



## MAIN SCHOOL ADMISSIONS POLICY 2024-2025

### Vision Statement

**'St Dunstan's – a thriving Christian school, guided by the Good Shepherd, founded on faith, inspiring the best in everyone.'**

For all members of our school family we celebrate:

- excellent achievement and progress in all that we do
- learning for life in all its fullness
- Christian values alive within our school
- being at the heart of our community

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## St Dunstan's, Cheam, C of E Primary School Main School Admissions Policy 2024-25

### Introduction

St Dunstan's, Cheam, Church of England Primary School welcomes applications from all members of the community and we aim to motivate everyone to engage fully in the broad range of educational opportunities provided to develop their potential.

Our 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.

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.

### Allocation of places

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 2024 for those who will become five years old between 1<sup>st</sup> September 2024 and 31<sup>st</sup> August 2025. 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.

Children with a statement of educational needs or an Educational Health Care Plan (EHCP), whose application to the Local Authority (LA) names this school will be allocated a place before any other applicants are considered.

### ***Foundation and Open Places***

***Foundation places are for children whose parent/carer is a member of a Christian Church as defined in note 1***

After allocation of EHCP places, of the remaining places the Governors will offer 51% of remaining places (rounded up if necessary) to **Foundation** applicants, and 49% of remaining places (rounded down if necessary) to **Open** applicants.

If there are fewer applicants for Foundation places than there are places available, the remaining places will become Open places. If there are fewer applicants for Open places than there are places available, the remaining places will become Foundation places.

Those applications which are unsuccessful in the Foundation category will also be automatically considered in the Open category.

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**Oversubscription criteria – FOUNDATION PLACES**

*Foundation places are for children whose parent/carer is a member of a Christian Church as defined in Note 1. **A written clergy reference and the supplementary information form is required for Foundation applications** (see Note 2).*

- (i) Looked after children or previously looked after children (see Note 3) whose parent/carer is a faithful and regular worshipper at a Christian church (see Note 2).
- (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 whose parent/carer is a faithful and regular worshipper at a Christian church (see Note 2). 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 who have a sibling (see Note 4) attending the School at the time when Governors are considering the application and whose parent/carer is a faithful and regular worshipper at a Christian church (see Note 2).
- (iv) 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).
- (v) Children of families who have been faithful and regular worshippers for at least two years at a Church of England church, immediately prior to application.
- (vi) Children of families who have been faithful and regular worshippers for at least two years at another Christian church, immediately prior to application.
- (vii) 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. (The supplementary information form is required).
- (viii) Children attending St Dunstan's School Nursery eligible for the Pupil Premium (see Note 6) at the time when governors are considering the application. (The supplementary information form is required).
- (ix) 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 7) using a computerised Geographical Information System (GIS) maintained by Sutton's Admissions team.

**Tiebreaker**

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.

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**Oversubscription criteria – OPEN PLACES**

*Open places are for those who do not qualify for a Foundation place. Parent/carers applying for an Open place should be aware of the School's aims to provide an education based on Christian principles.*

- (i) Looked after children or previously looked after children (see Note 3).
- (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 who have a sibling (see Note 4) attending the School at the time when Governors are considering the application.
- (iv) 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. (The supplementary information form is required).
- (v) Children attending St Dunstan's School Nursery eligible for the Pupil Premium (see Note 6) at the time when governors are considering the application. (The supplementary information form is required).
- (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 7) using a computerised Geographical Information System (GIS) maintained by Sutton's Admissions team.

**Tiebreaker**

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.

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## **Explanatory Notes**

### **Note 1          A Christian Church**

A Christian Church must be a member of the Evangelical Alliance or Churches Together in England.

### **Note 2          Faithful and Regular Worship**

This is defined as the regular attendance of at least one parent/carer at least fortnightly for not less than two years at the advertised regular public worship of their church (usually the main Sunday service and/or a weekday Eucharist) before the closing date of 15<sup>th</sup> January 2024.

Written evidence of the attendance outlined above from the Rector, Vicar, Minister (or senior church official if the post is vacant) of the church where the parent/carer regularly worship should be provided to the School by the applicant along with the supplementary information form before the closing date of 15<sup>th</sup> January 2024. A clergy reference form and the supplementary information form are available from the School Office or on the School's website within the admissions section.

In exceptional cases a parent/carer for whom unavoidable circumstances have prevented them from attending worship such that they have been unable to qualify for the faith-based oversubscription criteria, (at least fortnightly for at least two years prior to application), may be considered to be a faithful and regular worshipper; the relevant Minister will determine whether, or not, there were unavoidable circumstances.

Those who have recently moved to the area, who worshipped previously in a different church and have now started faithful and regular worship at another church, will be asked to supply a reference from the previous church as well as the current church, so that the two-year period is covered. The governors do not give a higher preference to families where both parents/carers worship.

### **Note 3          Looked After Child**

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 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.

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**Note 4            Sibling**

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 5            Parish Boundary**

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            Eligibility for Pupil Premium**

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 7            Child's Home Address**

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 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.

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## **How to apply**

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

Parents applying for a foundation place (written evidence from Clergy must be provided, see note 2), as a place for a child of teaching staff, or attending St Dunstan's School Nursery with eligibility for Pupil Premium, **must also complete the St Dunstan's School Supplementary Information Form** which is available from the School and must be returned to the School by 15<sup>th</sup> January 2024. 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 2024.

In-year applications for admission to Reception after 1<sup>st</sup> September 2024 and for admission into Years 1 to 6 in 2024/25 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.

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## **Additional information**

### **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 of the year of admission. 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 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.

### **Accessibility**

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.



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**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**

**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 at midnight on 1st December 2022. As no comments were received, this policy was determined by the full Governing Body at its meeting on 8th December 2022.