

ADMISSIONS POLICY

THE QUEEN'S CHURCH OF ENGLAND PRIMARY SCHOOL

ADMISSIONS POLICY 2019/20

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

Our School

The Queen's Church of England Primary School (the "School") has a distinctive Christian Ethos which 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. We welcome applications from all members of the community and we ask all parents/carers to respect the Christian Ethos of our School and its importance in our community.

The Queen's Church of England Primary School is a voluntary aided school established in the nineteenth 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.

Background

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 Board of Governors.

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 the Local Authority's Common Application Form (CAF) and return the form to their own home council; if applying for this School, parents/carers must name this School as one of the preferences on the CAF. The CAF is usually completed online. Parents/carers wishing to apply for a place under the church criteria 6 and 7 must also complete The Queen's School Clergy Form and return it to the School. Parents/ carers wishing to apply for a place under criteria 1, 2 or 3 must provide the written confirmations required by the relevant criteria (as set out below). The same admissions arrangements will apply to applications made at any time during the year and to all year groups in the School. The criteria will be applied at the date of the application.

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

Acceptance criteria

The oversubscription criteria below are applied in order of priority when there are more than 60 applicants for places. If criteria 1, 2, 3, 6, 7 or 8 are oversubscribed, priority will be given to those children living nearest the School (calculated using Local Authority Procedures). If 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 4 is oversubscribed, places will be allocated in the following order of priority:

- (i) children with a Sibling already at the School;
- (ii) the greater the length of service of the relevant member of staff; and

- (iii) the greater proportion of a full-time week which the relevant member of staff is employed to work.

In the event of a tie, places will be allocated by drawing lots.

If criteria 5 is oversubscribed, places will be allocated based on the age of the Sibling already attending the School, those with younger Siblings having priority; if two or more applicants (who are not twins or multiples) have youngest Siblings attending the School with 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 (the "School")

These oversubscription criteria are intended to reflect the fact that the School is a distinctive, but inclusive, Church of England community school for local families.

1. A Looked After Child or a Previously Looked After child.
2. A Child with an Exceptional and Professionally Supported Medical or Social Need.
3. A child who does not qualify under criteria 1 or 2 and who lives within the boundaries of the Kew Ecclesiastical (Anglican) Parishes where the child is eligible for the Pupil Premium Grant (PPG). There is the potential of three places each academic year to be offered under this criterion.
4. A child of a member of staff of the School where:
 - (a) the member of staff has been employed at the School for two or more years at the time at which the application for admission to the School is made; and/or
 - (b) the member of staff is recruited to fill a vacant post for which there is a demonstrable shortage,There is the potential of two places each academic year to be offered under this criterion.
5. A child whose Sibling will be at the School at the time of entry (other than Siblings of children who were admitted under criteria 4, such Siblings to be admitted under criteria 4 where the parent is a member of staff at the time of application).
6. A child who lives within the boundaries of the Kew Ecclesiastical (Anglican) Parishes where one or both parents/carers are Committed and Regular Worshippers of one of the three Kew Church of England churches.
7. A child who lives within the boundaries of the Kew Ecclesiastical (Anglican) Parishes where one or both parents/carers are Committed and Regular Worshippers of a Christian Church.
8. Any remaining places will be given in order of proximity to the School by the Shortest Route.

