



# ADMISSIONS POLICY 2022-23

St Bartholomew's Primary School

---

Date agreed by Governing Board	October 2020
Signature of Chair of Governors	<i>Ros Sutton</i>
Date to be reviewed by Governing Board	November 2022

*This version supersedes all previous versions of this policy.*

## **ADMISSIONS POLICY 2022-23**

### **INTRODUCTION**

St Bartholomew's Church of England 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 to our community.

The Governing Body is responsible for the admission of pupils to St Bartholomew's Church of England School and admits 60 pupils to the Reception classes each year. This number has been agreed between the Governing body and the Local Education Authority.

The school does not have any specific units or facilities for pupils with particular special needs and there are limited facilities for pupils with physical disabilities. The school's main building has disabled access to the lower floor. The upper floor can only be reached via a staircase. The lower floor is also on a split level and access from the classroom to the hall involves two sets of stairs with chair lift. The school is in the process of having ramps fitted to external doors to allow wheelchair access. The other buildings are on one level with a step into each building. As far as possible, the school will ensure that pupils with disabilities have access to the same opportunities as other pupils.

Applications for entry to the Reception class will follow Lewisham's procedures and timetables.

### **OVERSUBSCRIPTION CRITERIA**

#### **(A) FOUNDATION PLACES**

The Governing Body has designated 40 places to be offered to pupils whose families are faithful and regular worshippers (see note 1) in a Christian Church (see list). Written evidence of applicants' commitment to their place of worship (in the form of a clergy reference) will be required. Parents who wish their application to be considered for a foundation place must ensure

that the supplementary information form is completed and returned directly to the school by the stipulated closing date.

If there are more than 40 applicants, places will be allocated according to the following criteria. These are stated in order of priority:

1. Looked after children or previously looked after children (see note 2).

#### **INTERNATIONALLY ADOPTED PREVIOUSLY LOOKED AFTER CHILDREN (IAPLAC)**

2. (i) 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

## ADMISSIONS POLICY 2022-23

looked after, and will be so at the time of making an application to the school.

3. Children whose families are faithful and regular worshippers (see notes 1 and 5) at St Bartholomew's Church or St Philip's Church.

If the school is oversubscribed with applicants at this stage the following criteria will be used to determine priority:

- (i) A sibling (see note 4) on roll at the school on the date of entry of the applicant.
  - (ii) Nearness of the home to the school measured in a straight line between the applicants' home and to a nodal point in the middle of the school, as calculated by Ordnance Survey.
4. Children whose families are faithful and regular worshippers (see note 1) at any CE Church for whom this is the nearest Church of England school.

If the school is oversubscribed with applicants at this stage the same criteria will be used as shown in (2) above.

5. Children whose families are regular and faithful worshippers (see note 1) at one of the churches included in the membership of Ecumenical Bodies in Churches Together in Britain & Ireland or The Evangelical Alliance, or Affinity Churches and for whom this is the nearest Church of England school (see list below).

If the school is oversubscribed with applicants at this stage the same criteria will be used as shown in (2) above.

### **Tie Break**

In the event of two or more applicants having equal right to a place and living equidistant from the school, the Governing Body will allocate the place by drawing lots.

Unsuccessful applicants for foundation places will be considered for any open places remaining unfulfilled at the end of the allocation procedure.

## **(B) OPEN PLACES**

Open places are for those pupils whose parents have chosen the school although they 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 on Christian principles.

The Governing Body has designated 20 places to be offered to these pupils. If there are more applications than places consideration will be given in the following order of priority:

- (i) Looked after children or previously looked after children (see note 2).
- (ii) Medical/social needs: The application must be supported by a letter from a hospital consultant or a social worker or an equivalent professional, clearly setting out the reasons why the school is the only one able to meet the child's or family's needs and the difficulties that would be caused if the child had to attend another school (see note 3).
- (iii) Children who will have a sibling (see note 4) attending the school at the time of their admission to school.
- (iv) Children for whom this is the nearest school measured in a straight line between the applicants' home and to a nodal point in the middle of the school, as calculated by Ordnance Survey.

### **Tie Break**

Where the offer of places to all the applicants in any one of the open criteria listed above will lead to over subscription, the places up to the admission number will be offered to those living nearest the school.

In the event of two or more applicants having equal right to a place and living equidistant from the school, the Governing Body will allocate the place by drawing lots.

### **Notes:**

1 Faithful and regular worship is defined as attendance of the parent/carer at worship at least fortnightly for one year or more prior to application. Those who have recently moved to the area and who worshipped previously in a



## ADMISSIONS POLICY 2022-23

different church will be asked to supply a reference from that church so that the same period is covered. The governors do not give a higher preference to families where both parents worship.

