



# Determined Admissions Policy 2021-2022

**This policy was reviewed in October 2019**  
**This policy was approved by the Governing Body on 25<sup>th</sup> November 2019**  
**This policy will be reviewed by November 2020**  
*(unless any changes are necessary prior to this date)*

In accordance with the School Admissions Code, 2014, admission arrangements must be formally determined by the responsible admission authority.

The Governing Body of St Matthew's CE Primary & Nursery School, Westminster hereby formally determines the admission arrangements for the academic year of entry 2021-2022.

## School Ethos

St Matthew's Primary School is a thriving one form entry church school in the centre of Westminster. The care, guidance and support we provide for our children, our high expectations and the excellent educational and inclusive opportunities, supports our belief that every child matters. Children's spiritual, moral, social, emotional and academic development is encapsulated in our motto of 'Belonging, Believing, Achieving'.

All parent(s)/carer(s) applying for a place for their child/ren at St Matthew's are expected to respect and support the distinctive Christian ethos of the school.

Our school serves both the local community and other areas of London; there is no catchment area. We work in close partnership with St Matthew's Church and other local churches. We are an inclusive school and welcome families of all religious backgrounds and none.

The Governors, who are responsible for admissions to this Church of England Voluntary aided Nursery and Primary School, have agreed with the Local Authority (LA) to admit:

<b>Year Group</b>	<b>Number of pupils</b>
Each statutory year group - Reception, Year 1,2,3,4,5,6	30 pupils
Nursery	Up to 32 children (20 full time places, 12 part time places, ie. 26 FTE).

## St Matthew's Primary & Nursery School Admissions Policy 2021-2022

St Matthew's School does not have a catchment area, places are offered to applicants based on the following criteria:

### ADMISSIONS CRITERIA FOR NURSERY

We ask for parent(s)/carer(s) 'commitment to St Matthew's School when considering a Nursery place for their child. Although admission into Nursery does not guarantee a place at St Matthew's Primary School for Reception Class, we discourage parent(s)/carer(s) from applying to our Nursery if they are not considering a Reception Class place for their child.

(Separate admissions procedures apply for entry to Reception Class.)

1.	Children who are looked after (CLA) or who have previously been looked after <sup>1</sup> but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order.
2.	Children whose parent(s)/carer(s) have attended the parish church of St Matthew's, Westminster regularly <sup>2</sup> for the past two years. <i>(Please complete the Supplementary Information Form)</i>
3.	Children who already have siblings <sup>3</sup> attending the school at the date of entry and whose parent(s)/carer(s) have attended a Church of England church regularly for the past two years. <i>(Please complete the Supplementary Information Form)</i>
4.	Children who already have siblings attending the school at the date of entry
5.	Children who live in the parish of St Matthew's, Westminster <sup>4</sup>
6.	Children whose parent(s)/carer(s) have worshipped at another Church of England church regularly for the last two years. <i>(Please complete the Supplementary Information Form)</i>
7.	Children whose parent(s)/carer(s) have worshipped at another Church <sup>5</sup> regularly for the past two years. <i>(Please complete the Supplementary Information Form)</i>
8.	Children whose parent(s)/carer(s) have worshipped in another World Faith <sup>6</sup> regularly for the past two years. <i>(Please complete the Supplementary Information Form)</i>
	<p>All other places remaining will be offered to children living closest to the school.</p> <ul style="list-style-type: none"> <li>For entry to the Nursery and for in-year applications, distances will be measured to allocate places at St Matthew's Primary School.</li> <li>Distances are determined in a straight line. From the child's home address to the main school doors on Old Pye Street. In the event that distances are equal for two applicants (including where applicants live in the same block of flats/building) the governing body will determine which applicant should be offered the place by the drawing of lots.</li> </ul>

<sup>1</sup> 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 a school.

<sup>2</sup> Regularly is determined as at least twice a month

<sup>3</sup> A sibling is defined as a brother or sister, half brother or sister, or step brother or sister whose main residence is at the same address

<sup>4</sup> Please contact St Matthew's Church to check whether you live in the parish or view the map here:

<https://www.london.anglican.org/directory/st-matthew-westminster/>

<sup>5</sup> Churches who are members of CTBI and the Evangelical Alliance

<sup>6</sup> World Faiths include Buddhism, Hinduism, Islam, Judaism, Sikhism

### ADMISSIONS CRITERIA FOR RECEPTION CLASS

Parent(s)/carer(s) who are applying for a Reception Class place must complete the Common Application Form available from their home Local Authority and return it to their Local Authority. For applications under criteria 2,3,7,8 & 9 parent(s)/carer(s) should complete the School Information Form (SIF) (appendix 2) and return this form directly to the school office.

