



Emmanuel Church of England Primary School
152-158 Mill Lane, West Hampstead, London, NW6 1TF
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MAIN SCHOOL ADMISSIONS – SCHOOL YEAR 2017-2018

Emmanuel Church of England Primary School is a voluntary aided Church of England Primary School with an age range of 4 to 11 years, and a nursery for children aged the year before entry into Reception class. We admit 30 children 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 will be considered under either route A **OR** route B.
- After the admission of any looked after children and those with a statement of special educational needs, 2/3rds will be admitted under route A and 1/3rd under route B. Responsibility for admissions rests with the School Governors.
- Children without a statement will be treated the same as any other child; those with a Statement of Special Educational Needs naming the school have automatic entry.
- The Governors will require evidence of the information given in every application

Deferred Entry

All children will be admitted in September. Parents can request that the date that their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age. Parents can request that their child takes up the place part time until the child reaches compulsory school age. A child reaches compulsory school age the term after their fifth birthday, but not beyond the academic year applied for.

In-Year Admissions

Applications for in-year admissions are made in the same way as those made during the normal admissions round. Route A and B waiting lists are maintained. 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.

Late Applications

Late applications will be considered after all other applications.

The Admissions Criteria are as follows:

1. “Looked after children” (i.e. children in the care of the Local Authority) or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order’.

Then **EITHER Route A:** 2/3 of remaining places

- A1. Children whose parent(s)ⁱ are current Members ⁱⁱ of Emmanuel Church, West Hampstead and who have a sibling ⁱⁱⁱ attending the school and will do so at the time of attendance.
- A2. Children whose parent(s) are current Members ⁱⁱ of Emmanuel Church, West Hampstead.
- A3. Children whose parent(s) are current Members of another Christian Church ^{iv} and who have a sibling already attending the School and will do so at the time of attendance.
- A4. Children of parent(s) who currently attend Emmanuel Church, West Hampstead with the regularity of a Member having moved into their Home^v in the London Borough of Camden (or a borough which shares a border with Camden) within the twelve month period immediately preceding the date of this application, and for at least the twelve month period immediately preceding the date of their move have been Members of another Christian Church.
- A5. Children whose parent(s) are current Members of another Christian Church.

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 be considered after all other applications under this route.

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: 1/3 of remaining places.

- B1. Children applying under the community criterion, who have a sibling attending the School and will do so at the time of attendance.
- B2. Children under the community criterion whose home is closest to the school.

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

- Distance will be measured in a straight line from the centre of the child’s home 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.

Unsuccessful applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the criteria set out below and not in the order that applications are received or added to the list. 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.

Definitions

- 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 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 four successive quarters in the twelve month period immediately preceding the date of the application as evidenced in the Church attendance register signed at the end of each service.
- 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 within the same Family unit at the same address as the sibling.
- iv “Christian Church” means a church belonging to Churches Together in Britain and Ireland or a member church of the Evangelical Alliance.
- v “Home” means the child’s principal place of residence with her or his Family unit. 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.

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 should **complete BOTH 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** do not need to complete a supplementary information form but must still complete the **Local Authority Application Form, naming the school.**

We shall treat all data on this form as confidential and it will be processed in compliance with the Data Protection Act 1998. You will be informed if we receive a request for disclosure under the Freedom of Information Act 2000 and will be given an opportunity to comment before any decision about disclosure under that Act is made.