

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

## **MAIN SCHOOL ADMISSIONS POLICY 2022-2023**

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 2022 for those who will become five years old between 1<sup>st</sup> September 2022 and 31<sup>st</sup> August 2023. 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 locally agreed co-ordination scheme and the timescales for applications to be received and processed are those agreed with the Local Authority. Parents should apply online via their home Local Authority's e-admissions system; if applying for a place at this School, a parent/carer must name this School as one of their preferences. More

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

information is available in your Local Authority's admission booklet or on their website.

Parents applying under criterion (iii) (church attendance, see below), criterion (v) (children of teaching staff, see below), and/or criterion (vi) (St Dunstan's School Nursery attendance with eligibility for Pupil Premium, see below) must also complete the St Dunstan's School Supplementary Information Form (to enable the Governors to apply their oversubscription criteria) which is available from the School and must be returned to the School by 15<sup>th</sup> January 2022. If a parent completes the School's Supplementary Information Form but does not name the School as a preference on their Local Authority application, 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 Local Authority application and, if applicable, the School's Supplementary Information Form, by 15<sup>th</sup> January 2022.

In-year applications for admission to Reception after 1<sup>st</sup> September 2022 and for admission into Years 1 to 6 in 2022/23 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](http://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.

## St Dunstan's, Cheam, Church of England Primary 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, immediately prior to application, and live in the Parish of Cheam or within half a mile of the Parish boundary (see Note 5). 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 who have been recruited to fill a vacant post at the School for which there is a demonstrable skill shortage.
- (vi) Children attending St Dunstan's School Nursery eligible for the Pupil Premium (see Note 4) at the time when governors are considering the application.
- (vii) 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 6) 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 Church, at least averaging twice a month for not less than two years before the closing date of 15<sup>th</sup> January 2022. This has to be confirmed by a written Parish of Cheam clergy reference. In exceptional cases, a parent/carer for whom unavoidable circumstances have prevented him/her attending worship at least fortnightly, may be

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

considered to be a faithful and regular worshipper; the relevant Minister will determine whether, or not, there were unavoidable circumstances.

If a family has moved into the Parish or the area bounded by half a mile from the Parish boundary (see Note 5) less than twenty four months before the closing date of 15<sup>th</sup> January 2022 and has started faithful and regular worship at St Dunstan's, St Alban's or St Oswald's Church, 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 obtain confirmation of faithful and regular worship from their previous Church of England Church.

- 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 A copy of the confirmation of eligibility for Pupil Premium must accompany the completed Supplementary Information Form. Information regarding Pupil Premium is available through the child's Local Authority (Sutton's information is available online at [https://www.sutton.gov.uk/info/200521/benefits/1288/free\\_school\\_meals\\_and\\_pupil\\_premium](https://www.sutton.gov.uk/info/200521/benefits/1288/free_school_meals_and_pupil_premium)).
- Note 5 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 6 The child's home address excludes any business, relative's or childminder's address, and must be the applicant's normal place of residence. The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received and the residence is split equally by the closing date for applications, the home address will be determined to be the address where the child is registered with the doctor.

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

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

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 31<sup>st</sup> December 2022. Parents may request in writing to join the Waiting List. If an application 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 1<sup>st</sup> September to 31<sup>st</sup> 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

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

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 at its meeting on 8<sup>th</sup> October 2020 prior to formal consultation which started on 12<sup>th</sup> October 2020.

*October 2020*

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

Anne Boleyn's Walk, Cheam, Sutton, Surrey SM3 8DF  
Tel: 020 8642 5463  
[www.stdunstans.sutton.sch.uk](http://www.stdunstans.sutton.sch.uk)



## Supplementary Information Form for a Main School Place 2022/23

**NB:** This form must be returned to the School by 15<sup>th</sup> January 2022. If you complete this supplementary form, you must also name the School as one of your preferences on your home Local Authority application. Completing our supplementary form alone is not an application, and the School will be unable to consider your child for admission.

Child's Surname.....

Christian/Given Names.....

Date of Birth  
(d/m/y).....boy/girl.....

Address.....

.....Postcode .....

Tel Number: (daytime).....(evening).....

Email address.....

Father's Name..... (preferred title).....

Mother's Name..... (preferred title).....

Please circle at which of the following Cheam churches you have attended a main Sunday service or weekday Eucharist twice a month for 2 years:

**St Dunstan's / St Alban's / St Oswald's**

A reference will be sought from the clergy at the church you have indicated (your signed attendance card will enable them to complete our clergy reference form). In exceptional cases, a parent/carer for whom unavoidable circumstances have prevented him/her attending worship at least fortnightly, may be considered to be a faithful and regular worshiper; the relevant Minister will determine whether, or not, there were unavoidable circumstances. Please provide brief details below:

.....  
.....

**Continued overleaf**

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

If you have moved into the Parish or the area bounded by half a mile from the Parish boundary (see our Admissions Policy) in the last 24 months and have started attending St Dunstan's, St Alban's or St Oswald's, Cheam, regularly then please give name and address of your previously attended Church of England Church and obtain a written clergy reference from that Church.

.....

Is either parent employed as a member of the permanent teaching staff at the School? **Yes / No**

Does the child named above currently attend St Dunstan's School's Nursery **and** have you also received confirmation of eligibility for Pupil Premium? **Yes / No**  
A copy of the confirmation must accompany this Supplementary Information Form (see Note 4 in the School's Admissions Policy).

I have read the Admissions Policy on the website  
(<http://www.stdunstans.sutton.sch.uk/Policy>).

Signed..... Date .....

CONSULTATION