

St Clement Danes Church of England Primary School

Drury Lane, London WC2B 5SU

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www.st-clementdanes.westminster.sch.uk



ADMISSIONS POLICY SCHOOL YEAR 2021/22

St Clement Danes CE Primary School is a Christian School and the Staff and Governors seek to provide a sound and full education within a caring Christian atmosphere. There is a real commitment to every child, regardless of physical or academic ability, culture, background or religion.

We aim to run a school where everyone feels valued and where there is a feeling of community and a clear sense of purpose that embraces, children, staff, parent(s) and carer(s), governors and other colleagues and friends in the local community.

There are high expectations of everyone, as set out in the Aims of the School and the Home-School Partnership Agreement.

Governors hope that parent(s) who chose this school for their child do so knowing that it is a Church of England school with a distinctive Christian ethos. Governors therefore expect parent(s) to give their full support to the ethos of the school.

Governors hope that all children will attend the acts of collective worship and will take part in the religious education curriculum offered by the school. This does not remove the right that parent(s) have to request that their children be withdrawn from these activities.

Reception Class - Governors will admit 30 children per year. The closing date for applications is 15th January 2021. Offer letters will be sent out to parent(s) on 16th April 2021 for the September 2021/22 intake. Parent(s) must accept the offer by 30th April 2021.

Application – Reception Class applications for this school are to be made on the **Common Application Form (CAF)** of the borough in which the child resides. The CAF can be completed online via the London admission portal provided by London Grid for Learning (LGFL). This can be accessed via your authority's website. In addition to the **CAF**, parent(s)/guardians who are applying under criteria 2, 3 or 6 should also complete this school's **Supplementary Information Form (SIF)**, obtained from the school secretary, so that the governors may consider their application fully.

Nursery Class - Governors will admit 25 children per year. The closing date for applications is 1st March 2021. Offer letters will be sent out to parent(s) on 15th March 2021 for the September 2021/22 intake. Applications to the Nursery are made on the school's own form obtained from the school secretary. Parent(s)/guardians of all Nursery children must re-apply for a place in the Reception Class if they want their children admitted to the main school. A place in the Nursery does not guarantee a child a place in the Reception Class. There is no right of appeal for Nursery places.

If there are more applications than places, the Governors will use the following criteria when deciding on the allocation of places to the school and the Nursery. If there are more candidates fulfilling any one criterion than the number of available places, priority will be given to those candidates living closest to the school. Distances are measured by a straight line from the address seed point (determined by Ordnance Survey data) of the child's home address to the main school gate, as measured by the Local Authority's computerised measuring system. Where it is necessary to differentiate between applicants living in flats using the same

street entrance, priority will be given to the applicant(s) living closest to the ground floor and then by ascending flat number order. Where it is necessary to further differentiate between applicants living the same distance from the school, priority will be decided by random allocation.

If the ranking of children from multiple births would mean the remaining twin or triplet would take the class over the standard number for infant class sizes this will be allowed in the case of multiple births.

Criteria are listed in order of priority:

1. **Children who are looked after***
2. Children of staff working at the school who have been at the school for 2 years or more.
3. Children who are **regular worshippers****** (see below) at the churches of St Clement Danes, St. Mary le Strand or St Paul's, Covent Garden.
4. **Siblings****** (see below) of a child/children attending the school and who will be on the school roll when the child attends the school.
5. Children who live with parent(s)/carer(s) within the **catchment area**** (see below) and who live closest to the school.
6. Children who live outside the catchment area who are **regular worshippers****** at another Christian church, that is other than the churches of St Clement Danes, St Mary le Strand or St Paul's, Covent Garden.
7. All other children.

PLEASE NOTE THE ADDITIONAL INFORMATION BELOW:

In-Year Admissions

Applications for In-Year admissions are made in the same way as those made during the normal admissions round. If a place is available and there is no waiting list then the local authority will communicate the governors' offer of a place to the family. If more applications are received than there are places available then applications will be ranked by the governing body in accordance with the over-subscription criteria, with the following modifications: children without an offer of a school place are given priority immediately after other 'children who are looked-after'. If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the governing body in the order of the over-subscription criteria [as above] and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the governing body will decide who is at the top of the list so that the LA can inform the parent(s) that the school is making an offer.

Out of Year Group Admissions

Paragraph 2.17 of the Admissions Code 2014 allows parent(s) to seek a place for their child outside of their normal age group, for example, if the child is gifted and talented, or has experienced problems such as ill health, or is summer born.

Requests for an application to be considered for Reception entry for the following year should be made when completing the Common Application Form (CAF), which must be submitted to the applicant's home borough by **15th January 2021**. This enables the application still to be processed alongside all other applicants should the request for later admission be refused by the Governors of the school. Such requests would normally apply to children that are summer born (between April 1 and 31 August) and where there are significant reasons that would benefit the child's academic, social and emotional development by starting

Reception a year later than normal.