2 Looked after children are children who are in the care of a local authority, or 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. Previously looked after children are children who were looked after immediately prior to being adopted, or who became subject to a residence order, (now termed child arrangement order under the Children & Families Act 2014), or special guardianship order. 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 Written proof from a relevant professional, such as a doctor, social worker or educational psychologist must be produced at the time of application for consideration under this category.

4 A sibling is defined as a blood or adoptive sibling, or half sibling, plus foster or stepsiblings living at the same address as the child.

5 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 the admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

### **(C) SPECIAL EDUCATIONAL NEEDS**

Parents of pupils who have a statement of special educational needs, or 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.

### **Waiting list**

The School operates a waiting list which is ordered in accordance with the admission criteria. The waiting list is held at least up to the end of the autumn term and will be reordered in accordance with the criteria each time a new applicant joins the list. Parents may request in writing to join the waiting list.

### **Appeals**

Parents who are not offered a place for their child have the right to appeal to an independent appeal panel. Appeals must be made in writing to the Clerk to the Appeals panel c/o the School within 20 school days of receipt of notification refusing a place at the School.

Applicants should be aware that under Government regulations, independent appeals panels will only allow an appeal to an infant class if they are satisfied that the decision to refuse your child a place was not one a reasonable admissions authority would make, or that the published admissions arrangements had not been correctly and impartially applied, or did not comply with admissions law and that your child would have been offered a place if they had been.

The Common Application Form (CAF) can be obtained from any Lewisham school, Education Access point, or the Admissions Team, if you are a Lewisham resident. Applications must be made through your home local authority.

### **Late applications**

The Governors will consider late applications in accordance with the procedure in the local authority's admission booklet. In essence, this means that late applicants will be considered after the initial round of offers is made; where the school is oversubscribed this is likely to reduce considerably your chance of gaining a place.

Photocopies of short birth certificates and proof of the child's address i.e. council tax details, proof

## **ADMISSIONS POLICY 2022-23**

of child benefit must be produced when a provisional offer has been made.

### **Fair Access**

The School is committed to taking its fair share of pupils who are hard to place in accordance with the locally agreed fair access protocol. Pupils 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.

### **Deferred entry**

The School admits children to the Reception class in the September of the school year in which a child attains the age of 5 years. (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 (i.e., when the child reaches compulsory school age) or until the beginning of the summer term, whichever is earlier. Children may attend part-time until they reach 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 at the earliest opportunity and before the start of the autumn term.

### **Education out of normal (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. Further details of how to make such a request are available from the school.

## **ADMISSIONS POLICY 2022-23**

### **MEMBERSHIP OF ECUMENICAL BODIES**

#### **Churches Together in Britain and Ireland**

Baptist Union of Great Britain	Methodist Church in Ireland
Cherubim and Seraphim Council of Churches	Moravian Church
Church of Wales	New Testament Assembly
Church of England	Presbyterian Church of Wales
Church of Scotland	Religious Society of Friends
Church of Ireland	Roman Catholic Church in England & Wales
Congregational Federation	Roman Catholic Church of Scotland
Congregational Union of Scotland	Russian Orthodox Church
Council of African & Afro Caribbean Churches	Salvation Army (British Territory)
Council of Oriental Orthodox Christian Churches	Scottish Congregational Church
Greek Orthodox Church	Scottish Episcopal Church
Independent Methodist Churches	Serbian Orthodox Church
International Ministerial Council of Gt. Britain	Undeb yr Annibynwyr Cymraeg (Union of Welsh Independents)
Joint Council for Anglo-Caribbean Churches	United Free Church of Scotland
Lutheran Council of Gt. Britain	United Reform Church
Methodist Church	Wesleyan Holiness Church

### **THE EVANGELICAL ALLIANCE**

#### **Full members**

Apostolic Church	Free Church of Scotland
Assemblies of God	Free Methodist Denomination
Baptist Union of Scotland	London Baptist Association
Church of God (Europe & UK)	New Testament Assembly
Church of Nazarene	Old Baptist Union
Countess of Huntingdon's Connexion	Salvation Army
Elim Pentecostal Church	Wesleyan Reform Union
Free Church of England	Ichthus Christian Fellowship
Kings	

## **ADMISSIONS POLICY 2022-23**

### **Affinity churches**

Grace Baptist churches

Evangelical fellowship of congregational churches

Evangelical Presbyterian churches in England and Wales

Fellowship of Independent Evangelical churches

Evangelical Connexion of Free Church of England

Union of Evangelical Churches