All Saints' CE Primary School Blackheath

ADMISSIONS POLICY FOR 2027-2028

Review Period:	**Annual**
Reviewing Committee:	**Admissions**

All Saints' Church of England Primary School, Blackheath (the school) is a voluntary aided Church of England School in which education is offered based on Christian principles. A Parent/Carer applying does so knowing that the school hopes children will take part in the Christian worship of the school, and attends religious education classes, assemblies and church services**.** The National Curriculum also requires multi-faith education, which is provided across the school.

Entry into Reception

There are three broad categories of entry into the reception class:

- Looked After Children and Previously Looked After Children.
- Foundation Places
- Open Places.

The Board of Governors admits **30** pupils into the reception class.

If it is necessary to choose between otherwise equal applicants in any category, a measurement from a nodal point in the applicant's permanent home address to a central nodal point in the school premises, using digitised mapping software of the area. If more than one applicant lives in a multi-occupancy building (e.g. flats) priority will be given to the applicant whose door number is the lowest numerically and/or alphabetically. In the unlikely event of an exact tie, the Board of Governors will draw lots to decide between applicants. This will be conducted under the supervision of an independent person.

Proof of qualifying address will be required; for example, recent utilities bill, council tax statement or telephone bill, at time of entry to the school.

This policy has been agreed by the full Board of Governors of the School and is reviewed annually.

The school participates in Lewisham's Co-ordinated Admissions scheme.

Looked After Children

Looked After Children and Previously Looked After Children (see definitions) will have priority over all other applicants. In the event that one place is offered under this category, the number of Foundation Places the Board of Governors is able to offer will be reduced by one. If two places are offered, the number of Open Places the Board of Governors can offer will also be reduced by one. If more than two places are offered under this category the number of other places offered will be reduced at the discretion of the Board of Governors.

Foundation Places

Subject to the priority granted to Looked After Children and Previously Looked After Children, the Board of Governors have designated **15** places as Foundation Places for admission to reception class. Foundation Places are offered to children whose Parent/carer is a regular practising worshipper at one of the Relevant Churches or at one of the churches included in the membership of Ecumenical Bodies in Churches Together in Britain and Ireland or the Evangelical Alliance (see Definitions).

If there are more qualifying applicants than available Foundation Places, Foundation Places will be allocated according to the following criteria. These are stated in order of priority.

Written evidence of applicants' commitment at the family's place of worship will be required at the time of application on the School's Supplementary Information Form. The form **must** be returned to the school and must be endorsed by the family's priest / minister. Attention is drawn to the process below for the consequences of failure to return the supplementary form in due time.

Applicants that have not provided a completed and signed Supplementary Information Form will automatically be considered under the Open Places category.

If there are fewer than 15 qualified applicants for Foundation Places, any unfilled places will become additional Open Places. Unsuccessful qualified applicants for Foundation Places will be considered for any Open Places remaining unfilled at the end of the allocation procedure.

If there are more than 15 qualified applicants for Foundation Places, places will be allocated according to the following criteria in order of priority:

1) Children whose parent/carer is a **regular practising worshipper** at one of the Relevant Churches or at one of the churches included in the membership of Ecumenical Bodies in Churches Together in Britain and Ireland or the Evangelical Alliance **with a sibling** attending the school and who will be on the school roll at the proposed date of entry of the applicant.

2) Children, whose parent/carer **lives within the Parish** of All Saints' Church and is a **regular practising worshipper** at one of the **relevant churches**.

3) Children, whose parent/carer lives within the Parish of All Saints' Church and is a regular and practising worshipper at one of the churches included in the membership of Ecumenical Bodies in Churches Together in Britain and Ireland or the Evangelical Alliance.

4) Children, whose Parent/Carer does not live within the Parish of All Saints' Church but is a regular practising worshipper at one of the Relevant Churches.

5) Children, whose Parent/Carer does not live within the Parish of All Saints' Church but is a regular practising worshipper at one of the churches included in the membership of Ecumenical Bodies in Churches Together in Britain and Ireland or the Evangelical Alliance.

