St. Mary's Norwood Green
Church of England Primary School
Admissions Policy 2028 - 2029

St Mary's Church of England Primary School has a distinctive Christian character and ethos which is at the heart of this school and provides an inclusive, caring and supportive environment where children learn and flourish. This is driven by our school's distinctive Christian vision, inspired by the Parable of the Sower (Matthew, 13): to ground our children in the teachings of Jesus so that they can grow well in Love, Faith, Respect, Perseverance, and Service, flourishing in their learning to reach their full potential and give back to their communities hundred-fold. Through our Christian values, we teach children to hear, understand and live the word of God, growing to love and serve the world as global citizens. As every child is uniquely created in God's image, we nurture their individual development through a holistic approach to all aspects of life.

We welcome applications from all members of the community, and we ask all parents to respect the Christian character of our school and its importance to our community.

Applications for Reception places should be completed on the Common Application Form (CAF) through the family's home local authority. Applications for places in other year groups are considered In-Year applications and the family should apply directly to the school. More information about In-Year applications is available below, on our website and from the school office.

The Trustees, who are responsible for admissions to this Church of England Voluntary Aided School, have agreed with the Local Authority to admit thirty (30) pupils to Reception each September.(i) This number applies to every academic year from 2028/2029.

Children with an **Education, Health and Care Plan (EHCP)** which names St Mary's will be admitted before the allocation of places under the oversubscription criteria. This means that the number of places available to other applicants will be reduced after these admissions have been made.

Parents and/or Carers of children admitted into the Nursery should note that there is no automatic right of admission into the main school from the Nursery and a separate application will need to be made at the appropriate time for admission to the main school.

Where there are more applications than there are places available, the Trustees will admit pupils according to the following Oversubscription Criteria, which are listed in order of priority and reviewed annually:

1. 'Looked After Children (LAC) and Previously Looked After Children (PLAC)' (ii).
2. Children who have siblings living in the same household at the same address with at least one parent/guardian in common and who will themselves be attending the school at the time of the proposed admission (iii).
3. Children who attend the school nursery and live within two miles of the school (iv).
4. Any other children, allocated by distance from home to school (v).

Priority will be given in each category based on the proximity of the applicant's home address to the school – measured in a straight line between the Ordnance Survey's address references for the School and the applicant's address using the London Borough of Ealing's computerised measuring system. Those living closer to the school receive higher priority. In the case of two children having the same distance, random allocation will be used. The pupil's home is deemed to be the address of the parent/carer to whom Child Benefit is paid.

Notes and Definitions

i. The agreed class size may be exceeded for members of a multiple birth family if the first child is admitted within the class size. Twins and children from multiple births when one of the siblings is the last child to be admitted will be offered over the published admission number unless to do so would prejudice the provision of efficient education or the efficient use of resources. These children would be terms "excepted" in line with the Infant Class Size Requirement. Where it is not possible to offer each child a place, the applicant will be advised of their right of appeal and informed about waiting lists.

ii. "Looked after children" includes children currently in public care (LAC) and those who were previously in public care (PLAC) who ceased to be so because they were adopted, or became subject to a child arrangement or special guardianship order. It includes children who appear to the admission authority to have been in public care outside of England and ceased to be in care as a result of being adopted.

iii. Siblings must be living at the same address as the applicant and attending St Mary's Primary School at the beginning of the term in which the younger child is due to start full-time education. If the sibling is already in Year 6 and will no longer be attending St Mary's at the time of admission, the sibling criterion will not be met. The term 'sibling' includes brothers, sisters, half-brothers, half-sisters, step-brothers, step-sisters, and adopted or foster children with at least one parent in common. It does not include any other relationship to the applicant. Cousins or other family members (even if living at the same address) do not qualify as a sibling. We reserve the right to ask for proof of sibling relationships.

iv. In all cases, distance from the school is measured in a straight line between the relevant Ordnance Survey's address references using the London Borough of Ealing's computerised measuring system.

v. Trustees hope that parents who have chosen St Mary's for their child have done so knowing that it is a Church of England School with a distinctive Christian ethos. Trustees therefore expect parents to give their full support to the ethos of the school.