1.	Children who are looked after (CLA) or who have previously been looked after <sup>1</sup> but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order.
2.	Children whose parent(s)/carer(s) have attended the parish church of St Matthew's, Westminster regularly <sup>2</sup> for the past two years. <i>(Please complete the Supplementary Information Form and return it to the school)</i>
3.	Children who already have siblings <sup>3</sup> attending the school at the date of entry and whose parent(s)/carer(s) have attended a Church of England church regularly for the past two years. <i>(Please complete the Supplementary Information Form and return to the school and enclose a letter from the parish priest or minister with your child's application)</i>
4.	Children who already have siblings attending the school at the date of entry
5.	Children who live in the parish of St Matthew's Westminster <sup>4</sup>
6.	Children who have attended St Matthew's School Nursery
7.	Children whose parent(s)/carer(s) have worshipped at another Church of England church regularly for the last two years. <i>(Please complete the Supplementary Information Form and return it to the school and enclose a letter from the parish priest or minister with your child's application)</i>
8.	Children whose parent(s)/carer(s) have worshipped at another Church <sup>5</sup> regularly for the past two years. <i>(Please complete the Supplementary Information Form and return it to the school and enclose a letter from the parish priest or minister with your child's application.)</i>
9.	Children whose parent(s)/carer(s) have worshipped in another World Faith <sup>6</sup> regularly for the past two years. <i>(Please complete the Supplementary Information Form).</i>
	<p>All other places remaining will be offered to children living closest to the school.</p> <ul style="list-style-type: none"> <li>• For entry to the Nursery and for in-year applications, distances will be measured to allocate places at St Matthew's Primary School.</li> <li>• Distances are determined in a straight line. From the child's home address to the main school doors on Old Pye Street. In the event that distances are equal for two applicants (including where applicants live in the same block of flats/building) the governing body will determine which applicant should be offered the place by the drawing of lots. For entry to Reception Class, distances are determined using the Local Authority's computerised measuring system. The school is informed of these distances via the School Access Module (SAM).</li> </ul>

<sup>1</sup> 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 a school.

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<sup>6</sup> World Faiths include Buddhism, Hinduism, Islam, Judaism, Sikhism

**ADMISSIONS CRITERIA FOR IN-YEAR APPLICATIONS (casual applications)**

For applications under criteria 2,3,6,7&8 parent(s)/carer(s) should complete the School Information Form (SIF) (appendix 2) and return this form directly to the school office.

1.	Children who are looked after (CLA) or who have previously been looked after <sup>1</sup> but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order.
2.	Children whose parent(s)/carer(s) have attended the parish church of St Matthew's, Westminster regularly <sup>2</sup> for the past two years. <i>(Please complete the Supplementary Information Form and return it to the school)</i>
3.	Children who already have siblings <sup>3</sup> attending the school at the date of entry and whose parent(s)/carer(s) have attended a Church of England church regularly for the past two years. <i>(Please complete the Supplementary Information Form and return to the school and enclose a letter from the parish priest or minister with your child's application)</i>
4.	Children who already have siblings attending the school at the date of entry
5.	Children who live in the parish of St Matthew's Westminster <sup>4</sup>
6.	Children whose parent(s)/carer(s) have worshipped at another Church of England church regularly for the last two years. <i>(Please complete the Supplementary Information Form and return it to the school and enclose a letter from the parish priest or minister with your child's application)</i>
7.	Children whose parent(s)/carer(s) have worshipped at another Church <sup>5</sup> regularly for the past two years. <i>(Please complete the Supplementary Information Form and return it to the school and enclose a letter from the parish priest or minister with your child's application.)</i>
8.	Children whose parent(s)/carer(s) have worshipped in another World Faith <sup>6</sup> regularly for the past two years. <i>(Please complete the Supplementary Information Form).</i>
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<sup>1</sup> 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 a school.

