



***THE GOVERNING BODY
OF ST PETER'S LONDON DOCKS C OF E PRIMARY SCHOOL
Garnet Street, Wapping, London E1W 3QT***

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**ADMISSIONS POLICY FOR THE 2014/15 SCHOOL YEAR
FOR THE RECEPTION CLASS AND YEARS 1 TO 6**

The Governing Body is responsible for the admission of pupils to St. Peter's London Docks 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 and DCSF and LA recommendations. 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 **2013 Reception Class** intake must be made on the Tower Hamlets Common Admissions Form. This form is available from:

**Tower Hamlets Pupil Services,
The Town Hall, Mulberry Place,
Clove Crescent,
London, E14**

All other applications must be made on the School's Application Form, available from the School office.

Supplementary Forms

In addition, applicants should fill in a Supplementary Form to ensure that the School has the requisite information to apply the Oversubscription Criteria (*see below*).

If the applicant fails to provide a completed Supplementary Form the application will be automatically considered to be in oversubscription category 6 "All other applications"

All applicants will receive a copy of the School's Admissions Policy prior to completing the Supplementary Form. Supplementary forms will be distributed by the School and must be returned to the School office by the stipulated date.

To contact the school office ring 020 7488 3050.

Oversubscription Criteria

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

1. Looked after children.
2. Baptised children whose families are practising Anglicans who are on the Parish Electoral roll as regular communicants of St Peter's London Docks Church (*form completed by the Parish Priest*).
3. Baptised children whose families are practising Anglicans other than those included in criterion 2 above (*form completed by the Parish Priest*).
4. Children whose families are practising Christians other than those included in criterion 2 and 3 above (*form completed by a Parish Priest, Minister, Church Leader or Church Officer*).
5. Children who are baptised Christians and whose parents/carers are in sympathy with the aims and ethos of St Peter's London Docks School, (*supported by copy of baptism certificate*)
6. All other applications.

Within each of the six Oversubscription Criteria first priority will be given to applications on behalf of children who will have a brother or sister attending a Reception, Key Stage 1 or 2 class in St Peter's London Docks Primary School.

The governing body will give top priority to an application within a category where compelling, written evidence is provided at the time of application of an exceptional social, medical, pastoral or other need of the child which can be most appropriately met at this school.

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 address is the shortest distance from the main gates of St Peter's School when measured in a straight line. In the incidence of equidistance from the school of children living in flats, the place will be offered to the flat on the lower floor. If both flats are on the same floor, a place will be offered after random allocation in front of an independent witness.

Twins and Multiple Birth Applications

In the event of a final adjudication the place will be offered by random allocation which will take place in the presence of an independent witness.

Reception Class Admissions

Applicants should be made 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 the Reception Class or Years 1 to 6.

Appeals Procedure

Parents/carers wishing to appeal against the school's decision in matters of admission should do so in writing to the Clerk of Governors, via the school, and should specify their reasons for making the appeal

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.

Pupils with a Statement of Special Educational Needs

The admission of pupils with a statement of Special Educational Needs is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements by the pupil's home Local Education Authority. Details of this separate procedure are set out in the *Special Educational Needs Code of Practice*.

Children who are Hard to Place

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 of both the governing body and the diocese for the current admission year

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*)

Nursery Admissions

Parents/ Carers apply directly to the school. It is recommended that applications are not accepted before the child has reached the age of 2. (See separate Nursery Admissions Policy)

Interpretation of terms used in the Admissions Policy and Oversubscription Criteria

Applicants	The parents and/or carers submitting an application for a place on behalf of a child.
Looked after children	As defined in Section 22 of the Children’s Act 1989 and refers to any child, in the care of the Local Authority or provided with accommodation by them, (e.g Children with foster carers)
“Practising”	Attend place of worship at least once a month for the past year
Practising Anglicans	Families who are currently practising members of the Church of England. Applicants will need to provide written confirmation of their current religious practice from a Parish Priest or Vicar.
Practising Christians	Families who are currently practising members of a member Church of “Churches Together in Great Britain and Ireland”. Applicants will need to provide written confirmation of their current religious practice from a Parish Priest, Minister, Church Leader or Church Officer.
Baptism certificate	Baptism certificate from a member church of “Churches Together in Great Britain and Ireland”
Residential address	Applicants must provide the School with proof of their residential address. Independent verification may be sought of the applicant's residential address.
Brother or sister	'Brother or sister' refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer’s partner, and in every case, the child should be living in the same family unit at the same address.

Policy reviewed September 2012
Next review September 2013