It is for the Governors, taking into account the Headteacher's views, to decide whether or not the individual child's circumstances present the need for entry to Reception a year late. Such requests will only be agreed in exceptional circumstances. Relevant professional support (for example, from a GP, hospital consultant, social worker or education professional) will need to be provided outlining the reasons and benefits for the child to start school a year late and therefore be placed outside of their chronological year group.

There is no right of appeal against the decision to refuse a request for late entry. Applicants do retain the right of appeal against a decision not to offer a school place for the year group applied for.

If the Governors approve the request, the parent(s) will be advised to re-apply the following year and their application will be managed as part of the normal applications round. It is neither possible to reserve a place at the school for the following year, nor is there a guarantee that a place will be available, as this is dependent on the number of the applicants applying that year.

Date of Admission/Deferred Entry

Children will normally be admitted to the Reception Year in the September following their fourth birthday. In line with the School Admissions Code, parent(s) can defer their child's entry to the Reception Year until later in the school year, where they have been offered a place at the school, but not beyond the point at which they reach compulsory school age.

Where entry is deferred, the school will hold the place for that child and not offer it to another child. However, entry cannot be deferred beyond the beginning of the term after the child's fifth birthday, nor beyond end of the Reception Year.

In practice this means that parent(s) could defer entry until January for children born between 1st September and 31st December, or until April for children born between 1st January and 31st August. Parent(s) can also request that their child attends part-time until he/she reaches compulsory school age.

Children with Special Educational Needs or Education, Health and Care Plans

Children with a Statement of Special Educational Needs or with an Education, Health and Care Plan (EHCP) naming St Clement Danes CE Primary school will be offered places.

* **Children who are looked after** - means those children in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function or children who have been previously looked after but ceased to be so because, immediately after being looked after, they became the subject of an adoption, child arrangements or special guardianship order. Evidence will be requested to support this status

****Catchment area** - used by this school is shown on the attached map. The boundary for the area will run down the middle of each of the streets around the edge of the map, and is the area as follows:
From the Victoria Embankment along Middle Temple Lane, into Fleet Street, along Chancery Lane, into High Holborn to New Oxford Street, along Charing Cross Road, through St Martins Place, across the Strand to Northumberland Avenue. The catchment area then follows the River Thames east along the Victoria Embankment.

*** **Regular worshippers** - means those who worship at least twice monthly over a period of at least two years supported by a completed clergy form signed and stamped by the regular priest or minister at the time of application. Applications will not be considered until the supporting documentation is received.

**** **Siblings** - mean brothers and sisters and step-brothers/step-sisters (being the children of a step-father/step-mother by a previous relationship and who reside at the same address).

Last Review Date: June 2019

Next Review Date June 2020



ST CLEMENT DANES CHURCH OF ENGLAND PRIMARY SCHOOL

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**School Admissions
Supplementary Application Form - Year 2021/22**

This form must be completed in conjunction with the admissions Common Application Form. This form must be received at the school by 15th January 2021.

Child's Surname:.....
Child's Forename:.....
Date of Birth:..... boy/girl.....
Home Address:.....
..... Post Code:.....
Home Tel: No: Mobile No.:
email address:

Name(s) of brothers/sisters attending St Clement Danes School

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If you are applying for a place under the following church criteria (priorities 2, 3 & 6) please ensure that a supporting letter from your regular priest or minister is provided at the time of application.

Please indicate by marking the box with a cross under which church criteria you are applying:

- Children of staff working at the school who have been at the school for two years or more.
- Children who are **regular worshippers***** (*see below*) at the churches of St Clement Danes, St Mary le Strand or St Paul's, Covent Garden.
- Children who live outside the catchment area who are **regular worshippers***** at another Christian church, that is other than the churches of St Clement Danes, St Mary le Strand or St Paul's, Covent Garden.

*** **Regular worshippers** - means those who worship at least twice monthly over a period of at least two years supported by a completed clergy form signed and stamped by the regular priest or minister at the time of application. Applications will not be considered until the supporting documentation is received.

Signed:..... Parent(s)/Carer(s): Date:.....

For School Use only:

Criteria	<input type="checkbox"/>	Supporting Letter	<input type="checkbox"/>	Distance	<input type="checkbox"/>
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CLERGY FORM

For Admission in September 2021

(To be completed for those applying under categories 3 and 6 of the school's Admissions Policy)

Section A should be completed by the parent/guardian and the form should then be submitted to the Clergy for completion of Section B. Please use **BLOCK CAPITALS**.

SECTION A *(to be completed by the parent/guardian)*

Name of Child:		
Permanent Address:		
Telephone Number(s):	<i>Day</i>	<i>Evening</i>
Email address:		

SECTION B *(to be completed by the Clergy)*

Name of Clergy:		Position: (eg Vicar//Minister)	
Name of Church:		Denomination:	
Address of Church:			
Telephone Number:			

	Yes	No
I hereby certify that the above named child has worshiped at least twice monthly over a period of at least two years* at this Church.		

***If you have moved church in the last two years you will need to ask your previous church to complete an additional form.**

PRINT NAME

SIGNED **DATE**
(Signature of the Clergy)

Please certify with Parish stamp or seal here.
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