

St Dunstan's, Cheam, Church of England Primary School

ADMISSIONS POLICY 2020/21

MAIN SCHOOL

The Governing Body is responsible for the admission of pupils to St Dunstan's, Cheam, Church of England Primary School and will admit 60 children to the Reception year in September 2020 for those who will become five years old between 1st September 2020 and 31st August 2021. This Reception admission limit has been agreed between the Governing Body and Sutton Local Authority (LA).

The Governing Body is required to abide by the maximum limits for infant classes (Reception, Years 1 and 2, ie, 5-, 6- and 7-year-olds) of 30 pupils per class.

The Governing Body will admit additional pupils for Years 3, 4, 5 and 6 up to a maximum of 64 per year.

The School does not have any specific units or facilities for pupils with particular special needs and there are no specific facilities for pupils with physical disabilities. The School is, however, on a level site and all the accommodation is on one floor without steps. There are ways into the School from the outside that do not involve steps; similarly into all classrooms from playgrounds. The School has a toilet designed for disabled persons. As far as is possible, the School will ensure that pupils with disabilities have access to the same opportunities as other pupils.

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 LA from whom advice is available. If a child with a statement or EHC Plan is placed in the School by the LA before the 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.

St Dunstan's, Cheam, Church of England Primary School has a very strong Christian ethos which is at the heart of everything that we do and provides a high quality of care and education for every member of our School Community. Christian values are promoted through the whole curriculum and we aim to motivate everyone to engage fully in the broad range of educational opportunities provided to develop their potential. We welcome applications from all members of the community. Many parents apply to this school because of its strong Christian ethos and we ask all parents to support our ethos and respect its importance to our School Community.

The School is part of the Pan-London Co-ordinated Admissions Scheme for primary admissions. Parents must complete their Home Local Authority's Common Application Form (CAF) and return it to their Home LA by 15th January 2020. The CAF is available with Sutton's Starting School booklet or online at www.sutton.gov.uk/admissions from September 2019. If parents

St Dunstan's, Cheam, Church of England Primary School

are applying for a place at St Dunstan's, they must name the School as one of their preferences on the CAF.

Parents applying under criterion (iii) (church attendance, see below) and criterion (v) (children of teaching staff, see below) must also complete the St Dunstan's School Supplementary Information Form (to enable the Governors to apply their admission criteria) which is available from the School and must be returned to the School by 15th January 2020. If a parent completes the School's Supplementary Information Form but does not name the School on Sutton's CAF, it will not be treated as a valid application.

Late applications will be considered in accordance with the procedure set out in the Co-ordinated Scheme.

Parents whose child attends the School's Nursery are not guaranteed a place in the Reception year and must complete and submit the CAF and School Supplementary Information Form by 15th January 2020.

In-year applications for admission to Reception after 1st September 2020 and for admission into Years 1 to 6 in 2020/21 should in the first instance contact the School to enquire about possible vacancies. If you are applying under criterion (iii) (church attendance, see below) or criterion (v) (children of teaching staff, see below), you will need to complete the St Dunstan's School Supplementary Information Form. You will then need to contact Sutton Admissions by visiting www.sutton.gov.uk/admissions to gain further information about potential vacancies and the Sutton In-year Application process.

Oversubscription Criteria

When there are more applications than there are places available, the governors will admit pupils according to the following criteria, in order of priority.

- (i) Looked after children or previously looked after children (see Note 1). Confirmation by a social worker from the relevant Local Authority will be required.
- (ii) Children with an exceptional and professionally-supported medical or social need for a place at St Dunstan's, Cheam, C of E Primary School. At the time of application, the supporting evidence from a specialist health professional, social worker or other care professional must set out the particular reasons why this School is the most suitable and the difficulties that would be caused if the child had to attend another school.
- (iii) Children of families who have been faithful and regular worshippers for at least two years (see Note 2) at St Dunstan's Church, Cheam, St Alban's Church, Cheam or St Oswald's Church, Cheam, and live in the Parish of Cheam or within half a

St Dunstan's, Cheam, Church of England Primary School

mile of the Parish boundary (see Note 4). Written evidence of an applicant's commitment to their place of worship will be required in the form of a clergy reference.

