



## St Jude's Church of England Primary School ADMISSIONS POLICY 2023-24



Our children  
Our St Jude's Family  
Happy – Inspired – Loved  
The sky is not the limit  
Ready for today - prepared for tomorrow

St. Jude's Church of England Primary School is a progressive teaching and learning community in which supportive, inclusive, and loving values lie at the heart of school life. We actively welcome applications from all members of the community, with or without faith commitments, whilst requesting that all parents and pupils respect the school's Christian foundation and ethos.

The Governors and the Local Authority (LA) have agreed an admission limit of 30 pupils for each year group. 30 pupils will be admitted into the Reception Year. The Governing Body is required to abide by the maximum limits for infant classes i.e. 5, 6, and 7 years old maximum of 30 pupils per class.

Applications should be made after the child's third birthday. The school's Supplementary Information Form must be returned to the school by 15<sup>th</sup> January.

***The places will be allocated according to the following criteria after admission of any children with a statement of Educational Needs or Education Health Care Plan which names this school – see note 1***

Applications for Foundation places will need a completed Supplementary Information Form.

### **FOUNDATION PLACES (15 Places)**

The Governing Body has designated 15 places to be offered to pupils who worship with their parent/carer regularly in an Anglican or other Christian Church that is a member of Churches Together in Britain and Ireland (CTBI). If there are more than 15 applicants who qualify for a foundation place, places will be allocated according to the following criteria. These are stated in order of priority:

**Criterion 1** - Looked after children and previously looked after children **(See Note 2)**.

**Criterion 2** - Siblings of children already in St. Jude's School at the time of admission who worship regularly with their parent/carer at St Matthew's Church, Brixton. **(See Note 3)**.

**Criterion 3** - Children who worship regularly with their parent/carer at St. Matthew's Church, Brixton. **(See Note 4)**.

**Criterion 4** - Children who worship regularly with their parent/carer at Herne Hill Baptist Church or at another Church affiliated to CTBI. **(See Note 4)**.

**Criterion 5** - Children with an exceptional and professionally supported medical or social need for a place at St. Jude's School. **(See Note 5)**.

**Criterion 6** – Children in order of nearness of the home to school. **(See note 6)**.

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 open places as part of the initial allocation procedure.

#### **OPEN PLACES** (15 places)

The Governing Body has designated 15 places each year as open places. Parents applying for an open place do so knowing that the school aims to provide an education based on Christian principles and, therefore, the Governing Body hopes that all pupils will take part in the Christian worship of the school and attend religious education lessons. If there are more than 15 applicants, places will be allocated according to the following criteria. These are stated in order of priority:

**Criterion 7** - Looked after children or previously looked after children. **(See Note 1).**

**Criterion 8** - Children who, at the time of entry have a brother or sister attending St. Jude's School. **(See Note 3).**

**Criterion 9** - Children with an exceptional and professionally supported medical or social need for a place at St. Jude's School. **(See Note 5).**

**Criterion 10** - Children in order of nearness of the home to school. **(See note 6). Tie-breaker**

In the event that two or more applicants have equal right to a place under any of the oversubscription criteria for either foundation or open places and there are insufficient places, the Governing Body will use distance, in the first instance, to decide between applicants; if applicants live equidistant from the school, lots will be drawn to decide between applicants, supervised by someone independent of the school.

#### **Definitions and Notes**

##### **Note 1:**

**Special educational needs:** Parents/carers of pupils who have an Education Health Care Plan, are required to apply for school places separately through the local authority from whom advice is available. If a child with an Education Health Care 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.

##### **Note 2:**

**Looked after children** are children who are in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions as defined by Section 22(1) of the Children Act 1989 at the time of making an application to the school. Previously looked after children are children who were looked after immediately prior to being adopted, or who became subject to a residence order, (now termed child arrangement order under the Children & Families Act 2014), or special guardianship order. The Governors will require written confirmation that the child is looked after, or previously looked after, and will be so at the time of making an application to the school.

##### **Note 3:**

**Siblings** includes: brothers and sisters who are blood relatives, step-siblings, half-siblings and adopted and foster siblings living at the same address.

**Note 4:**

**'Regularly'** means attending worship twice a month over a period of at least one year prior to the closing date for applications (15<sup>th</sup> January). Evidence of church attendance will be gathered from the Supplementary Information Form.

The parent(s) or carer(s) must ensure that the Supplementary Information Form has been completed and returned to the school, by 15th January.

**Note 5:**

**Medical / Social need:** "Children with an exceptional and professionally supported medical or social need, for a place at this school." This must be supported with written evidence at the time of application.

