



All Saints Carshalton Church of England Primary School
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RECEPTION ADMISSION POLICY

This policy applies to all children who were born on or after 1 September 2013.

Introductory

All Saints School has a distinctive Christian ethos that is at the heart of the school and provides an inclusive, caring and supportive environment where children learn and flourish in a setting shaped by Christian values.

Governors anticipate that pupils will take part in all Christian worship at the school, and will attend religious education lessons. Teaching and worship at the school will be in accordance with the aims and ideals of a Church of England school.

The school's Published Admission Number is 60 pupils for children who were born on or after 1st September 2013. On receiving applications, the Governors' admissions committee will assign each one into its appropriate category, and will adhere strictly to the rank order when making decisions on offering places.

A. Special Places

Children with a statement of educational needs or an Educational Health Care Plan (EHCP), whose application names this school will be allocated a place before any other applicants are considered.

The Governors will offer 80% of remaining places (rounded up if necessary) to Foundation applicants, and 20% of remaining places (rounded down if necessary) to Open applicants.

If there are fewer applicants for Foundation places than there are places available, the remaining places will become Open places. If there are fewer applicants for Open places than there are places available, the remaining places will become Foundation places.

B. Foundation Places

Words that are in **bold type and underlined** are explained in the Explanatory Notes.

Foundation places are for children whose parents are members of a church as defined in the Explanatory Notes. In the event of there being more applications than places available, the following oversubscription criteria will apply.

1. **Looked After Children** (see explanatory notes)
2. Children with an exceptional medical or social need for a place at All Saints School. Applications under this category must **at the time of application** be supported by written evidence from a specialist health professional or registered social worker, setting out the reasons why All Saints School is the most suitable, and the difficulties which would be caused if the child had to attend



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another school. This information needs to be provided for the Local Authority with the Common Application Form (CAF), and also copied to the school.

3. Children who will have an older **sibling** on the school roll **at the time of entry**, whose parent(s) are **regular and faithful worshippers** at their church.
4. Children whose parent(s) are **regular and faithful worshippers** at All Saints Church, Carshalton.
5. Children whose parent(s) are **regular and faithful worshippers** at an Anglican or **recognised Free Church** located in the London Borough of Sutton, for whom this is the Anglican primary school closest to the child's **home address**.
6. Children whose parent(s) worship at a Christian church but do not fall into the above categories.

In the event of over-subscription in respect of any of the above categories, a decision will be reached according to proximity of the child's **home address** to the school, with priority given to those living nearer. In the event of equidistance, lots will be drawn on the school's behalf by a person independent of the school.

Note: Those applications which are unsuccessful in the Foundation category will also be automatically considered in in the Open category.

C. Open Places

Words that are in **bold type and underlined** are explained in the Explanatory Notes.

Applications for an Open place will be considered for those who do not qualify for a Foundation place. Parents applying for an Open place should be aware of the school's aims to provide an education based on Christian principles.

In the event of there being more applicants than places available, the following oversubscription criteria will apply.

1. **Looked After Children**

2. Children with an exceptional medical or social need for a place at All Saints School. Applications under this category must **at the time of application** be supported by written evidence from a specialist health professional or registered social worker, setting out the reasons why All Saints School is the most suitable, and the difficulties which would be caused if the child had to attend another school. This information needs to be provided for the Local Authority with Common Application Form (CAF), and also copied to the school.

3. Children who have an older **sibling** on roll at the time of entry.

4. Other children.

In the event of over-subscription in respect of any of the above categories, a decision will be reached according to proximity of the child's **home address** to the school, with priority given to those living nearer. In the event of equidistance, lots will be drawn on the school's behalf by a person independent of the school.



EXPLANATORY NOTES and DEFINITIONS

Looked After Children and Previously Looked After Children

Looked after children are children who are in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions as defined by Section 22(1) of the Children's Act 1989 at the time of making an application to the school.

Previously looked after children are children who were looked after immediately prior to being adopted, or who became subject to a residence order, (now termed child arrangement order under the Children & Families Act 2014), or special guardianship order. The Governors will require written confirmation that the child is looked after or previously looked after, and will be so at the time of making an application to the school.

Special Educational Needs

Parents/carers of pupils who have a statement of special of educational needs, or Education, Health and Care Plan (EHCP) are required to apply for school places separately through the local authority from whom advice is available. If a child with a statement, or EHCP, is placed in the school by the local authority before the normal admission round, the number of places available to other applicants will be reduced. The Governors will admit all those pupils whose statement, or EHCP, names the school*.

