

St Faith's Church of England School

Admissions Policy for Reception Class Entry

St Faith's Church of England School has a distinctive Christian ethos that 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 to respect the Christian ethos of our school and its importance to our community. The Governors of this school, as part of their commitment to the local community, operate an Admissions Policy that seeks to encourage applications from parents who are keen to educate their children in a school with a Christian ethos.

The Board of Governors admit up to **30** pupils to the Reception class each September as set out in the criteria below.

The school is part of the locally agreed co-ordination scheme for Reception Class admission and the timescales for applications to be received and processed are those agreed with the Local Authority. Parents must complete their home Local Authority Common Application Form (CAF) and return the form to the 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 foundation place 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 foundation place criteria; in this case the application will be considered under the next most appropriate criteria based on the information on the CAF.

The school also adheres to the arrangements for dealing with applications received after the closing date as set out in Wandsworth Borough Council's scheme.

OVERSUBSCRIPTION CRITERIA:

Foundation Places

The Governing Board has designated up to 15 places to be offered to pupils whose parent/carer is a regular worshipper in an Anglican or other Christian Church (*3) (*4). If there are more than 15 qualified applicants, places will be allocated in the following order of priority.

- F1. Looked After Children or Previously Looked After Children (*1)(*2).
- F2. Children with a professionally supported exceptional medical need or exceptional social need for a place at the school, as decided by the Governing Board (*1)(*5)
- F3. Children whose parent(s)/legal guardian(s) is a/are regular worshipper(s) at St Anne's with St Faith's Church (*3) in the following order:
 - (a) Children with a sibling (*6) in the school at the time of application and who will still be in the school on the date of admission
 - (b) Children living nearest to the school in order of a straight-line distance from home to school as measured by the Wandsworth Council Geographical Information System (*7)

- F4. Children whose parent(s)/legal guardian(s) is/ are regular worshipper(s) in an Anglican church (*3) in the following order:
- Children with a sibling (*6) in the school at the time of application and who will still be in the school on the date of admission
 - Children living nearest to the school in order of a straight-line distance from home to school as measured by the Wandsworth Council Geographical Information System (*7)
- F5. Children whose parent(s)/legal guardian(s) is/are regular worshipper(s) in other Christian churches as defined as full members of Churches Together in England (*4) in the following order:
- Children with a sibling (*6) on the school roll on the closing date for applications who will still be in the school on the date of admission
 - Children living nearest to the school in order of a straight-line distance from home to school as measured by Wandsworth Council (Geographical Information System) (*7)

Applicants for Foundation places will be required to supply evidence of their commitment / attendance at church on the St Faith's supplementary form by the application closing date to be considered under this criteria.

Open Places

The Governing Board has designated a minimum of 15 places to be Open places, to be offered to pupils who do not qualify for a Foundation place. Parents applying for an Open place do so knowing that the school aims to provide an education based upon Christian values. If there are more applicants than places available, places will be allocated according to the following criteria. These are stated in order of priority:

- O1. Looked after or previously looked after children (*1)(*2)
- O2. Children with a professionally supported exceptional medical need or exceptional social need for a place at the school, as decided by the Governing Board (*1)(*5)
- O3. Children with a sibling (*6) on the school roll on the closing date for applications that will still be in the school on the date of admission
- O4. Children living nearest to the school in order of a straight-line distance from home to school as measured by Wandsworth Council's Geographical Information System. (*7)

Notes

(*1) For the avoidance of doubt, the Governing Board will give priority to applications made under categories 1. and 2. irrespective of whether those applications are made for Foundation or Open places.

(*2) Looked After Child or a Previously Looked After Child

A Looked After Child is a child who is a) in the care of the local authority, or b) 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. 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.

- (*3) **'Regular worship'** is defined by attendance on at least twice a month over one year immediately prior to their application supported in writing by the minister or official leader of their congregation on the St Faith's School Supplementary Form. If you and/or your minister/religious leader has/have moved over the last two years, you must also obtain a reference from your previous church or place of worship or minister/religious leader so that you have references covering the complete period.
- (*4) A **'Christian'** Church is one that is a full member of "Churches Together in Britain and Ireland."
- (*5) **Children with an exception and appropriately evidenced medical or social need**
Applications made on **exceptional medical grounds** must be supported by a current documentary evidence from a specialist health professional. Applications made on **exceptional social grounds** must be supported by a current documentary evidence from a social worker or other care professional working with the family. The evidence must set out reasons why this school is the most suitable school and the difficulties that would be caused if they had to attend another school. The letter and all supporting documentation should be included with the Council Application Form and submitted by the stated deadline.
- (*6) A **'sibling'** is defined as a full brother or sister, a step/half brother or sister, an adopted brother or sister living at the same address, a child who is living at the same address as part of a family by reason of a court order, or a child who has been placed with foster carers as a result of being looked after by a Local Authority.
- (*7) **Children living nearest to the school**
The address you give must be your child's permanent address on the closing date for applications. Your child's permanent address is as defined in the Wandsworth Council booklet 'Choose a Wandsworth Primary School'. The straight-line measurement used to prioritise applicants for admission to schools in Wandsworth commences in all cases at the location of the property and terminates at the central point of the school as determined by Wandsworth Council's Geographical Information System. Measurements by alternative systems and/or to other points will not be taken into account in any circumstances. Where applicants have identical distance measurements, priority amongst them will be determined at random. Where applicants have identical distance measurements, priority amongst them will be determined by a draw. This procedure is undertaken by Wandsworth Council.

Unfilled Places

Any unfilled Foundation places will become additional Open places.

Unsuccessful Foundation Applicants

Foundation applicants who were not awarded a Foundation Place will become applicants for Open Places. These applicants will be processed according to the criteria used to prioritise Open Places.

Applications after closing date

After the closing date, the school will consider late applications in accordance with the procedure in Wandsworth Council's booklet 'Choose a Wandsworth Primary School'; this is explained in the booklet. Any child who is not offered a place can remain on the school's waiting list on which children are ranked in accordance with the school's published oversubscription criteria. Applications received after the closing date will be inserted into the list in accordance with the published oversubscription criteria; this means that a child's position on the list can move up or down. Wandsworth Council will maintain the waiting list.

Appeal Arrangements

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 Wandsworth Independent Appeal Service (Wandsworth Town Hall, Wandsworth High Street, London SW18 2PU).

Children with an Educational Health Care Plan

Parents of pupils who have an Education Health Care Plan (EHCP) are required to apply for school places separately through the local authority. Following consultation with the local authority and with the school's prior agreement that it can meet the needs of the children concerned, the Governors will admit all those pupils with an EHCP which names the school. If a child with an EHCP 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.

Deferred Entry

The School admits children to the Reception class in the September of the school year in which a child reaches the age of five. (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, 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. A child may attend part-time until the 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 by the end of April prior to the child starting school.

Education out of chronological 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. Decisions will be made on the basis of the circumstances of each case. Parents/carers must state clearly why they feel admission to a different year group is in the child's best interests and may provide recent professional evidence to support this. Parents who wish to make such a request should put this in writing to the headteacher. The governing board will then consider the request and make a decision in accordance with criteria prescribed by the school's admissions code; this included considering the views of the headteacher.

Application for In-Year Admissions

Application for in-year admission must be made to Wandsworth Council on the Council's in-year application form. The Council will refer the application to the school that will inform the applicant whether or not a place can be offered and advise the Council of the outcome.

Date policy agreed:	September 2025
Agreed by:	FGB
Date to be reviewed:	September 2026