For example a specialist health professional, social worker or other care professional. The evidence must set out the reasons why the school is the most suitable school and the difficulties that would be caused if the child had to attend another school. This decision will be made by the governing body.

**Note 6:**

The distance between the child's home and the school will be measured in metres, in a straight line by Lambeth Council.

Priority will be given on the basis of distance between the child's current home address and the school, measured by a straight-line. This measurement will be done using a computerised mapping system. This home to school distance measurement will be undertaken using a point from the child's home address as identified by the software (which uses the Local Land and Property Gazetteer (LLPG)) to a central point in the school's grounds (the relevant nodal point) as profiled in the software. The child's home address will be the child's permanent place of residency and must not be a business address, or the address of a relative or carer, unless they have legal custody of the child. Applications must only be made from a single address.

If parents/carers are separated and share custody of the child, the address given should be that of the parent/carers with whom the child spends most/all of the school week nights (Sunday to Thursday nights), which will normally be the address where child benefit is payable or where the child is registered with a GP. It is not acceptable for a family to use a temporarily rented address to secure a place of their preference. In disputed cases, Lambeth School Admissions will make a judgement based on the evidence available to them.

**Please note:**

- a) St. Jude's is part of the locally agreed co-ordination scheme and the timescales for applications to be received and processed are those agreed with the Local Authority. Parents must complete the Local Authority's Common Application Form (CAF) and return the form to the Local Authority; if applying for a place at St. Jude's, parents must name this school as one of their preferences on the CAF. Parents who wish to apply for a Foundation place must also complete the school's Supplementary Information Form and return completed to the school. Failure to return the Supplementary Information Form will mean that the school cannot consider the application under its Foundation Criteria: in this case the application will be considered under the Open Places.
- b) St. Jude's operates a waiting list which is ordered in accordance with the above criteria. For applications into Reception – children will remain on the waiting list until 31<sup>st</sup> December of that year. Parents may request in writing to join the waiting list. For all other year groups, children will remain on the waiting list for three months.

c) St. Jude's will consider late applications in accordance with the procedure and timescales operated by the Local Authority and published in their admissions information booklet.

d) **Education out of normal (chronological) age group:**

- Reception place – the school admits children to the Reception class in the September of the school year in which a child attains the age of 5 years (The school year runs from 1 September to the 31<sup>st</sup> August). We are aware that some parents of summer-born children may not want to send their child to school until the September following their fifth birthday and may request that they are **admitted** out of their normal age group – to reception rather than year 1. Lambeth Local Authority will manage such requests and parents applying for an out-of year group place in a Lambeth community primary school must submit professional documentation (children with exceptional medical/social reasons) with their application. The MEDSOC Panel at the Local Authority will then decide (along with the headteacher at the school) whether such an out-of-year group place will be offered at the school. Parents must submit an application for the admissions round relevant to their child's chronological age.
- Year 1 - 6 place – children are normally educated in school with others of their age group; however, in exceptional circumstances parents/carers may seek a place outside of their child's normal age group. Decisions will be made on the basis of the circumstances of each case. Parents/carers must state clearly why they feel admission to a different year group is in the child's best interests and may provide recent professional evidence to support this.

**For every application a photocopy of proof of address is required.**

**Appeals:**

Parent(s) or Carer(s) who are not offered a place for their child have the right to appeal to an Independent Appeals Panel. Parent(s) or Carer(s) wishing to appeal should obtain an appeal form from the school. The form should be sent to reach the Clerk to the Appeals Panel, c/o St. Jude's, within 20 days of the date of the letter confirming the Governors' decision not to offer a place. Should an appeal be unsuccessful, the Governing Body will not consider further applications from those parent(s) or carer(s) within the same academic year unless there have been significant and material changes in their circumstances.

**In year admissions**

For admissions at any other time please telephone or visit the school office to see whether we have any available places.

An 'In-Year' application is any application for a school place outside of the usual application time. In other words, for a primary school, any time other than first joining Reception.

If you would like to apply for a place in either:

- years 1-6 at the school; or
- Reception after the school has started in September;

then your application is considered an 'In-Year' application.

***All applications for 'In-Year' places are dealt with directly by the school. You will be required to complete a school application form. If a place is offered to your child a starting date will be agreed between the headteacher and parent/carer.***

### **Policy History**

Date reviewed by governors	January 2023
Date agreed by governors	January 2024

This policy has been agreed by the governing body of St Jude's School on:

Chair of Governors:

Signed:

Date:

***Signed copy kept in school.***

