



## **MAIN SCHOOL ADMISSIONS POLICY SCHOOL YEAR 2025 - 2026**

Emmanuel Church of England Primary School is a voluntary aided Church of England School with an age range of 4 to 11 years. Emmanuel School also operates a nursery for children who will turn 4 in the school year. We admit 30 pupils to Reception Class every September. 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, in line with our published policies.

- Governors therefore expect parents to give their full support to the ethos of the school.
- If the School has received more applications than it has places to offer, the Governors will allocate places strictly in accordance with the following approved and published criteria.
- The criteria will be applied in order of precedence starting with the criterion number 1. Applications must be submitted under **EITHER** route A **OR** route B.
- After the admission of any looked after children and those with an Educational Health Care Plan (EHCP), and any children of current staff, two thirds will be admitted under route A and one third under route B. Responsibility for admissions rests with the School Governors.
- Children without an Educational Health Care Plan will be treated the same as any other child; those with an Educational Health Care Plan naming the school on that Plan have automatic entry.
- The Governors will require evidence of the information given in every application.

### **Deferred entry to Reception:**

Places offered for Reception class are offered for full-time places from the September following the child's fourth birthday

Parents can request that the date their child is admitted to the school is deferred until later in the academic year, but not beyond the point at which the child reaches compulsory school age (the term after their fifth birthday):

- Children whose fifth birthday falls between 1 September 2025 and 31 March 2026 may request that their child is not admitted until later in the school year 2024/2025, but no later than the term after the child's fifth birthday (compulsory school age).
- Children whose fifth birthday falls between 1 April 2026 and 31 August 2026 can start no later than the beginning of the final term of the school year 2025-26.

Parents can request that their child attends part-time until they reach compulsory school age.

## **Admission out of the normal age group**

In some circumstances, it may be appropriate for parents/carers to request that their child be admitted to a class outside their normal age group – e.g., parents/carers of children whose fifth birthday falls between 1 April 2026 and 31 August 2026, may wish for them to be admitted in September 2026: parents should discuss this with the school at the earliest possible stage.

Requests must be made in writing to the School Governors' Admissions Committee following this discussion with the school. The committee will make the decision based on the circumstances of each case and in the best interests of the child. This will include taking account of the parent's/carer's views, the head teacher's views, information about the child's academic, social and emotional development, where relevant their medical history and the views of a medical professional, whether they have previously been educated out of their normal age group, and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The committee's decision and explanation will be given in writing to parents/carers.

Parents/carers should be aware that should their child switch school there is no requirement for the receiving school to continue to educate their child out of cohort and that secondary schools are not currently required to accept a child into Year 7 at secondary transfer who had been educated out of cohort during their primary education.

## **In-Year Admissions**

Applications for in-year admissions are made directly to the school at the address above, where Route A and B waiting lists are maintained using the admissions criteria set out below. All applicants will be required to complete and return the In-Year Admissions Form, along with any supporting documentation. Applicants for Route A must also complete and return the Main School Supplementary Form. Applicants will be notified of the outcome of their application in writing within 15 school days following receipt of the application.

## **Pandemic Response Period**

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been fully available for public worship.

## **Late Applications**

Late applications will be considered after all other applications within the relevant application Route.

## **The Admissions Criteria are as follows:**

1. "Looked after children" (i.e., children in the care of a Local Authority in England and Wales) or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order will be considered under this criterion as specified in paragraph 1.7 of the School Admissions Code. See full definition below. Children with an Educational Health Care Plan (EHCP) naming the school on that Plan have automatic entry to the School under paragraph 1.6 of the School Admissions Code in accordance with the terms of the Code.

2. Children whose Parent(s)<sup>i</sup> is a permanently contracted employee of Emmanuel Church of England Primary School where the member of staff has been employed at the school for two or more years at the time at which the application for admissions to the school is made or where the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.

Then **EITHER Route A:** two thirds of remaining places

- A1. Children who have a Sibling<sup>iii</sup> currently attending the Main School<sup>iv</sup> or who has previously attended the Main School<sup>iv</sup> and whose Parent(s)<sup>i</sup>:
  - are current Members<sup>ii</sup> of Emmanuel Church, West Hampstead; or
  - are currently attend Emmanuel Church, West Hampstead with the regularity of a Member<sup>ii</sup> having moved into their Home<sup>vi</sup> in the London Borough of Camden (or a Borough which shares a border with Camden) within the twenty-four-month period immediately preceding the date of this application, and for at least the twenty-four-month period immediately preceding the date of their application have been Members<sup>ii</sup> of another Christian Church<sup>v</sup>; or
  - are current Members<sup>ii</sup> of another Christian Church<sup>v</sup>.

Attendance at a previous or other Church must be confirmed by the priest / minister of that Church by signing a supplementary form.