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**PROCEDURES FOR APPLYING FOR A PLACE AT ST MATTHEW'S**

<p><b>Nursery</b></p>	<p>Parent(s)/carer(s) who are applying for a Nursery place for their child have to return the Nursery Supplementary Information Form (appendix 1) directly to the school office.</p> <p>Parent(s)/carer(s) will be notified if their child has a place in the Nursery for September by the school. Any applications received after September will be treated as in-year Nursery admissions.</p>
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<p><b>Reception</b></p>	<p>Parent(s)/carer(s) who are applying for a Reception Class place must complete the Common Application Form and complete the SIF (appendix 2) for applications under criteria 2,3,5,7,8 &amp; 9 and return this form directly to the school office. Parent(s)/carer(s) will be notified of the outcome of their application via the local authority.</p> <p>Full-time Reception Class places are offered to children in the September following their fourth birthday.</p> <p>Parent(s)/carer(s) can defer the date their child is admitted to the school until later in the school year, but not beyond the point at which they reach compulsory school age (the term<sup>1</sup> after their fifth birthday) and not beyond the beginning of the final term of the school year for which it was made.</p> <p>Where the parent(s)/carer(s) wish, children may attend part-time until later in the school year, but not beyond the point at which they reach compulsory school age.</p> <p>Parents may decide not to apply for a Reception place in the school but to apply in the second half of the summer term 2022 for a Year 1 place in September 2022. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2021-2022 Reception Year group. Alternatively, they may decide to apply in the normal round (no later than 15 January 2022) for a Reception Year place in September 2022, but would need to provide strong supporting reasons for seeking a place outside the normal year group via the protocol outlined above.</p>
<p><b>In-Year Application</b> <i>(entry to the school at any point within the school year)</i></p>	<p>Parent(s)/carer(s) who are applying for an in-year place for their child (any other year group) must complete the admissions process via the admissions team in their home borough and complete the SIF (appendix 3) for applications under criteria 2,3,5,7,8 &amp; 9 and return this form directly to the school office. Parent(s)/carer(s) will be notified by the school office if a place can be offered to their child.</p>

When there are more applications than places available, the following criteria will be used:

**For entry to Reception Class in September**

- When deciding between applicants who have equal entitlement under the school's admissions criteria, the Governors will have regard to the proximity of the applicant's home to the school.
- Priority will be given to applicants who live closest to the school determined by the Local Authority's computerised measuring system. The school is informed of these distances via SAM.

<sup>1</sup> This refers to three terms in the school year: Term 1 is September-December; Term 2 is January-March

**For entry to Nursery Class in September, or in-year admissions for any other year group:**

- When deciding between applicants who have equal entitlement under the school's admissions criteria, the Governors will have regard to the proximity of the applicant's home to the school.
- Priority will be given to applicants who live closest to the school's main entrance on Old Pye Street.
- Distances are determined in a straight line. From the child's home address to the main school doors on Old Pye Street. In the event that distances are equal for two applicants (including where applicants live in the same block of flats/building) the governing body will draw lots to determine which applicant should be offered the place. This process will be overseen by an independent observer.

These arrangements and the admissions criteria are reviewed annually.

**In-year (casual) admissions**

Parent(s)/carer(s) who are applying for an in-year place for their child (any other year group) must complete the admissions process via the admissions team in their home borough and complete the SIF (appendix 3) for applications under criteria 2,3,7,8 & 9 and return this form directly to the school office. Parent(s)/carer(s) will be notified by the school office if a place can be offered to their child.

The usual admissions criteria will be applied if in-year applications are made throughout the school year. If a place is available and there is no waiting list, then the governors offer a place to the child.

If more applications are received than there are places available, then applications will be ranked by the governing body in accordance with the admissions criteria.

If a class is already at capacity, the family will be offered a place on the waiting list. When a place becomes available, the governing body will offer the next child on the list a place at St Matthew's School.

**Special Educational Needs and Disabilities (SEN)**

Children with an Education, Health Care Plan (EHCP) do not apply to schools in the same way as other pupils. Children with an EHCP naming St Matthew's Primary School will be offered places.

**Admissions Appeals**

Parent(s)/carer(s) who are not offered a place for their child are entitled to appeal to an independent committee under the provisions of the 1998 School Standards and Framework Act.

Those wishing to appeal should contact the appeals panel by writing to the school within 14 days from the date of notification.

Unsuccessful applicants will have their names included on the waiting list if requested. Any vacancies that arise will be allocated from the waiting list strictly in accordance with the above criteria.

In accordance with Regulation 21 of the Regulations and Section 88 of the SSFA 1998, any person or body who considered that any maintained school or Academy's arrangements are unlawful, or not compliant with the Code or relevant law relating to admissions, can make an objection to the Schools Adjudicator.

