



## SLS Admissions Policy 2021-22



*secure foundations — excellent practice — faith, hope and love*

The Governing Body is responsible for the admission of pupils to St Luke's CE School and admits fifteen pupils to the reception class each September on a full-time basis. This admission limit has been agreed between the Governing Body and the Department for Education and applies to the year 2021-2022. Children must be born between 1<sup>st</sup> September 2016 and 31<sup>st</sup> August 2017.

The School does not have any specific units or facilities for pupils with particular special needs and there are no specific facilities for pupils with physical disabilities. As far as possible, the School will ensure that pupils with disabilities have access to the same opportunities as other pupils. The Governing Body is required to abide by the maximum limits for infant classes (5, 6 and 7 year olds) of 30 pupils per class.

We hope that all parents will be able to attend an open morning in the Autumn Term to find out more about the school before making their application. Dates and times will be announced in due course.

Applications for Reception admissions to the school should be made on the [Camden website](#), or the council website for the borough in which the child lives, between the dates of 1<sup>st</sup> September 2020 and 15<sup>th</sup> January 2021. Prospective parents should identify St Luke's CE School as one of their preferences.

### **Oversubscription Criteria**

St Luke's CE School is regularly oversubscribed. If the school receives more applications than it has places to offer, after the admission of pupils with a Statement of Special Educational Needs or Education, Health and Care Plan where the school is named in the Statement or Plan, priority for admission will be given to those children who meet the criteria set out below, in order:

- a. Looked after children or a child who was previously looked after but immediately after being looked after became the subject to an adoption, residence, or special guardianship order.
- b. Applicants who have a brother or sister\* living at the same address on the school's roll when they join.

**\*Sibling**

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the /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 the sibling.

- c. Applicants whom the Authority accepts have an exceptional social or medical need for a place at the school in question. Parents / carers will need to submit a case supported by appropriate professional evidence from a doctor, social worker or similar professional. That evidence will need to support the link between the need and St Luke's CE School.

Parents will submit their application form along with their completed social and medical form to the school. The school will make a copy and send the originals to the Camden school admissions team. The school admissions team will ensure that the application is seen by the panel and will inform the school of the decision. This applies for all admissions, including in year admissions usually administered by the school. The panel cannot decide to grant a child a place in a certain school but may recommend that a child is moved up the waiting list. More information can be found on the Camden school admissions website, including the exceptional social and medical needs policy and form.

- d. Children whose parent has been a qualified teacher working at the relevant school for two years or more at the time of application and / or children of a qualified teacher at the relevant school who has been recruited to fill a vacancy for which there is a skill shortage.
- e. Distance measured in a straight line from the child's home to the centre of the school, using the local authority's computerised measuring system, with those living closer to the school receiving higher priority.

If necessary, priority within b and c will be decided on by the distance criteria.

#### **Notes:**

In order to be given highest priority for admission, a child has to fall within the definition of 'looked after' in section 22 (1) of the Children Act 1989. As this Act applies to England and Wales, a child has to be looked after by an English or Welsh local authority in order to be given highest priority.

Paragraph 1.7 of the School Admissions Code 2014 gives equal highest priority to 'previously looked after children'. Given the definition of a looked after child, a child will have to have been looked after by an English or Welsh local authority in order to be considered previously looked after. Under paragraph 1.7 of the Code, a child has to have been looked after **immediately** before they were adopted or became subject to a child arrangement order or special guardianship order.

Any offer of a place on the grounds of proximity is conditional on the child being resident at the address provided at the closing date for application. A business address, a child-minder's address, or any other address other than the child's home will not be accepted. Proof of address will be sought and may be subject to further investigation.

Children with a statement of special educational need / EHC plan that names the school will be allocated a place through a separate procedure, in accordance with the Special Educational Needs Code of Practice.

Multiple births: Key Stage 1 – If only one place is available at the school and the next child who qualifies for a place is one of multiple birth siblings, then all children will be offered a place at the same primary school. The additional child(ren) will be deemed as 'excepted' pupils under the KS1 class size legislation.

Multiple births: Key Stage 2 – If only one place is available at the school and the next child(ren) who qualifies for a place is one of multiple births then all children will be offered even if this exceeds the planned admission number.

Where one twin has a Statement of Special Educational Needs / Education, Health Care plan that names a specific school, the other twin will be treated as having a sibling link for that academic year.