- A2. Children whose Parent(s)<sup>i</sup> are current Members<sup>ii</sup> of Emmanuel Church, West Hampstead.
- A3. Children of Parent(s)<sup>i</sup> who currently attend Emmanuel Church, West Hampstead with the regularity of a Member<sup>ii</sup> having moved into their Home<sup>vi</sup> in the London Borough of Camden (or a Borough which shares a border with Camden) within the twenty-four-month period immediately preceding the date of this application, and for at least the twenty-four-month period immediately preceding the date of their application have been Members<sup>ii</sup> of another Christian Church<sup>v</sup>. Attendance at a previous Church must be confirmed by the priest / minister of that Church by signing a supplementary form.
- A4. Children whose Parent(s)<sup>i</sup> are current Members<sup>ii</sup> of another Christian Church<sup>v</sup>.

*In the event of a supplementary form being unsigned by the relevant priest/minister or insufficient evidence is given of church attendance the application will automatically be considered under Route B.*

*In the event of all the places not being filled from Route A, the remaining number of places will be added to the Route B Community Criterion.*

**OR Route B:** one third of remaining places.

- B1. Children applying under the community criterion, who have a Sibling<sup>iii</sup> currently attending the Main School<sup>iv</sup> or who has previously attended the Main School<sup>iv</sup>.
- B2. Children applying under the community criterion

If there are more qualifying children in any criterion than the school has places to offer, priority will be given to those whose Home<sup>vi</sup> is closest to the School as determined by:

- Distance will be measured in a straight line from the centre of the child's Home<sup>vi</sup> address to the central point of the main school building at 152 – 158 Mill Lane, where

the administrative office is located, using the Local Authority's computerised measuring system with those living closer to the school receiving the higher priority.

- If there are still more qualifying children in any criterion than the school has places to offer after those living closest to the School have been determined priority will be given by the drawing of lots.
- In the case of twins or the case of a multiple birth, if a place is offered to one of the children priority will be given to all of the other siblings.

## Waiting List

Unsuccessful applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be compiled on 12 May after all initial offers have been accepted and maintained in order of the criteria set out in this Admissions Policy (not in the order that applications are received or added to the list). Changes to circumstances such as new Home<sup>vi</sup> address or change in application route will be considered when Emmanuel School has been notified in writing. If a place becomes available, the criteria above are reapplied to all those on the waiting list and a subsequent reordering of the waiting list may take place. An offer will be made to the applicant at the top of the waiting list, subject to verification of current application details (Home<sup>vi</sup> address and Supplementary Form for Route A and Home<sup>vi</sup> address for Route B).

## Definitions

### In all Routes

All definitions and criteria are derived from the School Admissions Code 2021 as determined necessary by the Governors of Emmanuel Church of England Primary School as set out in Section 1: Determining Admissions Arrangements.

### In Route 1

In order to be given highest priority for admission, a child who falls within the definition of 'looked after' in section 22 (1) of the Children Act 1989 and all previously looked after children, including those children who appear (to the admissions authority) to have been in state care outside England and ceased to be in state care as a result of being adopted will be considered under Route 1.

Previously looked after children are children who were looked after but ceased to be so because they were adopted, including children who were adopted under the Adoption Act 1976 Section 12 and children who were adopted under the Adoption and Children Act 2002 section 46, or became subject to a child arrangement order as defined in Section 8 of the Children Act 1989 and amended by Section 12 of the Children and Families Act 2014, or special guardianship order as defined in Section 14A of the Children Act 1989.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

### In Routes A & B

i "Parent" means a person having legal parental responsibility for the child or who is the legal guardian of the child.

ii "Member" of Emmanuel Church or another Christian Church<sup>v</sup> means regular attendance by the child together with at least one Parent at that church, and regular attendance shall mean attendance for a minimum of six services in each of the eight successive quarters in the twenty-four-month period immediately preceding the date of the application - as evidenced at Emmanuel Church in the Church attendance register validated at the end of each service attended.

iii "Sibling" means a brother or sister, an adopted brother or sister, a step-brother or sister, or a child of the parent's partner, where, in each case, the child for whom the school place is sought has her or his Home<sup>vi</sup> within the same Family unit at the same address as the sibling.

iv Main School means from reception to year 6

v “Christian Church” means a church belonging to Churches Together in Britain and Ireland or a member church of the Evangelical Alliance.

vi “Home” means the child’s principal place of residence with her or his Family unit at the time of the application closing date. Where the child for whom the school place is sought ordinarily lives with each Parent separately each week, then the child’s principal place of residence is where the child lives for the majority of each week. We will not accept a temporary address if you still have a property that was previously used as a home address, nor will we accept a temporary address used solely or mainly to obtain a school place. You may be asked to supply additional information to explain why you are not able to use your permanent address.

## **APPLICATION FORMS**

**ALL APPLICATIONS SHOULD BE SUBMITTED TO CAMDEN LOCAL AUTHORITY USING THEIR COMMON APPLICATION PROCESS.**

If you are applying for a place under **ROUTE A** you must **complete the Camden Local Authority application form naming the school and ALSO complete the supplementary information form** so that Governors may consider your application fully. Please complete this form and return it to the school at the above address by the deadline.

Applications under **ROUTE B** but must still complete the **Local Authority Application Form, naming the school but should not complete a supplementary information form**

*Personal data is handled in line with the Data Protection Act 2018 and our Privacy Policy. Our Privacy Notice for Parents/Children can be found on the school website.*