

## **ADMISSIONS POLICY**

### **THE QUEEN'S CHURCH OF ENGLAND PRIMARY SCHOOL ADMISSIONS POLICY 2024/25**

**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 online or in-year application. Paper copies are available from the Local Authority upon request. Parents/carers must submit the application to their own home council; if applying for this School, parents/carers must name this School as one of the preferences on their application. The application 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 which can be found on our website under "Admissions" 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.

The closing date for the submission of applications and The Queen's School Clergy Form is 15 January of the year in which a place is sought for September. For more information on late applications, please refer to the Local Authority's guidance.

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. Unless otherwise specified 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 by persons unaffiliated with the School.

### **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. In the event that there are more than three children who qualify under this criterion in an application cycle, these three places will be assigned to the qualifying children in order of proximity to the School by the Shortest Route, as calculated by the Local Authority.**
- 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. 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 by persons unaffiliated with the School.**

- 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). If criteria 5 is oversubscribed, places will be allocated based on the age of the Sibling already attending the School, meaning that applicants whose Siblings are younger**

will have priority. For example, an applicant who has a Sibling at the School in Year 2 will have priority over an applicant who has a Sibling at the school in Year 5. In the event that a tiebreaker is needed, places will be assigned in order of proximity to the School by the Shortest Route, as calculated by the Local Authority. In the event a further tiebreaker is needed, places will be allocated by drawing lots by persons unaffiliated with the School.

- 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.** In the event that a tiebreaker is needed, places will be assigned in order of proximity to the School by the Shortest Route, as calculated by the Local Authority. In the event a further tiebreaker is needed, places will be allocated by drawing lots by persons unaffiliated with the School.
- 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.** In the event that a tiebreaker is needed, places will be assigned in order of proximity to the School by the Shortest Route, as calculated by the Local Authority. In the event a further tiebreaker is needed, places will be allocated by drawing lots by persons unaffiliated with the School.
- 8. Any remaining places will be given in order of proximity to the School by the Shortest Route, as calculated by the Local Authority.** In the event a tiebreaker is needed, places will be allocated by drawing lots by persons unaffiliated with the School.

## Definitions and Interpretation

### 1. **Looked after children or previously looked after children**

A looked after child is 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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to the school. A previously looked after child is a child who immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians). 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. **Sibling means full, step, half, foster and adopted sibling living in the same household.**

### 3. **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 school by the closing date for applications. The evidence must set out the reasons why the child's needs can only be met at The Queen's School and the difficulties that would be caused to the child if the child had to attend another school.**

### 4. **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.**

### 5. **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](mailto:info@queens.richmond.sch.uk); <http://www.queens.richmond.sch.uk>) or from Achieving for Children ([freeschoolmeals@achievingforchildren.org.uk](mailto: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 school by the closing date for applications.

6. **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/vicar/priest/religious leader, must be received by the closing date for applications. If you or your minister/vicar/priest/religious leader have moved during the requisite two-year period, a Queen's School Clergy Form must be approved and signed by each minister/ vicar/priest/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.

*In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship*

7. **Kew Church of England Churches** means **St. Anne's, Kew; St. Philip & All Saints (The Barn Church); and St. Luke's.**
8. **"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.
9. **"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. Applicants from the same building will be treated equally regardless of the floor on which they live.
10. **Joint care arrangements.** If your child lives equally between two properties the Local Authority will use one address to determine the outcome of an application: the principal parental address. In the absence of a formalised legal care arrangement, the Local Authority will usually determine the principal parental address to be the address where a parent who holds parental responsibility permanently lives along with the child. In cases of shared care (both parents hold parental responsibility and care is split or shared), the Local Authority will determine the principal parental address to be that of the parent who undertakes the majority of care during the school week. Please refer to the Admission to Richmond's Primary Schools brochure on the Richmond School Admissions website for further information.
11. **"Christian Ethos"** means the Christian values as understood, taught and practiced in the Church of England.

## **FURTHER INFORMATION**

For further information on primary school admissions, please refer to the Local Authority's guidance, found at: [https://www.richmond.gov.uk/primary\\_school\\_admissions](https://www.richmond.gov.uk/primary_school_admissions).

### **When children start school**

Children start school in the September of the school year in which they will become five years old, 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, or to register for a tour (dates advertised on the School website), once the child has reached three years of age. Following the visit, applications to the school should be made using the Local Authority online application system that can be found at [www.eadmissions.org.uk](http://www.eadmissions.org.uk). The School can be named as one of the preferences on this system. 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 020 8547 5569 between the hours of 9 am and 2 pm.

### **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 in the Reception year. If your child's entry 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.

If your child was offered a place at the School and you wish either for your child to attend part time or to defer your child's entry until later in the Reception year, you will need to confirm this with the School, by writing to the Headteacher at the earliest opportunity and before the start of the Autumn term.

### **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 maintained by the Local Authority. The waiting list is ordered in accordance with the School's oversubscription criteria. If a vacancy arises, the child at the top of the waiting list will be offered a place. 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. If a child is withdrawn from the waiting list by their parent/carer, or is offered a spot from the waiting list but declines it, the parent/carer would need to reapply to the Local Authority for the child to go back onto the waiting list.

### **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 Brochure. 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.

### **In-Year Admissions**

For in-year admissions to the school, parents should apply to the Local Authority using the appropriate form, [downloadable](#) from the London Borough of Richmond Admissions Department. If parents/carers are unable to download this form, please contact Richmond Admissions on 0208 547 5569 between the hours of 9 am and 2 pm. Parents/carers wishing to apply for a place under the church criteria 6 and 7 must also complete The Queen's School Clergy Form which can be found on our website under "Admissions" and return it to the School. If there is no current vacancy, in-year applications will be added to the waiting list in accordance with the oversubscription criteria. It is therefore possible that these applicants will have a higher priority than those already on the list.