In the minority of cases when applicants distance measurements are exactly the same, in blocks of flats for instance, the computer system will randomly order the priority of applicants.

#### **Admission of children below compulsory school age and deferred entry to school**

Full time places are offered from September after the child's fourth birthday. A place may be deferred until later in the school year but not beyond the point at which the child reaches compulsory school age (the term after their fifth birthday). If the child's fifth birthday falls between 1st September 2021 and 31st March 2022 parents may request that their child is not admitted until later in the school year 2021/2022, but no later than the term after the child's fifth birthday, when s/he reaches compulsory school age. The school can hold any deferred place for the child. Parents can request that a child attends part-time until they reach compulsory school age.

## **Admissions out of the normal age group**

The parents of a summer born child – children whose fifth birthday falls between 1<sup>st</sup> April 2021 and 31<sup>st</sup> August 2021 – may choose not to send that 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.

Parents seeking admission to an age group below the child's actual age should submit their request in the September of the year when children of the same age are due to start school. It is recommended that parents also apply for a school place in their child's actual age group before the closing date on 15<sup>th</sup> January. This enables the application to be processed and a school place secured in the child's actual age group if the request is refused by an admission authority.

The school will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views, information about the child's academic, social and emotional development, their medical history and the views of a medical professional (where relevant), whether they have previously been educated out of their normal age group, and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The school will also take into account the views of the Head of School. When informing a parent of their decision on the year group the child should be admitted to, the school will set out clearly the reasons for the decision.

If the admission authority approves the request, the parent will be advised to reapply in the following year and provide a copy of the decision. The local authority and school will then process the application as part of the main admissions round for the relevant year, unless the parental request is made too late for this to be possible, and on the basis of these determined admission arrangements only, including the application of the oversubscription criteria where applicable. However, there can be no guarantee of a place being available at the school, as this is dependent on the number of applications and pattern of admissions for that year. It is not possible to reserve a place for the following year. Parents are therefore advised to have alternative arrangements in place.

## **Special Educational Needs and Disabilities**

Children with a Statement of Special Educational Needs or Education, Health and Care Plan where the school is named in the Statement or Plan will be allocated a place through a separate procedure, in accordance with the Special Educational Needs Code of Practice.

Multiple births: Key Stage 2 – If only one place is available at the school and the next child who qualifies for a place is one of multiple births, the school will go over their published admission number in order to support the family.

## **Over Subscription**

In the event of oversubscription in any of the above criteria, priority will be given to those living nearest to the school measured in a straight line from the front door of the child's home address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system. In the rare event that the applicant's distance measurements are exactly the same, in block of flats for instance, the place will be allocated randomly. Random allocation of places will be achieved by assigning each applicant a number, and then using a computerised random number generator to pick one of these numbers. The random allocation process will be supervised by someone independent of the school, and a fresh round of random allocation will be used each time a child is to be offered a place from a waiting list.

## **In-Year (Casual) Admissions**

Occasional vacancies occurring during the school year will be filled by applying the above criteria. An admissions list ('waiting list') will be maintained for such vacancies. Each child added will require the list to be ranked again in line with the published oversubscription criteria.

### **Appeals**

Parents who are not offered a place for their child have the right to appeal to an independent appeal panel (NB This right does not apply if the child is offered a place at the school but it is not in the parents' preferred age group). St Luke's CE School uses the independent appeals panel convened by London Borough of Camden to undertake any such admission appeals. Parents wishing to appeal should access the appeal form used by Camden, which can be found on their website – [Camden School Appeals](#)

Significant dates for the appeal process are also detailed on the website.

Please note that if an appeal is unsuccessful, the Governing Body will not consider further applications for that child within the same academic year unless there have been significant and material changes in the child's circumstances. Camden advises that very few infant class size appeals are successful.

## Complaints Procedure

If anyone in the school community feels that this policy is not being followed then they should raise the matter first with the Head of School and, if concerns persists, with the Chair of Governors who will facilitate the appropriate action, which may include an investigation. If there is a formal complaint, then the school's complaints procedure will be followed.

Copies of this policy will be available in the staff handbook, from the school office and on the school website.

This policy has been agreed by the Head of School and the Governing Body.

Head of School

signature: \_\_\_\_\_ Print name: \_\_\_\_\_

Date: \_\_\_\_\_

Chair of Governors

signature: \_\_\_\_\_ Print name: \_\_\_\_\_

Date: \_\_\_\_\_