



Stepney Greencoat C.E. Primary School

Policy for Admissions

2016/17

Stepney Greencoat Church of England School has a distinctive Christian ethos which is at the heart of this School and provides an inclusive, caring and supportive environment where children learn and flourish in a setting shaped by Christian values. We welcome applications from all members of the community and we ask all parents to respect the Christian ethos of our school and its importance to our community.

The Governing Body is responsible for the admission of children to the school. The agreed admission number as agreed between the Governing Body and the Local Authority for 2016/17 academic year is 30. In order to provide an efficient education we have a standard class size of 30. This is also in line with the Class Size Legislation that imposes that infant classes must not exceed 30.

Children are normally admitted to the reception year in the September of the school year in which they turn 5 years old. Parents/carers may opt to defer entry to the reception class until the beginning of the term after their child is five years old. Parents wishing to defer entrance should seek advice from the Local Authority's Pupil Services or speak to the Headteacher,

Parents/carers are required to complete the Tower Hamlets Common Application Form to apply for a school place. In addition, parents will need to complete the School's own Supplementary Information Form in order for their child to be considered for admission. This Form is obtained directly from the School.

Oversubscription Criteria

If the school receives more applications than places available then children with a Statement of Educational Needs or an Education, Health and Care Plan, which names Stepney Greencoat School on their statement, will have an automatic entry to the School. The remaining places will be allocated using the following oversubscription criteria, in order of priority:

1. Children who are looked after by the Local Authority, previously looked-after children who have left care under a special arrangement or special guardianship order, or those adopted from Local Authority care.
2. Children from practicing Christian families who have supporting evidence from their church's minister. (See note 1)
3. Children with a brother or sister already at School, who will still be enrolled in the School at the time of admission. (See note 2)
4. Children who live near to the school as measured by the shortest walking distance (see note 3)

In the event of an oversubscription within category 3, priority will be given to siblings of brothers or sisters who will still be at the school at the time of admission. After this, the strength of Church commitment of the family will be taken into account. This will be measured by the church minister's response concerning:

- a) Frequency of the parents' and child's church attendance over the last year (weekly, fortnightly or occasionally).
- b) Length of time the family have been attending this church (less than one year, one to two years or more than two years).

Note 1:

To apply under this criterion, you must complete page 2 of the Supplementary Information Form with details of your place of worship. A reference letter will be sent to your place of worship for completion by your minister.

Note 2:

Sibling means a whole, half, step-brother or sister resident at the same address.

Note 3:

Distance is measured by the Local Authority using a digitised ordnance map to measure the distance from the home address to the school's official entrance.

The closing date for applications is **15th January 2016**. The Governors consider applications for the next academic year in February 2016. **Applications after this date will NOT be considered as on time* and will not be considered at the same time as the on-time applications. All late applications will be considered after the on-time applications have been considered and where a place cannot be offered the children will be put on a waiting list in priority order**

**unless there is a genuine reason why the application was late. The Governors will consider late applications in accordance with the procedure in the local authority's coordinated scheme as published in its 'Starting School' brochure.*

Co-ordinated admission arrangements

The School is part of the locally agreed co-ordination scheme and the timescales for applications to be received and processed are those agreed with the local authority. Parents must complete their home Local Authority's Common Application Form and return the form to their home Authority, even if they are applying for a school in another Local Authority area. If parents are applying for a place at this School, they must name this School as one of the preferences on their home Local Authority's Common Application Form. Parents must also complete the school's supplementary form and return this to the School by the end of January. Failure to return the supplementary form will mean that the school cannot consider the application under the faith criteria, in this case the application will be considered under

the next most appropriate criteria based on the information on the Common Application Form.

The national offer day is **16th April 2016**. Parents will be informed in writing of the admission decision.

Acceptance of the school place

If an offer of a place is made, parents will have **10 school days to accept** or refuse the place before the offer lapses and the place is withdrawn. If no response is received by the given date the offer will be withdrawn and offered to another child. Parents will be expected to provide proof of their address when accepting the place offered.

Appeals

Parents who are not offered a place for their child have the right to appeal to an independent appeal panel. Parents will need to contact the school to obtain an appeal form.

Waiting list

Parents will be asked to confirm whether they want their child's name to stay on the school's waiting list within 10 school days of receiving the refusal letter.

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 will be applied in order to determine who should be offered a school place.

Once admissions are confirmed parents will be invited to a New Parents meeting in the summer term prior to their child starting school. Arrangements will be made with the feeder nursery schools to bring the child/children on a visit to familiarise the children with the school before they start. Parents of children who do not attend a nursery will be invited to bring their children themselves for a visit.

Procedures for In-Year admissions and transfer requests from one school to another

In-Year admissions, refers to those admissions which take place outside the normal admissions cycle. This is usually because a family has moved into the area or because the family has been on an extended holiday and the child has lost their place at the school.

Applications for In-year admission must be made to the Local Authority's Pupil Services Team on the 'in year' application form available from the school office or from the Local Authority's Pupil Services Team. The Local Authority will refer the application to the school which will inform the applicant whether or not a place can be offered and advise the Local Authority of the outcome.

Parents applying for In-year admission or transfer from another Tower Hamlets school will also need to complete the school's own Supplementary form.

Pupils will be expected to transfer at the beginning of a term or a half term unless there are exceptional reasons for the child to transfer immediately.

The school's Admissions policy will be applied to all In-Year admission and Transfer applications.

Holidays during term time

Parents will be advised that the school follows the local authority's 'no term time holiday' policy.

There is an expectation at Stepney Greencoat that parents will not take holidays during term time unless it is unavoidable and that they will support their child's learning by ensuring that their child attends punctually and regularly.

The Headteacher has the right to refuse permission for any child to be taken on holiday during term time.