applications for places in classes other than Reception should be made directly to the school.

If a place is available in a particular class and there is no waiting list for that class, the place will be offered to the applicant by the school. If more applications are received than there are places available, then applications will be ranked by the Governing Body in accordance with the over-subscription criteria set out in this policy

If a place cannot be offered at the time the applicant applies, the applicant is entitled to ask the reasons why they cannot be offered a place and should be informed of their right to appeal. The applicant will be offered the opportunity of being placed on the waiting list for that class. The waiting list will be maintained by the Governing Body in the order of the over-subscription criteria and not in the order in which the applications are received. It should be noted that new applications could adversely affect the position of those already on the list.

When a place becomes available in a given class, the Governing Body will offer the place to the child with the highest position on the waiting list. If new applications have been received since the waiting list for that class was last reviewed, all applications for that class will be reviewed again in order for a decision to be made as to which applicant has highest priority according to the published admissions criteria. The place on the waiting list will be based on the information given at the time in the application form and Clergy Reference Form, if applicable, together with any new information which has been provided since the original application was made, e.g. change of address.