**APPENDIX I  
SUPPLEMENTARY INFORMATION FORM (SIF) FOR ENTRANCE TO NURSERY**

<b>Child's First Name</b>		<b>Child's Surname</b>	
<b>Child's Date of Birth</b>		<b>Name and Year Group of siblings already on roll at St Matthew's</b>	
<b>Address &amp; Post Code</b>			
<b>Name of Parent/Carer</b>		<b>Telephone Number of Parent/Carer</b>	
<b>Email address of Parent/Carer</b>			

Please indicate your preference for a part-time **or** full-time place. Parent preferences cannot be guaranteed, places are offered according to the admissions criteria.

	<b>Please tick one</b>
I would like a part-time <b>morning</b> place for my child (9am-12pm, 15 hours per week, term time only)	
I would like a part-time <b>afternoon</b> place for my child (12.30pm-3.30pm, 15 hours per week, term time only)	
I would like a <b>full-time</b> (9am-3.30pm) place for my child <b>and</b> I have a 30 hour code from the HMRC  HMRC Eligibility Code: _____	
I would like a <b>full-time</b> (9am-3.30pm) place for my child <b>and</b> My child is eligible for Free School Meals (FSM) (FSM Application Form to be completed)	
I would like a <b>full-time</b> (9am-3.30pm) place for my child. My child is not eligible for Free School Meals so I will pay £45 per week for the additional 15 hours at Nursery, term time only.	

### ADMISSIONS CRITERIA FOR NURSERY

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(Separate admissions procedures apply for entry to Reception Class.)

		Tick one
1.	Children who are looked after (CLA) or who have previously been looked after <sup>1</sup> but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order.	
2.	Children whose parent(s)/carer(s) have attended the parish church of St Matthew's, Westminster regularly <sup>2</sup> for the past two years. <i>(Please complete the Supplementary Information Form)</i>	
3.	Children who already have siblings <sup>3</sup> attending the school at the date of entry and whose parent(s)/carer(s) have attended a Church of England church regularly for the past two years. <i>(Please complete the Supplementary Information Form)</i>	
4.	Children who already have siblings attending the school at the date of entry	
5.	Children who live in the parish of St Matthew's, Westminster <sup>4</sup>	
6.	Children whose parent(s)/carer(s) have worshipped at another Church of England church regularly for the last two years. <i>(Please complete the Supplementary Information Form)</i>	
7.	Children whose parent(s)/carer(s) have worshipped at another Church <sup>5</sup> regularly for the past two years. <i>(Please complete the Supplementary Information Form)</i>	
8.	Children whose parent(s)/carer(s) have worshipped in another World Faith <sup>6</sup> regularly for the past two years. <i>(Please complete the Supplementary Information Form)</i>	
	<p>All other places remaining will be offered to children living closest to the school.</p> <ul style="list-style-type: none"> <li>• For entry to the Nursery and for in-year applications, distances will be measured to allocate places at St Matthew's Primary School.</li> <li>• Distances are determined in a straight line. From the child's home address to the main school doors on Old Pye Street. In the event that distances are equal for two applicants (including where applicants live in the same block of flats/building) the governing body will determine which applicant should be offered the place by the drawing of lots.</li> </ul>	

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**APPENDIX 2**

**SUPPLEMENTARY INFORMATION FORM (SIF) FOR THOSE APPLYING TO RECEPTION CLASS UNDER CRITERIA 2,3,7,8, & 9**

Parent(s)/Carer(s) name St Matthew's Primary School on the Common Application Form complete the SIF (appendix 2) for applications under criteria 2,3,7,8 & 9 and return this form directly to the school office.

<b>Child's First Name</b>			<b>Child's Surname</b>	
<b>Child's Date of Birth</b>			<b>Name and Year Group of siblings already on roll at St Matthew's</b>	
<b>Address &amp; Post Code</b>				
<b>Name of Parent/Carer</b>			<b>Telephone Number of Parent/Carer</b>	
<b>Email address of Parent/Carer</b>				
<b>For applications under criteria 2,3,7,8 &amp; 9</b>	<b>Name of Church/Place of Worship</b>			
	<b>Has the above parent/carer attended regularly (at least twice a month for the past two years)</b>	<b>YES / NO</b>		
	<b>Signed</b>			
	<b>Name of Priest/Faith Leader</b>			

<b>Parent/Carer Signature</b>			
<b>Print Name</b>		<b>Date</b>	
<i>Date received by the school office</i>			
<i>Child currently on roll in Nursery?</i>			

