



THE QUEEN'S CHURCH OF ENGLAND PRIMARY SCHOOL

ADMISSIONS POLICY 2017/18

We encourage every child to reach their full potential, nurtured and supported in a Christian community, which lives by the values of love, compassion and respect

The Queen's Church of England Primary 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 in our community.

The Queen's Church of England Voluntary Aided School was established in the eighteenth century and has a unique royal connection. Queen Victoria gave permission for the school to be called The Queen's School and decreed that its title should change with that of the monarch.

This policy has been drawn up in accordance with the Sex Discrimination Act, the Race Relations Act, the Human Rights Act, the Disability Discrimination Acts and the Equality Act. This policy will be administered fairly and impartially. The decision to admit, or otherwise, is the sole responsibility of the Governing Body.

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 the Local Authority's Common Application Form (CAF) and return the form to their own home council; if applying for this School, parents must name this School as one of the preferences on the CAF. Parents wishing to apply for a place under the church criteria 4 or 5 must also complete The Queen's School Clergy Form and return it to the School. The same admissions arrangements will apply to applications made at any time during the year and to all year groups in the school.

Children whose fifth birthday falls during the school year (September to August) are admitted in to the school in September. Sixty children are admitted into 2 parallel classes, each with the statutory limit of 30 children.

The oversubscription criteria are applied in order of priority when there are more than 60 applicants for places.

With the exception of **criteria 3** if any criterion are oversubscribed, distance (as measured in criterion 6 below) will be used to determine between applicants. In the event that two or more applicants live the same distance from the school and there are insufficient places to admit all applicants, places will be allocated by drawing lots.

If **criteria 3** is oversubscribed, places will be allocated based on the age of the sibling already attending the school, those with younger siblings having priority; in the event that two or more applicants (who are not twins or multiples) have youngest siblings attending the school with exactly the same date of birth and there are insufficient places to admit all applicants, places will be allocated by drawing lots.

Oversubscription Criteria for Admission to The Queen's Church of England Primary School

1. 'Looked after' and 'previously looked after' children (see note 1).
2. 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.
3. A child whose sibling (see note 2) attends the school in the term in which the child is due to start.
4. A child living within (see note 3) the boundaries of the Kew ecclesiastical (Anglican) Parishes where one or both parents is a member of one of the three Kew Church of England churches (St. Anne's, St. Philip & All Saints' and St. Luke's) and are committed and regular worshippers (see notes 4 & 5) at the church. A reference from the vicar, using the prescribed clergy form, must be received by the closing date for admissions.
5. A child living within (see note 3) the boundaries of the Kew ecclesiastical (Anglican) Parishes where one or both parents are committed and regular worshippers (see notes 4 & 5) of a Christian church (see note 6). A reference from the priest or minister, using the prescribed clergy form, must be received by the closing date for admissions.
6. Any remaining places will be given in order of proximity to the school by the shortest route (see note 7). The address verification will be conducted in accordance with Local Authority procedures.

Explanatory Notes

1. A **'looked after child' (LAC)** is a child who is (a) in the care of local authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in Section 22 of the Childrens Act 1989). A **'previously looked after child'** is a child who was adopted, or subject to a residence order (Section 8 of the Childrens Act 1989), or special guardianship order (Section 14A of the Childrens Act 1989), immediately following having been looked after. The Governors will require written confirmation that the child is 'looked after' or 'previously looked after' at the time of making an application to the school.
2. **'Sibling'** means full, step, half and adopted sibling living in the same household
3. **'Living within'/ Child's Main residence'** this will be the child's permanent residence at the closing date for application. The address verification will be conducted in accordance with Local Authority procedures
4. **'Committed worshipper'** For a list of the kinds of activities considered evidence of being a committed worshiper, please see The Queen's School Clergy Form
5. **'Regular Worshipper'** means attending a church service at least twice a month for at least two years immediately preceding the closing date for applications. If you or your minister / religious leader have moved during this period, you must obtain references from any other minister/religious leader and/or church/place of worship attended. The Governors will require that The Queen's School Clergy Form is completed for each minister/religious leader and church/place of worship.
6. **"Christian Church"** is a member of Churches Together in Britain and Ireland or the Evangelical Alliance
7. **"Shortest Route"** is the shortest route by road and public footpath (allowing for bridges over the railway line) calculated using the Local Authority procedures.

When children start school

Children start school in the year in which they become five years of age, which means that most children are four years old when they start school. Children reach statutory school age at the beginning of the term following their fifth birthday. Statutory school age means the age when a parent is legally required to make sure their child attends school (or is educated other than at school)

- Parents considering The Queen's Church of England Primary School for their child are invited to make an appointment to visit the school once the child has reached three years of age. Following the visit, applications to the school should be made using the Local Authority Common Application Form (CAF). The CAF can be found at www.eadmissions.org.uk. This School can be named as one of the preferences on the CAF. Parents wishing to apply for a place under the church criteria 4 or 5 must also complete The Queen's School Clergy Form and return it to the School. If parents are unable to make an application online please contact Richmond Admissions on 0208 891 7514.
- Withdrawal of offers of places will be considered by the Governors, in liaison with the Local Authority, in accordance with Local Authority address verification policy as outlined in the Local Authority Primary Schools Booklet. In fairness to all parents the Governing Body reserves the right to withdraw the offer of a place if fraudulent or deliberately misleading information of any sort has been used on an application.

Request to delay entry to school in the same year (known as deferred entry)

If you feel that your child is not ready to start school in the September following their fourth birthday, you can either arrange for your child to attend part time until they reach statutory school age, or defer the date your child is admitted to the school until later on in the Reception year. If your child's place is deferred, the school must hold your child's place and not offer it to another child.

If you wish to defer your child's place you will need to confirm this with the school.

Admission outside of the child's normal age group.

Children are normally educated in school with others of their age group; however, in exceptional circumstances parents/carers may seek a place outside of their child's normal age group. It is usually considered beneficial for children to remain in their appropriate chronological year and exceptions are few.

If you would like to request for your child to be educated outside their normal age group, you must still make an application for a school place at the usual time. You will need to put your request separately in writing and may provide supporting documentation should you wish to do so.

Each request will be carefully considered and a decision made on the individual merits of each case. The decision will take into account your views, information about your child's academic, social and emotional development, their medical history and the views of a medical professional, if applicable as outlined in the Local Authority Primary Schools Booklet.

Special educational needs

Parents/Carers of pupils who have a statement of special educational needs, or an Education, Health and Care (EHC) Plan are required to apply for school places separately through the local authority from where 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.

Late applications

The Governors will consider late applications in accordance with the procedure in the local authority's admission booklet.

Waiting list

Following an application, if the school is unable to offer a place for a child, they will be placed on a waiting list, which is operated by the school. The waiting list is ordered in accordance with the oversubscription criteria. Existing waiting list positions may move up or down as a result of ranking new applicants. The waiting list remains open until the end of the summer term. Parents who wish their child to remain on the waiting list beyond the end of the Summer Term must notify the Local Authority of this in writing.

Fair Access

The Queen's Church of England Primary School is committed to taking its fair share of students who are hard to place in accordance with the locally agreed fair access protocol. Students 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.

Appeals

Parents who are not offered a place for their child have the right to appeal to an independent appeal panel. Parents wishing to appeal should obtain an appeal form from the school. The form should be sent to reach the Clerk to the Appeal panel, c/o the School. Appeal Applications must be received by the school within 20 school days, starting from the National Offer Day. There is no right to a second appeal for the same academic year unless the Governing Body has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or school but still refused admission.

This Admissions Policy replaces any previously published

25th February 2016