6) Other Foundation Places applications made under this criterion but with insufficient supplementary evidence.

Open Places

Subject to the priority granted to Looked After Children and Previously Looked After Children, the Board of Governors have designated **15** places as Open Places for all other applicants for admission to reception class.

If there are fewer than **15** applications for Open Places, any unfilled places will become additional Foundation Places

If there are more than **15** qualified applicants, consideration will be given to the following criteria, which are expressed in order of priority:

1) The presence of a sibling in the School who will be on the School roll at the proposed date of entry of the applicant.

2) Children who live within the parish of All Saints' Church, Blackheath.

3) Children with an exceptional and professionally supported medical or social need. This must be supported by written evidence at the time of application, e.g. from a specialist health professional, social worker or other care professional. The evidence must set out the reasons why this school is the most suitable school and the difficulties that would be caused if the child had to attend another school.

4) Other children in order of proximity of Home to the School.

Deferred entry

The school admits children to the reception class in the September of the school year following their fourth birthday. A Parent/Carer may opt to defer entry to the reception class until the beginning of the term in which their child is five years old, but cannot defer entry beyond the end of the summer term. A Parent/Carer may also request that their child attends part-time until their child reaches the age of five.

Education out of chronological (normal) age group

There are very limited circumstances whereby the School will consider educating a child out of their normal chronological age group. The decision will be taken on a) the best interests of the child, and b) on the basis of the circumstances of each case.

When an application is received with a request for a child to be admitted out of their normal age group the Admissions Committee will take the following into account when determining the request:

1. The views of the Parent/Carer;
2. Information about the child's academic, social and emotional developments;
3. Where relevant, the child's medical history and the views of a medical professional;
4. Whether the child has previously been educated out of their normal age group;
5. Whether the child may naturally have fallen into a lower age group if it were not for being born prematurely;
6. The views of the Headteacher.

If a decision is reached to refuse the request, the reasons for the refusal will be given.

Children born between 1st April and 31st August

A Parent/Carer **MUST** apply for a place for their child's normal age group during the normal admission round and at the same time submit a request for education out of the normal age group. The Headteacher will arrange to meet with the Parent/Carer making such a submission to discuss the advantages and disadvantages and in particular the differentiated curriculum on offer.

If such a request is received the Admission Committee will meet to consider the request for educating a child out of their normal age group. If the request is agreed the application for a reception class place in the normal age group must be withdrawn. If the request is refused it

will be for the Parent/Carer to decide whether to accept an offer of a place at the school if an offer is made, or reject the offer and make an in-year application for admission to year one for the September following the child's fifth birthday.

Casual or In-Year Admissions

Casual or in-year applications received for the admission of a child to any age group submitted on or after the first day of the school year of admission will be considered by the Admissions Committee.

A Parent/Carer wishing to apply in-year is referred to the online guidance at on Lewisham's website at www.lewisham.gov.uk

In the case of more than one application, the Admission Committee will apply the published criteria for the school at the time of application.

All applications will receive a notification of decision and, where appropriate, will be advised of the right of appeal to an independent appeal panel.

Fair Access

The school is committed to taking its fair share of pupils who are hard to place in accordance with the locally agreed fair access protocol, and within the safe and practical restraints of the school environment. Pupils admitted under this protocol will take priority over any children on the waiting list and this may include, on occasions, admitting above the planned admissions number.

Application Process and Timetable

Applications must be made to the family's Home Local Authority on line,

Applicants are referred to the annual guidance as published on Lewisham's website at **www.lewisham.gov.uk**

Supplementary Form

Applicants who elect to apply for a Foundation Place must complete a supplementary form which can be obtained from the school office or on the School website. The first page of the supplementary form should be completed by the Parent/Carer of the applicant who should then pass the form to the priest or minister in good time so that the declaration of the priest or minister can be completed. The form will then be completed and signed by the priest or minister and needs to be **returned to the school** by the closing date for applications. This will usually be done by the priest or minister but it is the responsibility of the Parent/Carer to ensure that this happens.

