

# St Matthew's CE Primary School

## ADMISSION POLICY

For Academic Year 2022/2023

This policy should be read together with the notes and definitions on page 4/5.

St Matthew's CE Primary School is a Church of England Primary School and is part of LDBS Frays Academy Trust. The School is founded on Christian principles and with a Christian ethos that underpins all that happens in the School. We expect that everyone who attends will be supportive of the Christian foundation of the school. However this does not mean that all our pupils come from a Christian background, and children from all faiths, and none, are warmly welcome to apply. When considering applicants, priority will be given to children who regularly attend a Christian Church. These arrangements and the admissions criteria are reviewed annually.

St Matthew's CE Primary School is a part of the Pan-London co-ordinated admissions process and parents should apply for a Reception place using this process through their home borough.

All children whose Education Health Care Plan names St Matthew's CE Primary School will be admitted.

**Published Admission Number (PAN):** There are 60 places available in Reception each year.

## OVERSUBSCRIPTION CRITERIA

Where there are more applications than places the following criteria will be used.

- 1 Looked after children (as defined in the Children Act 1989) or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order, including those who appear to the Governing body of St Matthew's CE Primary School to have been in state care outside of England and ceased to be in state care as a result of being adopted. (Variation as per Schools Admissions Code 2021 - dated 1<sup>st</sup> July 2021)
- 2 Children of Staff of the Trust
  - a) Where the member of staff has been employed for two or more years at the time of application, and/or
  - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
- 3 Children whose families (one parent is sufficient) regularly worship at St Matthew's Parish Church, Yiewsley, at least twice per month and have done so for the last two years. This should be supported by the parish priest's reference using the school's Supplementary Information Form.
- 4 Children whose families (one parent is sufficient) are regular worshippers in another Anglican parish at least twice per month and have done so for the last two years for whom St Matthew's is the closest Church of England primary school. This should be supported by a reference from the parish priest using the school's Supplementary Information Form.
- 5 Children whose families regularly worship in a church of a Christian denomination which is a member of, or affiliated to, Churches Together in Britain and Ireland or the Evangelical Alliance, at least twice per month and have done so for the last two years for whom St Matthew's is the closest Church of England primary school. This should be supported by a reference from the parish priest (or equivalent) using the school's Supplementary Information Form
- 6 Other applicants, based on the proximity of their homes to the school. Priority will be given to applicants who live closest to the school.

Priority will be given in each category above to:

- a) Children with documented acute medical or social needs, where a letter from a doctor or social worker details their need for a place at St Matthew's CE Primary School and the difficulties that would be caused if they had to attend another school. Details must be provided at time of application.
- b) Children who have a member of their immediate family with acute medical or social needs where a letter from a doctor or social worker details the necessity for the child to attend St Matthew's CE Primary. Details must be given at time of application.
- c) Children who have siblings attending the school at the time they start school.

### Variation to criteria 3, 4 & 5

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.

When deciding between applicants who, ostensibly, have equal entitlement under the above criteria, the Governors will consider the proximity of the applicants' homes to the school and priority will be given to applicants who live closest to the school. In the event of a tie due to the exact same distance measurement when only one place is available, allocation will be made by random allocation i.e. lottery. This will be done in the presence of an independent witness.

## WAITING LIST

If St Matthew's CE Primary School cannot offer a place, parents will be offered the opportunity of placing their child's name on the waiting list. Please note that the list will be re-ordered in accordance with the oversubscription criteria whenever a child leaves, or is added to, the waiting list. Therefore, it is possible a child may move up or down the list.

## PUPILS ATTENDING ST MATTHEW'S NURSERY

The offer and acceptance of a place in the nursery class does NOT give an automatic right of entry into the Reception class. Parents will need to apply for a full-time place.

## ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP

### 1 Summer Born Children

The term 'Summer Born' refers to children born between 1st April and 31st August. These children reach statutory school age on 31st August. Parents of a 'summer born' child may request that their child delays entry to full-time school until the following academic year. The parent must still apply for a Reception place through the normal admissions process between September and January. The School's process for dealing with such a request is shown below.

If the request is agreed, the parent must make a new application for a Reception place the following year. A place will not be guaranteed, and must be applied for in-line with the London Borough of Hillingdon's Admission round and in accordance with the Admissions Policy for that academic year. If the child is currently attending the School's Nursery and wishes to remain there, then a place must be reapplied for. It is not automatically available. If the request is refused by the school, the parent must decide whether to accept a Reception place if offered, or to refuse it and apply for a Year 1 place for the following September, once the child has turned 5.