- (iv) Children who have a sibling (see Note 3) attending the School at the time when Governors are considering the application.
- (v) Children of permanent teaching staff who have been employed at the School for two or more years at the time of application and/or have been recruited to fill a vacant post at the School for which there is a demonstrable skill shortage.
- (vi) Children living nearest the School as measured in a straight line from the school entrance in Anne Boleyn's Walk to their home address (see Note 5) using a computerised Geographical Information System (GIS) maintained by Sutton's Admissions team.

Notes

Note 1 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 definition in section 22(1) of the Children's Act 1989) at the time of making an application to the School. A previously looked after child is a child who was adopted, or who became subject to a residence order (now termed child arrangement order under the Children and Families Act 2014), or special guardianship order immediately following having been looked after. 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.

Note 2 Faithful and regular worship means attendance by at least one parent at a main Sunday service and/or a weekday Eucharist at St Dunstan's, St Alban's or St Oswald's Churches, at least averaging twice a month for not less than two years before the closing date of 15th January 2020. This has to be confirmed by a written Parish of Cheam clergy reference.

If a family has moved into the Parish or the area bounded by half a mile from the Parish boundary (see Note 4) less than twenty four months before the closing date of 15th January 2020 and has started faithful and regular worship at St Dunstan's, St Alban's or St Oswald's Churches, then faithful and regular worship at their previous Church of England Church will count provided it is supported in writing by their former clergy. It is the parent's responsibility to get confirmation of faithful and regular worship from their previous Church of England Church.

St Dunstan's, Cheam, Church of England Primary School

- Note 3 Sibling refers to brother or sister, half brother or sister, step brother or sister, adopted brother or sister, foster brother or sister or the child of the parent's/carer's partner, who share the same home. Siblings must also have been admitted to the school prior to the current admissions round.
- Note 4 Parish boundary map available on the School's website at <http://www.stdunstans.sutton.sch.uk/> ; alternatively, a copy is available from the School Office on request.
- Note 5 The child's home address excludes any business, relative's or childminder's address, and must be the applicant's normal place of residence. If there is a genuine equal share custody arrangement between the two parents, the address that will be used will be the address of the parent who is claiming Child Benefit for the child.

The address to be used for the initial allocation of places to Reception will be the child's address at the closing date for application. Up to the date in the Co-ordinated Scheme, changes of address may be considered if there are exceptional circumstances. The address to be used for waiting lists, after the initial allocation, will be the child's current address. Any offer of a place is conditional on the child living at the appropriate address provided by the applicant. Parents have a responsibility to notify the Local Authority and the School of any change of address.

Tiebreaker

In the category where oversubscription occurs, priority will be given to those children living closest to the School as measured in a straight line from the child's home to the School entrance in Anne Boleyn's Walk using a computerised Geographical Information System (GIS) maintained by Sutton's Admissions team.

Where two or more applicants share priority for a place, for example where two children live equidistant from the School, and there is only one place remaining, the child to be allocated will be selected by the drawing of lots.

Appeals

Parents who are not successful in their application for this School, have the right of appeal to an independent Panel but must follow the procedure in the notification letter.

Waiting List

The waiting list will be maintained using the above Governors' order of priority and in accordance with the Co-ordinated Scheme until the 31st December 2020. Parents may request in writing to join the Waiting List. If an application

St Dunstan's, Cheam, Church of England Primary School

is received and a child is added to the Waiting List, the list will be re-ranked in accordance with the oversubscription criteria.

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 1st September to 31st August). All parents/carers are entitled to a full-time place for their child in the Reception class from the 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 s/he 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 at the earliest opportunity and before the start of the autumn term.

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.

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.

Determination

This policy for consultation was sent to the Southwark Diocesan Board of Education and was agreed by the full Governing Body prior to formal consultation which concluded on 8th December 2016. As no comments were received, this policy was determined by the full Governing Body at its meeting on 7th February 2017.

February 2017

Relevant dates amended February 2019