Supplementary forms are used to confirm the applicants' level of practice. If a family's nominated priest or minister is unable to confirm the level of practice as set out in the School Admission Policy, the application will not then be considered for an Open Place but considered under Foundation Places, criterion 6.

Failure to return the supplementary form by the due date will mean that the Board of Governors cannot consider the application under the Foundation Places. In this case, the application will be considered under the Open Places based on the information submitted on Lewisham's CAF.

Unsuccessful qualified applicants for a Foundation Place will only be considered for an Open Place in the unlikely event that there are more Open Places available than applicants for Open Places after the allocation procedure for Open Places has been completed.

Special Educational needs

The Parent/Carer of pupils who have a statement of special educational needs, or Education, Health and Care (EHC) plan are required to apply for school places separately through the Local Authority from whom advice is available. If a child with a statement of special educational needs, or EHC plan is placed in the School by the Local Authority before the normal admission round, the number of places available to other applicants will be reduced. The Board of Governors will admit all those pupils whose statement of special educational needs or EHC plan names the school.

Unsuccessful Applicants and Right of Appeal

It has to be emphasised that the school is invariably over-subscribed and that entry can be offered rarely to all candidates. Unsuccessful applicants will be given reasons related to the over subscription criteria listed above and advised of their right of appeal to an independent appeal panel. Where the Board of Governors' decision in relation to an application for admission is not accepted, an appeal can be made by the Parent/Carer of the applicant via the school to an independent body. Appropriate forms are obtainable from the Headteacher and completed appeal forms must be returned to the school within 20 school days of the date of the letter giving notification of the admission decision for forwarding to the clerk of the Appeal Committee.

Should an appeal be unsuccessful, the Board of Governors will not consider a further application from the Parent/Carer within the same academic year unless there have been significant and material changes in their circumstances.

Waiting List

For unsuccessful candidates, a waiting list for reception class admissions, ordered in accordance with the criteria, will be kept until the end of the academic year. The Parent/Carer is asked to inform the school if they wish to remove their child's name from the waiting list. Any late, or in-year, applications will be added to the waiting list in accordance with the oversubscription criteria. It is therefore possible that these applicants may have a higher priority than those already on the list. If a vacancy arises, the child at the top of the waiting list will have priority.

Late applications

The Board of Governors will consider late applications in accordance with the procedure in the Local Authority's co-ordinated scheme as published in the Local Authority's school admissions booklet.

Definitions:

Home: The home shall be as determined by the Local Authority.

Looked After Children and Previously Looked After Children:
A Looked After Child is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions (see definition in section 22(1) of the Children Act 1989). A Previously Looked After Child is a child who was adopted, or subject to a residence order, or special guardianship order, immediately following having been looked after.

Parent/Carer(s):

References to Parent/Carer shall be to the person or persons with parental responsibility for the applicant.

Sibling:

A sibling is defined as a blood or adoptive sibling, half sibling, foster or step-siblings, in each case living at the same address as the child applicant.

Regular practising worshippers

Regular practising worship of a Parent/Carer determines an applicant's qualification for a Foundation Place and is defined as regular attendance at the worship of the Relevant Churches stated in this policy **for a period of three years or more at the time of application:** this is understood to mean ***at least fortnightly*.** Where a child's Parent/Carer has moved or changed church within 3 years, full supporting evidence will be required from the priest or minister of the previous church in which the Parent/Carer regularly worshipped, as well as from the current local church. Regular attendance at the previous church will be counted in these circumstances.

In the event that during the period specified for attendance at worship, the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

Relevant Churches

All Saints', Blackheath

St John's, Stratheden Road, Blackheath

St Michael's and All Angels, Blackheath Park

Church of the Ascension, Dartmouth Row

St James, Kidbrooke Society of Friends, Blackheath

Membership of Ecumenical Bodies in Churches Together in Britain and Ireland or the Evangelical Alliance.

A Parent/Carer may wish to check if their nominated church is included in the membership of one of the two named bodies by visiting the websites of the two organisations:

www.cte.org.uk/Groups/234690/Home/About/Membership_of_CTE/Member_Churches_of/Member_Churches_of.aspx

www.eauk.org/connect/find-a-church.cfm