



St Cuthbert with St Matthias Church of England Primary School **Admissions Policy for 2018-19**

St Cuthbert with St Matthias CE Primary School is an inclusive Church of England school which welcomes all children from its community.

Reception Admissions

All applications for our Reception places must be made to the borough where you live on their common application form. If you live in the Royal Borough of Kensington and Chelsea, you can obtain your application form from the school or the Town Hall. You will be able to list up to six schools in order of preference. There is no automatic right for a child to progress from Nursery to Reception. Children are admitted to Reception Class from September although places can be deferred until later in the year up until their fifth birthday however a place cannot be deferred past the academic year.

The form must be submitted to your home Local Authority, for RBKC that is:

The Admissions Team
RBKC
Room 247/1 Town Hall
Hornton Street
LONDON
W8 7NX

As a Church of England School offering Foundation places, parents who wish their children to be considered for a Foundation place are also asked to **complete the school's supplementary information form and to return this to the school by 31st January 2018.** This form is not compulsory but it will enable the governors to consider your application fully. Failure to complete the form may adversely affect your chance of being offered a place at the school.

We have 30 Reception Class places for entry in the school year your child turns 5 years old. All children will be admitted at a single point of entry in September. In the event of oversubscription, the following criteria will be applied:

1. Children who are looked after* in Public Care or who were previously looked after but cease to be so because they have been adopted or become subject to a child arrangement order or special guardianship order.
2. Children of families who regularly worship** at the Anglican Church of St Cuthbert with St Matthias, Earl's Court who have a sibling in St Cuthbert with St Matthias Primary School and will have at the time they enter the school.
*(**'Regular worship'** is defined in this document as attendance at least twice a month over period of two years. The school requires the parents to provide a letter to the school from a Parish Priest or from a Leader of a recognised Christian Church)*
3. Children of families who regularly worship at the Anglican Church of St Cuthbert with St Matthias, Earl's Court.
4. Children of families who regularly worship at neighbouring Anglican Parish Churches.



5. Children of families who regularly worship at any Anglican Church or recognised Christian Church (*as recognised by the Churches Together in Britain or a Member of the 'Evangelical Alliance'*)
6. Children of families who live in the Parish of St Cuthbert with St Matthias Earl's Court and whose parents desire them to attend the school because of its religious tradition and who have a sibling in St Cuthbert with St Matthias Primary School and will have at the time they enter the school.
7. Children of families who live outside the Parish of St Cuthbert with St Matthias Earl's Court whose parents desire them to attend the school because of its religious tradition and who have a sibling in St Cuthbert with St Matthias Primary School and will have at the time they enter the school.
8. Children of families who live in the Parish of St Cuthbert with St Matthias Earl's Court whose parents desire them to attend the school because of its religious tradition.
9. Children of families who live outside the Parish of St Cuthbert with St Matthias Earl's Court whose parents desire them to attend the school because of its religious tradition.
10. Children not included in any of the preceding criteria.

If any of the above categories are over-subscribed, straight line distance*** from school will be used as a tie-break.

If a tie-break involves twins or triplets, the school will liaise with the LA to find suitable places.

Notes:

* 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 the social services functions (see the definition in section 22(1) of the Children Act 1989). An 'adoption order' is an order under Section 46 of the Adoption and Children Act 2002. A 'residence 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. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one of more individuals to be a child's special guardian (or special guardians).

** Worship is defined as attending the church for a service at least annually. We require a reference from the 'Priest in Charge' or minister of the church where you worship to confirm that this happens.

***Nearness to the school will be calculated using a straight line (as the crow flies) measurement from the child's home 'address point' determined by Ordnance Survey Data to the centre point of the school grounds as determined by the Royal Borough using its computerised measuring system. The child living closest to the school will receive the highest priority. Accessibility by car or public transport will be disregarded. If applicants share the same address (for example, live in the same block of flats or shared house) priority will be given to those closest to the ground floor and then by ascending flat number order. Should more than one child have the same distance a decision will be made using random allocation.

In-Year Admission into Years 1-6

Applications outside of the normal point of entry (Reception) must be made to the Royal Borough of Kensington and Chelsea Admission Team on the In-Year Application Form. The school's supplementary form and priest' reference, baptism certificate must be returned to the school. If the school is full in the requested year group, the application will be considered in accordance with the admission policy with reference made to any supplementary information



provided and the child will be placed on a waiting list. If a place can be offered, this will be notified by the Royal Borough of Kensington and Chelsea Admission Team.

Appeals Procedure

If an application for a place is unsuccessful, parents have the right to appeal within 20 days of the date of the decision. Further information on how to make an appeal can be obtained from the Clerk to the Governors, c/o the school.

Operation of Waiting Lists

The school will operate a waiting list. Where in any year the school receives more applications for places than there are places available, a waiting list will operate. This will be maintained by the school and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Expectations

Families admitted to the school are expected to support the Christian ethos of the school and abide by the school rules, based on Courtesy, Consideration, Co-operation and Common Sense.

Secondary Transfer

Children transfer to secondary school at the end of Year 6. Parents are responsible for making visits and choosing a school for their child. Each borough has an application form which families are asked to list up to 6 secondary schools. Whilst the school will support their families in filling in their forms, parents are responsible for their own application.

Moving Schools

In order to minimise disruption for children, we ask that families give us as much notice as possible if they have to move schools, so that we can prepare the children for transfer and organise any reports for forwarding.

Policy reviewed: Autumn 2016

Next review: Autumn 2017