



ST. LUKE'S ISLE OF DOGS C.E. PRIMARY SCHOOL

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ADMISSIONS POLICY FOR THE 2010/2011 SCHOOL YEAR FOR THE RECEPTION CLASS AND YEARS 1 TO 6

The Governing Body is responsible for the admission of pupils to St. Luke's Church of England Primary School. The Governing Body will ensure that the number of pupils admitted in each year group will be such as to conform to statutory legislation. In accordance with the Government's policy to limit class sizes, a maximum of 30 pupils will be admitted to the Reception, Year 1 and Year 2 classes. The Governing Body proposes to admit 30 pupils to each year group.

Application forms

Applications for the 2010 Reception Class intake must be made on a Common Admissions Form naming the school. For Tower Hamlets residents this form is available from Tower Hamlets Pupil Services, The Town Hall, Mulberry Place, Clove Crescent, London E14.

In addition, applicants¹ who are applying for a Foundation place are asked to fill in a Supplementary Form to ensure that the School has the requisite information to apply the Oversubscription Criteria (*see below*). Supplementary forms will be distributed by the School and must be returned to the School office by the stipulated date.

If you do not complete and return both the Common Admissions Form and the Supplementary Information Form by the closing date this may affect the priority accorded to your application by the Governing Body.

Oversubscription Criteria

If there are more applications than places available the Governing Body will award places according to the following order of priority:

1. Children in Public Care²

2. Foundation Places

The Governing Body has designated that a maximum of 15 places each year will be allocated as Foundation Places, to be offered to children whose parents/carers are:

- practising members³ of a Christian Church⁴; and
- either live or worship within the Anglican Deanery of Tower Hamlets. A map of the Tower Hamlets Deanery is available in the School office.

In order for an application to be eligible for consideration for a Foundation Place, applicants will need to provide written confirmation of current religious practice from a Priest, Minister or Church Leader.

Within this criterion first priority will be given to applications on behalf of children who will have a brother or sister⁵ attending a Reception, Infant or Junior class in St Luke's Primary School at the proposed date of admission.

Unsuccessful applicants for Foundation Places will automatically be considered for Open Places.

3. Open Places

After the allocation of Foundation Places, the Governing Body has designated that the remaining vacancies will be offered to children whose parents/carers wish their child to attend a Church of England School in the following order of priority:

- a) Applicants¹ who are resident in the Parish of Christ Church, Isle of Dogs. A map of the Parish is available in the School Office.
- b) Applicants resident in the Anglican Deanery of Tower Hamlets not included in a) above. A map of the Tower Hamlets Deanery is available in the School office
- c) Applicants resident outside the Anglican Deanery of Tower Hamlets. A map of the Tower Hamlets Deanery is available in the School office.

Within sub-criteria a), b) and c) shown above first priority will be given to applications on behalf of children who will have a brother or sister⁵ attending a Reception, Infant or Junior class in St Luke's Primary School at the proposed date of admission.

Tie-breaker

In the event of there being insufficient vacancies to admit all applicants in any of the Oversubscription Criteria detailed above, places will be offered to those children whose parents'/carers' residential address⁶ is the shortest distance from St Luke's School. Distances will be measured from the front door of the residential address to the base of the main gates of the School.

Reception Class admissions

Applicants should be aware that Nursery education is a non-statutory service and that a child's attendance in the School's Nursery Class does not guarantee a future place in the Reception Class or Years 1 to 6. A fresh application must be made by those seeking places in any year group.

Applications for places in Years 1 to 6

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

Waiting list

If there is no place available at the School, parents/carers may have their applications placed on the School's waiting list. In the event of a vacancy arising in any year group the Oversubscription Criteria (see above) will be applied in order to determine the offer of places.

Periodically, those applicants on the waiting list will be contacted and asked to confirm if they wish it to remain on the waiting list. If confirmation is not received by a given date the application will be removed from the waiting list.

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. If a place is available and 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 of 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 oversubscription criteria [as modified above] 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 LEA can inform the parent that the school is making an offer.

Deferral of entry to the Reception Class

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

Interpretation of terms used in the Admissions Policy and Oversubscription Criteria

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| Applicants¹ | The parents and/or carers submitting an application for a place on behalf of a child. |
| Children in public care² | Children in the care of the Local Authority or provided with accommodation by them e.g. children with foster parents (see section 22 of The Children's Act 1989) |
| Practising members³ | Families who currently practice their religion and have attended their church or place of worship at least fortnightly for at least six months prior to the submission of the admission application.. Applicants will need to provide written confirmation of current religious practice from a Priest, Minister, Church Leader or Religious Leader. |
| Christian Church⁴ | A member Church of "Churches Together in Great Britain and Ireland" |

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| Brother or sister⁵ | For the purposes of this policy “brother or sister” includes full brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent’s/carer’s partner. In every case the child should be living in the same family unit at the same address. |
| Residential address⁶ | The place where the child lives for at least 50% of the school week. Applicants must provide the School with proof of their residential address. Independent verification may be sought of the applicant's residential address |