Admissions Appeals

Parents who are not offered a place for their child are entitled to appeal to an independent appeal committee under the Provision of the 1980 Education Act. Parents wishing to appeal should complete an appeal form available from the School. The form should then be returned to the Clerk to the Appeals Committee via the School no more than 20 school days following the date of notification to parents of the refusal of a place.

Reception Intake

Admission to a full-time place in education at Reception level is September of the academic year (1st September to the 31st August) in which your child turns five. Applications for admission to Reception are made via the Local Authority's admissions procedure.

Children reach statutory school age at the beginning of the term following their 5th birthday and they must then be in receipt of education. It is recommended by the LA that children start school at the beginning of the academic year in which they reach their 5th birthday.

If a parent is seeking a Reception place after the school year has begun, this will be considered an In-Year application and the parent should apply directly to the school.

Reception Intake - Deferred Entry

If a child has not reached compulsory school age, the parent has the option of deferring their child's entry. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until their child reaches compulsory school age (the term after they reach their fifth birthday). For children born between 1st April and 31st August, this is not beyond the beginning of the final term of the school year for which the offer of a place was made. St Mary's School will hold any agreed deferred place. Parents, however, should discuss the options with the Head of School to help them in deciding. Parents may wish their child to attend part-time until they reach compulsory school age. Parents wishing to defer entry need to apply for Reception by the closing date and need to inform the LA and the school that they want to defer entry or only attend school part-time.

Reception Intake - Summer Born Children

For children whose fifth birthday falls between 1st April and 31st August 2029.

Parents who do not wish for their child to start school in the school year 2028-2029, but to be admitted in September 2029 for the school year 2029-2030 should discuss this with the school. The request should be made by 30th September 2027 to give sufficient time for the case to be considered by the Admissions Panel prior to the deadline for general applications of 15 January.

The decision is made by the Trustees on the basis of the circumstances in each individual case, and will consider: the best interests of the child, parent views; social and emotional development; any relevant medical views; and the views of the Head of School.

If the parents' case for delayed admission into Reception is agreed, the parent must make a new application for a Reception place in the next intake. This should be made in the following autumn. A place is not guaranteed and must be applied for in line with the London Borough of Ealing admissions round and in accordance with the Oversubscription Policy for that academic year.

If a parent decides not to apply for a Reception place in the school but applies for a Year 1 place for the following September, this would be considered an In-Year application. There would be no guarantee of a place being offered at the school as the class may already be full.

If a child is currently attending the School's Nursery and wishes to remain there during the year they would normally be attending Reception, then a nursery place must be reapplied for. The nursery place is not automatically available.

In-Year Admissions

In-year admissions are applications for school places that take place outside the normal admissions rounds. This includes all children seeking a place in the St Mary's nursery and Years 1 – 6; and Reception children after the school year has begun. The Oversubscription Criteria above will be applied if casual vacancies arise during the school year and there are more applicants than places. Ealing Local Authority coordinates Admissions on behalf of schools in the borough for September-entry Reception applications only. All applications outside this process should be made directly to the school. Please contact the school office for more information.

In Year Admission - Outside of the Normal Age Group

Parents may seek places outside of their child's normal year group. Parents should supply strong supporting reasons for seeking a place outside the normal year group. The decision is made by the Trustees on the basis of the circumstances in each individual case, and will consider: the best interests of the child, parent views; social and emotional development; any relevant medical views; and the views of the Head of School. Please apply as early as possible to give sufficient time for the case to be considered by the Admissions Panel before the place is needed.

