

St Mary's Bryanston Square CE Primary School



# **ADMISSIONS POLICY**

**2017-18**

**“Excellence with compassion”**

## **Our Vision**

To provide an excellent learning environment, which promotes achievement in every area, and nurtures the social, emotional and spiritual well-being of the whole school community.

## Admissions criteria 2017-18

St Mary's Bryanston Square 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/carers to respect the Christian ethos of our school and its importance to our community.

There are 30 places available for our Reception class. Should there be more than 30 applications, places will be offered in the following order of priority:

1. Children in care (looked after<sup>1</sup> by a Local Authority).
2. Baptised<sup>2</sup> children living with parent or parents<sup>3</sup> who are resident in the combined parish of St. Mary's Bryanston Square and St. Mark's, Old Marylebone Road and whose parents are practising<sup>4</sup> members of one of those churches.
3. Children living with parent or parents who are resident in the combined parish of St. Mary's Bryanston Square and St. Mark's, Old Marylebone Road and whose parents are practising members of a Christian Church<sup>5</sup>.
4. Other children living in the combined parish of St. Mary's Bryanston Square and St. Mark's, Old Marylebone Road.
5. Children living with parent or parents who are resident in, and practising members of a Christian church<sup>5</sup>, within the local area (*the local area is defined below*).
6. Other children living with parent or parents in the local area, with preference being given to siblings of pupils who are already in the school (who will still be in the school on the younger sibling's starting date) who have not been offered a place under criteria 2 to 5.
7. If there are remaining places these will be offered to children living outside the local area and decided on distance from the school (see below). In exceptional circumstances a child may be admitted by the governors following consultation and where there are exceptional medical or social reasons and provided that they are satisfied that there is a medical / social need for that child's admission. Letters from appropriate professionals would be needed to support such an application detailing how the school can meet their needs and how they would suffer detriment if they went to another school.

In the event of oversubscription in any of the above criteria, priority will be determined in order of nearness of the home to the school. In the event that two or more applicants live the same distance from the school and there are insufficient places to admit all applicants, places will be allocated by drawing lots.

### Notes:

1. By a "looked-after child" we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangements order' is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion should be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order)."
2. Confirmation of residence and/or baptism (if appropriate) is required.
3. This includes those having parental responsibility as defined by the Children's Act 1989.
4. For the purposes of Admission, the Governors deem "practising" to mean, on average, at least twice monthly attendance at Church for at least a full year.
5. For the purposes of Admission, the Governors deem "Christian" to mean membership of churches recognised by Churches Together in Britain and Ireland or the Evangelical Alliance.

## 6. The local area is defined as:

The eastern boundary consists of a line running through: Hollies Street, western side of Cavendish Square, Harley Street and Brunswick Place. South/south-west of The Outer Circle/Cornwall Terrace, Hanover Gate, part of Park Road, Wellington Road to the junction with Circus Road. The northern boundary consists of a line running through: Circus Road (west of Wellington Road), Hall Road and Sutherland Avenue. The western boundary consists of a line running through: Warrington Crescent, Warwick Avenue, crossing the Harrow Road to part of North Wharf Road, beside Paddington Station (London Street), Sussex Place, along Stanhope Terrace and Brook Street. The southern boundary consists of a line running through: Bayswater Road (east of the junction with Brook Street), Marble Arch and Oxford Street to its junction with Hollies Street. **See attached map.**

## INFORMATION ABOUT ADMISSIONS

### 1. Admission Arrangements

St Mary's Bryanston Square School is a Church of England Voluntary Aided School and we participate in the Westminster scheme for co-ordinated admission arrangements. Applicants to St Mary's must complete the Westminster Common Application Form. The school also has a supplementary form that needs to be completed in addition to the Westminster Common Application Form. All forms are available from the school office.

Families are encouraged to visit the school and the Senior Administrative Officer will be able to answer your questions about the school.

As well as providing you with a supplementary form we will:

- put your name and address on our mailing list, if that is of interest
- give you a copy of information about our school and our Admissions arrangements (also available on our website: [st-marys.bryanston.net](http://st-marys.bryanston.net))
- answer any questions about how to apply
- ask you if you would like to be invited to an open morning when you would have an opportunity to look round and ask questions before applying.

In January, before the September of the school year in which your child will be five years old, you will receive your supplementary form.

The Local authority Common Application Form is available on your local authority's website.

You should complete this form (Common Application Form) online.

The closing date for applications will be the date is *15th January, 2017*.

The Governing Body is responsible for the admission of pupils to the School and admits 30 pupils to the Reception class each year. The Governing Body is required to abide by the maximum limits for infant classes (5, 6 and 7 year olds), ie, 30 pupils per class and we often have more applicants than places. You may, therefore, wish to apply to other schools in the neighbourhood as well as St. Mary's.

Children are usually\* admitted into our Reception class in September of the year they turn 5 years old. Places in Reception class will be offered on *16th April 2017*.

If you are offered a place, which you accept, you will be invited to come with your child to spend an afternoon with us shortly before he or she starts school.

*\*(see below for information regarding deferred entry)*

### 2. Waiting list

The School operates a waiting list which is ordered in accordance with the admission criteria. The waiting list is held until the last day of the Autumn Term. Parents may request in writing to join the waiting list.

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### **3. Appeals**

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 school. The form should be sent to reach the Clerk to the Appeal panel, c/o the School, within 20 school days of the date of the letter confirming the governors' decision not to offer a place. Should an appeal be unsuccessful, the governing body will not consider a further application from those parents within the same academic year unless there have been significant and material changes in their circumstances.

### **4. Late applications**

The Governors will consider late applications in accordance with the procedure in the local authority's co-ordinated scheme as published in the LA school admissions booklet.

### **5. Special educational needs**

Parents of pupils who have a statement of special educational needs are required to apply for school places separately through the local authority from which advice is available. If a child with a statement 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.

### **6. Deferred entry to reception class/part-time 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.) Parents/carers applying for a place in the reception class may request to defer entry to the reception class until the beginning of the term after their child is five years old, but not beyond the point at which they reach compulsory school age (the term after the fifth birthday). This means that parents of a child whose fifth birthday falls between 1 September 2017 and 31 March 2018 may request that their child is not admitted until later in the school year 2017/18, but no later than the term after the child's fifth birthday, when s/he reaches compulsory school age. For children born between 1 April and 31 August, this is not beyond the beginning of the final term of the school year for which it was made. The school will hold any deferred place for the child.

For children whose fifth birthday falls between 1 April 2018 and 31 August 2018, parents who do not wish them to start school in school year 2017-18, but to be admitted in September 2018 for school year 2018-19, should discuss this with the school at an early stage. Any requests for a whole year deferral must be made in writing to the Headteacher. Any decision regarding deferral will be made based on the individual circumstances of each case and the best interests of the child. Parental views, academic achievement, social and emotional development and where relevant medical views will be taken into consideration. The school governors will also take into consideration the views of the Headteacher. The reasons for the decision will be communicated to the parent in writing.

Parents may decide not to apply for a Reception place in the school but to apply for a Year 1 place in September 2018. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2017-18 Reception Year group. Alternatively, they may decide to apply in the normal round (no later than 15 January 2018) for a Reception Year place in September 2018, but would need to provide strong supporting reasons for seeking a place outside the normal year group and apply via the protocol outlined above.

Parents/carers may also request that their child attends part-time until their child reaches compulsory school age.

April 2016

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