## ADMISSIONS CRITERIA FOR RECEPTION CLASS

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		Tick one
1.	Children who are looked after (CLA) or who have previously been looked after <sup>1</sup> but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order.	
2.	Children whose parent(s)/carer(s) have attended the parish church of St Matthew's, Westminster regularly <sup>2</sup> for the past two years. <i>(Please complete the Supplementary Information Form and return it to the school)</i>	
3.	Children who already have siblings <sup>3</sup> attending the school at the date of entry and whose parent(s)/carer(s) have attended a Church of England church regularly for the past two years. <i>(Please complete the Supplementary Information Form and return to the school and enclose a letter from the parish priest or minister with your child's application)</i>	
4.	Children who already have siblings attending the school at the date of entry	
5.	Children who live in the parish of St Matthew's Westminster <sup>4</sup>	
6.	Children who have attended St Matthew's School Nursery	
7.	Children whose parent(s)/carer(s) have worshipped at another Church of England church regularly for the last two years. <i>(Please complete the Supplementary Information Form and return it to the school and enclose a letter from the parish priest or minister with your child's application)</i>	
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	<p>All other places remaining will be offered to children living closest to the school.</p> <ul style="list-style-type: none"> <li>• For entry to the Nursery and for in-year applications, distances will be measured to allocate places at St Matthew's Primary School.</li> <li>• Distances are determined in a straight line. From the child's home address to the main school doors on Old Pye Street. In the event that distances are equal for two applicants (including where applicants live in the same block of flats/building) the governing body will determine which applicant should be offered the place by the drawing of lots. For entry to Reception Class, distances are determined using the Local Authority's computerised measuring system. The school is informed of these distances via the School Access Module (SAM).</li> </ul>	

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**APPENDIX 3  
SUPPLEMENTARY INFORMATION FORM (SIF) FOR ENTRANCE IN-YEAR  
APPLICATIONS**

For applications under criteria 2,3,7 & 8 parent(s)/carer(s) should complete the School Information Form (SIF) (appendix 2) and return this form directly to the school office.

<b>Child's First Name</b>		<b>Child's Surname</b>	
<b>Child's Date of Birth</b>		<b>Name and Year Group of siblings already on roll at St Matthew's</b>	
<b>Address &amp; Post Code</b>			
<b>Name of Parent/Carer</b>		<b>Telephone Number of Parent/Carer</b>	
<b>Email address of Parent/Carer</b>			
<b>For in-year admissions only:</b>	<b>Name and address of current/previous school</b>		
	<b>Local Authority/Borough/County of previous school</b>		
	<b>Reason for leaving current school</b>		
	<b>Current year group</b>		

**ADMISSIONS CRITERIA FOR IN-YEAR APPLICATIONS (casual applications)**

For applications under criteria 2,3,7 & 8 parent(s)/carer(s) should complete the School Information Form (SIF) (appendix 2) and return this form directly to the school office.

		Tick one
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7.	Children whose parent(s)/carer(s) have worshipped at another Church <sup>5</sup> regularly for the past two years. <i>(Please complete the Supplementary Information Form and return it to the school and enclose a letter from the parish priest or minister with your child's application.)</i>	
8.	Children whose parent(s)/carer(s) have worshipped in another World Faith <sup>6</sup> regularly for the past two years. <i>(Please complete the Supplementary Information Form).</i>	
	<p>All other places remaining will be offered to children living closest to the school.</p> <ul style="list-style-type: none"> <li>• For entry to the Nursery and for in-year applications, distances will be measured to allocate places at St Matthew's Primary School.</li> <li>• Distances are determined in a straight line. From the child's home address to the main school doors on Old Pye Street. In the event that distances are equal for two applicants (including where applicants live in the same block of flats/building) the governing body will determine which applicant should be offered the place by the drawing of lots. For entry to Reception Class, distances are determined using the Local Authority's computerised measuring system. The school is informed of these distances via the School Access Module (SAM).</li> </ul>	

<sup>1</sup> 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 a school.

<sup>2</sup> Regularly is determined as at least twice a month

<sup>3</sup> A sibling is defined as a brother or sister, half brother or sister, or step brother or sister whose main residence is at the same address

<sup>4</sup> <https://www.london.anglican.org/directory/st-matthew-westminster/>

<sup>5</sup> Churches who are members of CTBI and the Evangelical Alliance

<sup>6</sup> World Faiths include Buddhism, Hinduism, Islam, Judaism, Sikhism