### 2 Other Applicants

Parents may seek a place for their child outside of the normal age group, for example, if the child is gifted and talented or has experienced problems such as ill-health. The process for requesting such an admission is shown below. Should the year group required be full, then the application will be processed in line with the oversubscription criteria detailed on Page 1 of this document.

#### Process for requesting Admission for a child outside their normal age range

1. Parents write into the Head of School, requesting their child to be considered outside their normal age group with reasons to the request and any supporting documentation. For applications for Reception places, made as part of the Pan-London co-ordinated admissions process via the local authority, completion of 'Request for a child to be educated out of cohort' form is sufficient.
2. A meeting to be convened between the Head of School and the parents to discuss the matter.
3. A report to be compiled to the Executive Headteacher including:
  - a. The views of parents.
  - b. The views of the Head of School.
  - c. Information about the child's academic, social and emotional development submitted by the parent.
  - d. Any medical history and supporting documentation.
  - e. Information about whether the child had previously been educated out of their normal age group.
  - f. Information as to whether the child may have naturally fallen into a lower age group if it were not for being born prematurely.
  - g. The Academy Trust may choose to seek professional advice according to the nature of the reasons for the request
4. The Executive Headteacher will make a decision on the above and in the best interests of the child.
5. The Head of School will inform parents of the decision.

## DEFERRED ENTRY AND PART-TIME ATTENDANCE FOR RECEPTION CHILDREN

The School will provide admission of all children in the September following their fourth birthday. Parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which the child reaches compulsory school age (see Notes and Definitions) and not beyond the beginning of the final term of the school year for which the place was offered. Also, where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age (see Notes and Definitions).

## IN-YEAR ADMISSIONS

Parents wishing to apply for a place at St Matthews CE Primary School, other than September start in Reception, should complete the School's application form and return it to the School. The form will be reviewed by members of the governing body, and a place will be offered if available. If a place is not available, parents will be given the option of being placed on a waiting list. Details of all in-year applications will be shared with London Borough of Hillingdon. Parents may also complete the common application form available from London Borough of Hillingdon, but they should also complete the school's Church Criteria Form should they choose to do this.

## CHILDREN OF UK SERVICE PERSONNEL OR CROWN SERVANTS RETURNING FROM OVERSEAS

Families of UK service personnel with a confirmed posting to this area or Crown servants returning from overseas to live in this area can make an application, and be offered a school place (should a place be available), in advance of their move, provided their application is accompanied by an official letter declaring a relocation date and unit address or quartering address. Should the required Year group be full, then the applicant will be added to the waiting list based on the future address supplied and verified.

## ADMISSIONS APPEAL COMMITTEE

Parents who are not offered a place for their child are entitled to appeal to an independent committee under provisions of the Education Act 1980. Parents wishing to appeal should submit a letter to the school. The letter should be sent to the Clerk to the Appeal Committee, via the school. Parents do not have a right of appeal if they have been offered a place but it is not in their preferred year group.

## WITHDRAWAL OF PLACES

If the school and / or Frays Academy Trust are given false or misleading information, the Academy Trust reserves the right to withdraw the offer of a place to the child.

## Notes and Definitions

- Hillingdon Local Authority coordinates admissions on behalf of schools in the borough for Reception applications; all in-year admissions will be coordinated by the School.
- 'Families' normally means parents or legal guardians.
- Siblings must be living in the same household as the applicant and attending St Matthew's CE Primary School at the beginning of the term in which the younger child is due to start full-time education. The term 'sibling' includes brother or sister, half brothers and sisters, step-brother or sister, adopted or foster children but does not include any other relationship to the applicant. The child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling is also included. Cousins or childminder's children with whom the child may have grown up do not qualify. We reserve the right to ask for proof of sibling relationships.
- 'Regular worship' means attending a service of public worship on at least two occasions each month. For all churches, this regular worship must have taken place for the last two years.
- Distance will be measured in a straight line from the applicant's home address to the school, using a Graphical Information System which is based on Ordnance Survey data, with those living closer to the school receiving higher priority. In the case of two children having the same distance random allocation will be used. The grid reference of the measurement point for St Matthew's CE Primary School is Easting – 5060208 Northing – 1804276.

- In cases of children whose parents have shared responsibility but live at different addresses, and the child stays with each parent for part of the week, the 'Home Address' will be considered as the address of the parent to whom Child Benefit is paid.
- A waiting list will be maintained until such time as all those on the waiting list have been offered a place and either accepted or declined that place.
- Proof of address will be required on application.
- A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31st December, 31st March and 31st August.

This policy, dated December 2020, was written with reference to 'School Admissions Code', Department of Education December 2014 and 'Advice on the admission of summer born children', Department of Education December 2014