NB: All schools are consulted by the LA prior to the school being named.

Sibling

The definition of a sibling, is a blood relative, step-sibling, half-sibling, adopted and foster children living as part of the same family unit at the same address from Monday to Friday. A **parent** is the person who has parental responsibility of the child, or who is the main carer and provider for the child.

Regular and faithful worshippers

The phrase regular and faithful worshippers is defined as the regular attendance of at least one parent at least **fortnightly** for at least **two years** at the advertised regular public worship of their church **at the time of application**. Evidence will be sought from the Rector, Vicar, Minister (or senior church official if the living is vacant) of the church where the parent/s regularly worship. If a family has recently moved into the area, evidence of attendance will be required from their previous Clergy and two years' previous attendance must be demonstrated.

Recognised Free Church

A recognised Free Church must be a member of the Evangelical Alliance or Churches Together, and located in the London Borough of Sutton. All Saints school must be the closest Anglican primary school to the child's home address.

Home address

All distances will be measured by the computerised Geographical Information System maintained by London Borough of Sutton Admissions Team. The address to be used for the initial allocation of places will be the child's address at the closing date for applications. Changes of address up to 18 February 2017 may be considered if there are exceptional reasons behind the change, i.e. a family has just moved into the area, or has returned from abroad. The address to be used for waiting lists, after the initial allocation, and for mid-term admissions, will be the child's current address. Any offer is conditional upon the child living at the appropriate address on the relevant date. *Parents have a responsibility to notify the school and the Local Authority of any change of address.*



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The child's home address excludes the address of a business, relative or childminder, and must be the applicant's normal place of residence. If there is a genuine equal share custody arrangement between two parents, the address used will be that of the parent claiming child benefit for the child.

Further notes

1. All Saints School is part of the locally agreed co-ordination scheme. The timescales for receiving and processing applications for intake into Reception classes are those agreed with the Local Authority. Parents must complete the Local Authority's Common Application Form (CAF) and return the form to the Authority by 15 January. If they are applying for All Saints School, parents must name the school as one of the preferences on the CAF.
2. The school admits children to the Reception class in the September of the school year in which a child attains the age of 5 years. (The school year runs from 1 September to the 31 August.) All parents/carers are entitled to a full-time place for their child in the Reception class from September, but may defer entry until the beginning of the term after their child is five years old (ie, when the child reaches compulsory school age) or until the beginning of the summer term whichever is earlier. Children may attend part-time until they reach compulsory school age. Parents/carers who have been offered a place at the School and wish to defer entry for their child and/or attend part-time must put this in writing to the head teacher at the earliest opportunity and before the start of the autumn term.
3. Children are normally educated in school with others of their age group; however, in exceptional circumstances parents/carers may seek a place outside their child's normal age group. Decisions will be made on the basis of the circumstances of each case. Parents/carers must state clearly why they feel admission to a different year group is in the child's best interests and may provide recent professional evidence to support this. Further details of how to make such a request are available from the school.
4. Where two or more applicants share priority for a place, for example where two children live equidistant from school, and where only one place is available, the child to be allocated will be selected by the drawing of lots. Where a parent applies for entry into the same year group for more than one child but only one place is available, the unsuccessful child/ren will be added to the waiting list in accordance with the published admission criteria.
5. A **WAITING LIST** for Reception will be managed in accordance with Sutton's co-ordinated scheme and will be maintained until the last day of the autumn term. Parents wishing their child's name to remain on the waiting list after this date must write to Sutton's Admissions Team by 31 December, stating their wish and providing their child's name, date of birth and the name of their current school. After 31 December parents whose children are not already on the waiting list but who wish them to be so must apply for mid-term admission.
6. The Governors will consider **LATE APPLICATIONS** in accordance with the procedure in the Local Authority's co-ordinated scheme.
7. Parents who are unsuccessful in obtaining a place have the **RIGHT TO APPEAL** to an Independent Appeal Panel. Parents wishing to appeal should obtain an appeal form from the school, and return the completed form to the Clerk to the Appeal Panel c/o All Saints School within the timescale indicated in the letter of refusal.
8. There is a separate form and policy for mid-term admissions and also a separate form and policy for Nursery admissions.