



St George the Martyr CE Primary School

Admissions and Appeals Policy

School Year 2025/2026

Policy produced School

Agreed by Full Governing Body October 2023

St George the Martyr CE School Policy on Admissions

1 Introduction

- 1.1 Our governing body applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This was subsequently revised in later revisions of the Education Act. Our admissions policy conforms to the regulations that are set out in that Act and are further explained in the statutory School Admissions Code and the statutory Appeals Code.

2 Aims and objectives

- 2.1 We seek to be an inclusive school, welcoming children from all backgrounds and abilities.
- 2.2 The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we adopt the procedure set out below to determine whether a child is to be accepted or not. It is our wish for parents and carers to find a place for their child at the school of their choice. However, this is not always possible, due to excess demand on the places available.
- 2.3 A child's level of ability is irrelevant to this school's admissions policy, as are any special needs the child may have other than if they have a statement of special educational needs or an Education Health Care plan. If the school is named a place will be given.

3 How parents and carers can apply for their child to be admitted to our school

- 3.1 Our school is a Voluntary Aided (VA) school, and the governors determine the admission arrangements.
- 3.2 The LA's annual admissions prospectus informs parents and carers how to apply for a place at the school of their choice. Parents and carers have a right to express their preference, but this does not, in itself, guarantee a place at that particular school.

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

1. Children who are in public care and children who are looked after* (*see below*) and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Evidence will be requested to support this status.
2. Children who have attended public worship services at least once a month over a period of at least two years preceding the date of application ** (*see below*) at the Churches of St George the Martyr, Queen Square or Holy Cross Cromer Street.
3. Children of staff working at the school who have been at the school 2 years.
4. **Siblings***** (*see below*) of a child/children attending the school and who will be on the school roll when the child attends the school.
5. Children who have attended public worship services at least once a month over a period of at least two years preceding the date of application ** (*see below*) at a Church which is a full member of Churches Together in England (CTIE) or The Evangelical Alliance.
6. All other children.

Each criterion will be applied in the order given above. Should there be more applications in any category than places available, priority will be given to children whose home address is closest to the school.****

Late Applications – Applicants applying after the closing date should contact the Camden admissions team.

Late applicants will be included on a single school waiting list along with unsuccessful applications received before the closing date, ranked in order of priority under the published admission criteria and held to the end of the academic year.

* **Children who are looked after** are sometimes called children in public care.

** supported by a letter from the regular priest or minister at the time of application. Applications will not be considered until the supporting documents are received.

*****Sibling** refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster siblings, adopted siblings and other children living permanently at the same address. A sibling relation does not apply when the older child will leave before the younger one starts

**** **Distances** are determined by a straight line from the centre of the home to the centre of the school, as measured using the Camden Local Authority's computerised measuring system. Where two or more distances are the same, a decision will be made using random allocation.

- 3.3 Parents and carers who would like their child to be admitted to this school during the year their child is five should ensure that they apply on-line to the local Education Department (by the date stipulated on their website) and if necessary return the supplementary application form to the school by the 15th of January. Parents and carers will be notified of the outcome by their LA.
- 3.4 As a VA school we have a supplementary application form if you are applying under criteria 2 or 5. You should complete the Supplementary Form for these criteria so that the governors may consider you application fully. This is available on our website or from the school office.
- 3.5 Children enter school at the start of the academic year in which they become five, this means that their admission date is early September (i.e. when the autumn term begins).
- 3.6 In line with the School Admissions Code, parent(s) can defer their child's entry to the Reception Year until later in the school year, where they have been offered a place at the school, but not beyond the point at which they reach compulsory school age.
- 3.7 Where entry is deferred, the school will hold the place for that child and not offer it to another child. However, entry cannot be deferred beyond the beginning of the term after the child's fifth birthday, nor beyond end of the Reception Year.
- 3.8 In practice this means that parent(s) could defer entry until January for children born between 1st September and 31st December, or until April for children born between 1st January and 31st August. Parent(s) also have the right for their child to attend part-time until he/she reaches compulsory school age.
- 3.9 For a Reception place, and in exceptional circumstances, parents may request that their children join the school out of their year group. Out of year decisions will be made on the circumstances of each case and the best interests of the child. Parental views, academic

achievement, social and emotional development and where relevant medical views will be taken into consideration. The views of the school's Headteacher will also be taken into account. The Headteacher's decision is final with reasons for the decision being clearly set out.

- 3.10 Parents may decide not to apply for a Reception place in the school but to apply for a Year 1 place the following September. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the previous Reception Year group.

4 Admission appeals

- 4.1 If parents and carers wish to appeal against a decision to refuse entry, they can do so by filling in the appeals form on www.camden.gov.uk or calling Camden Admissions. The appeal should be submitted within 21 days of your refusal letter. An independent panel will consider all such appeals, and its decision is binding for all parties concerned (Further details of appeal arrangements are set out in the School Admissions Appeals Code.) If you make an appeal, you will receive at least 10 school days' notice of your appeal hearing date.

5 The Published Admission Number (PAN)

- 5.1 The 'published admission number' is the number of children the LA considers the school can accommodate per class. The published admissions number for our school is 30. We keep this number under review, and the governors will apply to change the number if circumstances change.

6. Nursery

- 6.1 Governors will admit 26 children per year. The closing date for applications is 15th January. Offer letters will be sent out in March for the following September intake. Applications to the Nursery are made on the school's own form obtained from the school administrator. Parent(s)/guardians of all Nursery children must re-apply for a place in the Reception Class if they want their children admitted to the main school. A place in the Nursery does not guarantee a child a place in the Reception Class. There is no right of appeal for Nursery places.

If there are more applications than places, the Governors will use the following criteria when deciding on the allocation of places to the school and the Nursery. If there are more candidates fulfilling any one criterion than the number of available places, priority will be given to those candidates living closest to the school. Distances are measured by a straight line from the address seed point (determined by Ordnance Survey data) of the child's home address to the main school gate, as measured by the Local Authority's computerised measuring system. Where it is necessary to differentiate between applicants living in flats using the same street entrance, priority will be given to the applicant(s) living closest to the ground floor and then by ascending flat number order. Where it is necessary to further differentiate between applicants living the same distance from the school, priority will be decided by random allocation.

- 6.1.1 If the ranking of children from multiple births would mean the remaining twin or triplet would take the class over the standard number for infant class sizes this will be allowed in the case of multiple births.

7 Monitoring and review

- 7.1 This policy will be monitored by the governing body, who will always take due note of the guidance provided by the local Admissions Forum.
- 7.2 The policy will be reviewed every two years, or earlier in the light of any changed circumstances, either in our school or in the local area.