



Admissions Information and Criteria 2016/17

MISSION STATEMENT

As an Anglican school, we seek to nurture faith and inspire success. Through innovative teaching and working together we foster independence, respect for one another and a love of learning. A varied curriculum, supported by the message of the Gospel provides each child with the opportunity to achieve and make a positive contribution to society.

Each year the Governing Body of St Leonard's CE Primary School offer places to 60 children. Children are normally admitted to school in September.

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/carers must complete their home Local Authority's Common Application Form (CAF) and return the form to that Authority; if applying for a place at this School, parents must name this School as one of the preferences on the CAF. Parents/carers who wish to apply for a place based on church attendance must also complete the school's supplementary information form and return this to the School. Failure to return the supplementary information form will mean that the school cannot consider the application under the church criteria, in this case the application will be considered under the next most appropriate criteria based on the information on the CAF. The Authority will notify parents/carers, by letter, of the Governors' decision on admissions.

The Governors will consider late applications in accordance with the procedure in the local authority's co-ordinated scheme. This is explained in the LA admission brochure and on line at www.lambeth.gov.uk/eadmissions.

Parents should apply between 1st November and 15th January of the year before the child's fifth birthday; The school is usually over-subscribed and the governors are unable to accept all the children seeking admission.

Parents applying for a place at this school do so knowing that the school aims to provide an education based on Christian principles and therefore the Governors hope that all pupils will take part in the Christian worship of the school and will attend Religious Education lessons.

OVERSUBSCRIPTION CRITERIA

If there are more than 60 applicants, places will be allocated according to the following criteria after the admission of any children with a statement of special educational needs or Education, Health and Care Plan which names this School; these are stated in order of priority:

1. Looked After Children or previously looked after children (see note 1).
2. Children of families (see note 2) who are on the church electoral roll and worship regularly (at least twice a month for the last two years) at St. Leonard's church. (*Signature of priest required see note 7*).
3. Children of families who are on the church electoral roll (or memberships list for non-Church of England churches) and worship regularly (at least twice a month for the last two years) at "The Furzedown" Churches (See note 3), St Peter's Church, Streatham Baptist Church or Streatham Methodist Church. (*Signature of priest /minister required see note 7*).
4. Siblings of children already in St. Leonard's School at the time of admission (see note 4).
5. Children of families whose church is a full member of Churches Together in England or the Evangelical Alliance, who worship regularly at their church (at least twice a month for the last two years). (*Signature of minister required see note 7*).
6. Children with an exceptional and professionally supported medical or social need for a place at this school (see note 5).
7. Children in order of nearness of the home to the school (see note 6).

In categories 2, 3 & 5 a signed Supplementary Information Form must be submitted to the School.

Tie Breaker: In the event that two or more applicants have equal right to a place under any of the above criteria and there are insufficient places, the Governing Body will use distance, in the first instance, to decide between applicants; if applicants live equidistant from the school, the Governing Body will draw lots to decide between applicants.

Notes

1. **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 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.
2. **Families:** the child and adult or adults who have parental responsibility.

- 3 **Furzedown Churches** are: St Albans, St James, Mitcham Lane Baptist and St Pauls.
- 4 **Siblings:** blood relatives, step-siblings, half-siblings, adopted and foster siblings living at the same address. NB Siblings must still be in school at the time the new sibling is admitted.
- 5 **Medical / Social:** 'children with an exceptional and professionally supported medical or social need, for a place at this school.' This must be supported by written evidence at the time of application, e.g., from a specialist health professional, social worker or other care professional. The evidence must set out the reasons why this school is the most suitable school and the difficulties that would be caused if the child had to attend another school.
- 6 **Distance:** The distance between the child's home and the school will be measured by a straight-line. This measurement will be done using a computerised mapping system. This measurement will be from the child's home address, as identified by the software, to the pupil gate in Mitcham Lane as profiled in the software.
- 7 Those who have recently moved within the Parish and who worshipped previously in a different church will be asked to supply a reference from that church in addition to their current church so that the two-year period is covered.

Admission Notes

Special Educational Needs: Parents of pupils who have a statement of special educational needs, or Education, Health and Care (EHC) Plan are required to apply for school places separately through the local authority from whom advice is available. If a child with a statement, or EHC Plan, 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 EHC Plan, names the School.

Appeals: Parents of children who do not gain admission have the right to appeal against the decision to an Independent Appeals Panel. Appeals must be lodged within 20 school days of notification of a refusal. Appeal forms are obtainable from the school. Completed forms should be returned to the Clerk to the Admissions Panel, at St Leonard's School by 18th May 2016. The appeal decision will be final and binding.

Waiting List: Unsuccessful applications will be kept on our Waiting List (which will be ranked in accordance with the oversubscription criteria) for one term. Parents wishing to remain on the waiting list after the end of the Autumn Term must inform the school in writing.

Deferred entry

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 31st August.) All parents/carers are entitled to a full-time place for their child in the Reception class from September and are strongly advised to accept this arrangement, 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. In exceptional circumstances, and in agreement with the school, children may attend part-time until their child reaches 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 headteacher at the earliest opportunity and before the start of the autumn term.

Fair Access

The School is committed to taking its fair share of pupils who are hard to place in accordance with the locally agreed fair access protocol. Pupils admitted under the protocol will take priority over any children on the waiting list and this may include, on occasion, admitting above the planned admission number.