Definitions and Interpretation

1. **Looked After Child** means a child who is (a) in the care of a local authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions (as defined in Section 22(1) of the Children Act 1989). Written confirmation (to the satisfaction of the Admissions Committee, in their sole discretion) that the child is a Looked After Child, and will be so at the time of the application, must be received by the closing date for applications.
2. **Previously Looked After Child** is a child who was adopted, or subject to a residence order (now termed a child arrangement order under the Children and Families Act 2014), or special guardianship order, immediately following having been Looked After. Written confirmation (to the satisfaction of the Admissions Committee, in their sole discretion) that the child is a Previously Looked After Child, and will be so at the time of the application, must be received by the closing date for applications.
3. **Sibling** means full, step, half, foster and adopted sibling living in the same household.
4. **Child With An Exceptional And Professionally Supported Medical Or Social Need** means a child whose application is supported by written evidence (to the satisfaction of the Admissions Committee, in their sole discretion) from a specialist health professional, social worker or other care professional. This evidence must be received by the closing date for applications. The evidence must set out the reasons why the child's needs can only be met at the School and the difficulties that would be caused to the child if the child had to attend another school.
5. **Kew Ecclesiastical Anglican Parishes** means the parishes of St Anne's, Kew; St Philip & All Saints (The Barn Church); and St Luke's. "Living within" refers to the child's permanent residence at the closing date for applications.
6. **Pupil Premium Grant (PPG)** means the grant paid by the Department of Education to the School for the improvement in attainment of qualifying disadvantaged pupils. PPG is payable in respect of children in various circumstances, including children who qualify for free school meals (FSM.) More details are available from the School (info@queens.richmond.sch.uk; <http://www.queens.richmond.sch.uk>) or from Achieving for Children (freeschoolmeals@achievingforchildren.org.uk). Written evidence (to the satisfaction of the Admissions Committee, in their sole discretion) which demonstrates that the child is PPG eligible must be received by the closing date for applications.
7. **Committed and Regular Worshipper** means attending a church service at least twice a month for at least two years immediately preceding the closing date for applications, as well as participation in at least two of the activities detailed in The Queen's School Clergy Form. A Queen's School Clergy Form, approved and signed by the relevant minister/religious leader, must be received by the closing date for applications. If you or your minister/religious leader have moved during the requisite two-year period, a Queen's School Clergy Form must be approved and signed by each minister/religious leader in respect of each church/place of worship attended in the requisite two-year period. The Queen's School Clergy Form is available on the School website.
8. **Kew Church of England Churches** means St. Anne's, Kew; St. Philip & All Saints (The Barn Church); and St. Luke's.

9. **“Christian Church”** is one that is a full member of Churches Together In Kew, Churches together in England, Churches together in Britain and Ireland, the Evangelical Alliance or churches affiliated to Affinity.
10. **“Shortest Route”** is the shortest route by road and/ or maintained footpath (allowing for bridges over the railway line) from the property to the nearest pedestrian school gate. Accessibility by private or public transport will not be considered. All distances will be measured using the Council’s School Admissions geographical information system.
11. **“Christian Ethos”** means the Christian values as understood, taught and practiced in the Church of England.

FURTHER INFORMATION

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/carer is legally required to make sure their child attends school (or is educated other than at school).

Parents/carers 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. The School can be named as one of the preferences on the CAF. Parents/carers wishing to apply for a place under the church criteria 6 or 7 must also complete The Queen's School Clergy Form (available on the School website) and return it to the School. If parents/carers are unable to make an application online, please contact Richmond Admissions on 0208 891 7514.

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 request 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 in the Reception year. If your child's place is deferred, the School must hold your child's place until the start of the summer term of the child's reception year, and not offer it to another child.

Parents/carers who have been offered a place at the School and wish to defer entry for their child and/or request part-time attendance must put this in writing to the headteacher at the earliest opportunity and before the start of the Autumn term. 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, stating clearly why you feel admission to a different year group is in the child's best interests. You may provide supporting professional evidence 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 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.

Late applications

The Governors will consider late applications in accordance with the procedure in the local authority's school admissions 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/carers 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 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.

Withdrawal of offers

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/carers the Board of Governors 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.

Appeals

Parents/carers who are not offered a place for their child have the right to appeal to an independent appeal panel. Parents/carers wishing to appeal should obtain an appeal form from the school. The form should be sent to the Clerk to the Appeal panel, c/o the School (Cumberland Road, Kew, Richmond, TW9 3HJ.) Appeal Applications must be received by the school within 20 school days, starting from the National Offer Day. Should an appeal be unsuccessful, the Board of Governors will not consider a further application in respect of the same child for the same academic year unless there have been significant and material changes in the circumstances.

This Admissions Policy replaces any previously published.