Waiting Lists

A waiting list will be maintained until such time as all those on the waiting list have been offered a place and either accepted or declined that place. When a place becomes available, the School's Admissions Authority will determine the child with the highest qualifying criteria so that the school can inform the parent that an offer is being made on behalf of the Board of Trustees. The list is maintained in published Oversubscription Criteria order (not date order), and will be re-ordered in line with the Oversubscription Criteria every time a child is added or removed from the list. The list will be reviewed at the end of each academic year and parents will be asked to confirm they wish to remain on the waiting list.

Proof of Address

Proof of address will be required on acceptance of a place. You need to provide documentary evidence of address by including your Council Tax reference number (as shown on your annual bill or direct debit statement). If it is not possible to verify your address by this method, or further evidence is required, you will be contacted. In these cases, we will request that you provide one or more of the following documents:

- A mortgage/tenancy agreement document
- A recent letter from the housing department/housing association
- Temporary housing letter issued by Local Authority, Home Office, UK Border Agency
- Recent utility bill (dated within the last three months)
- Driving license (copy of your current driving licence)
- Household/car Insurance; A copy of your most recent household/car insurance (dated within the last 12 months)
- Home Office immigration status document
- Letter confirming entitlement to benefits. For example, housing, income support, jobseekers (dated within the last three months)
- Child Benefit / Inland Revenue documents (if you are in receipt of either or both of these benefits); or
- Any other recently dated documents that we request depending on individual cases.

Please note that you can cover/erase any financial/personal information on these documents. The purpose of this document is to provide evidence of your address therefore we only require this to show your name, address, and date of issue.

You must notify the School Placement and Admissions team if you move address. Your new address will not be updated until proof has been provided.

Any proof of address provided must show the full name and match the details provided at the time of application.

Temporary Addresses

A temporary address may not be accepted if you still own a property that was previously used as a home address, or a temporary address which the Admissions Authority consider to be solely or mainly used to obtain a school place. If you own more than one property the Admissions Authority may only consider the given address if you have lived there for a year prior to the closing date of application (including rented, bought, or living with a family member or friend).

You will be asked to provide additional information to explain why you are not using your permanent address, or another address identified as a result of our screening, or as a result of information obtained from the public. This may include utility bills, benefit claims and copies of mortgage or rent agreements. We will also check Ealing council records as well as other Local Authorities records to clarify whether or not you receive services or benefits at another address.

Withdrawing an Offer of a Place

An offered place may be withdrawn if:

- the offer was made in error.
- an incorrect address or other false information is supplied.
- the parent has not responded to an offer within a reasonable time. A further letter will be sent to advise parent that failure to respond will result in the place being withdrawn.

Children of UK Service Personnel

Children of service personnel will not be disadvantaged in the admissions process as stated in the School Admissions Code 2021. For those families with a confirmed posting to this area, places will be allocated in advance of the family arriving in the area. The application must be accompanied by an official letter that declares a relocation date and a Unit postal address.

Applications from Abroad

If your child holds a full British Citizen passport that is endorsed to show a right of abode in the UK, an application could be accepted, even though they are not resident here yet. For the purpose of allocation, the abroad address must be used to process the application. This does not apply to Crown Servants and UK Service Personnel.
Evidence will be required to provide a link to an address in the London Borough of Ealing when the application is submitted. Evidence might include:

- Booked flights
- End of lease /notice to tenants in property
- Start of employment contract in area
- End of employment contract abroad

If this evidence cannot be provided the application may not be processed.

Applications for Families Arriving from Abroad, Including from the EU, from 1 January 2021

In most cases, children arriving from overseas have the right to attend schools in England. It is the responsibility of parents to check that their children have a right, under their visa entry conditions, to study at a school before submitting an application. Read more on the government website

Further Definitions

- *Families* normally means parents or legal guardians.
- *An adoption order* is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46).
- *Child arrangements orders* are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.
- *A special guardianship order* is one appointing one or more individuals to be a child's guardian/s (Children's Act 1989, Section 14A). Applications under this criterion should be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).