



# Emmanuel Church of England Primary Admissions FAQ

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**WAITING LIST:**

**When is the waiting list prepared?**

The waiting list is returned to Emmanuel from Camden at the end of the Summer Term prior to the first day of Reception in Autumn Term. At this time, the admissions criteria are applied equally to all children on the waiting list. Please be patient with any request you make to determine where your child is on the waiting list. This will be answered as soon as possible but takes time.

**My child has been offered a place in Nursery and I have another child on the waiting list for another year group. Will their position on the waiting list improve as their sibling is now in Nursery?**

No, their position on the waiting list will not be affected if a sibling is admitted to Nursery. Sibling priority on the oversubscription criteria only applies to siblings who are admitted in Reception through Year 6 (and will still be in attendance when their sibling starts).

**My child has been offered a place in Reception and I have another child on the waiting list for another year group. Will they get a place too?**

Your older child will be moved up onto the sibling waiting list, however places are only offered as they become available and the waiting list ranking will continue to be applied. There is no guarantee that a place will become available or that they will be at the top of the list if a place becomes available.

**Will my rank on the waiting list change?**

The admissions criteria are applied to all children on the waiting list. As such, as children are added to or removed from the waiting list your position on the waiting list may change. Your position can either go up or down.

**My application was late, and I wasn't offered a place. Will it be re-prioritised with all other applicants on the waiting list?**

The waiting list is returned to Emmanuel from Camden at the end of the Summer Term prior to the first day of Reception in Autumn Term. At this time, the admissions criteria are applied to all children on the waiting list, and late applications will be considered equally with all other applications. Please be patient with any request you make to determine where your child is on the waiting list. This will be answered as soon as possible but takes time.



## ROUTE A & B ADMISSIONS

### Can I change my application route following application submission?

Yes, written requests will be accepted until the submission deadline. Once the deadline has passed, any requested changes will be considered as a late application (see further details in the General FAQ section) or applied when the waiting list is prepared. Please specify when making changes after the application deadline how you would like them to be considered (late application or in-year application addition to the waiting list).

### Can Emmanuel Governors or Staff advise on which application route I should use?

Governors and Staff can answer questions relating to the Admissions Policy, attempt to clarify any policy details, and confirm application route evidence. However, Governors and Staff are unable to advise or recommend a specific application route as personal circumstances will apply. The decision for route of application must be made by the parents/carers of the child.

### I've moved to the area from abroad and am applying under route A4. Can my clergy verification be emailed?

Yes. Your vicar can scan and email a signed, stamped and dated verification. This can be accepted if it is sent from a Clergy email address - not a personal one. Please contact the Admissions team (see Contact Information) to arrange for information to be submitted.

### Do I need to provide a copy of my child's baptism certificate?

No. A baptism certificate is not required for application. Any unnecessary documentation submitted to Emmanuel will not be considered and will be securely destroyed as per GDPR guidelines.

### Do I need to provide a copy of my child's birth certificate?

Proof of date of birth (such as a copied passport or NHS Medical Card) is only required for Nursery applications. Please see the necessary evidence required in the Nursery FAQ section. Reception applicants will be asked by Camden (or their local council) to verify your child's age and do not need to submit proof of age directly to Emmanuel. Any unnecessary documentation submitted to Emmanuel will not be considered and will be securely destroyed as per GDPR guidelines.

### Do I need to provide proof of address with my application?

Proof of address is only required for Nursery applications. Please see the necessary evidence required in the Nursery FAQ section. Reception applicants will be asked by Camden (or their local council) to verify your address and do not need to submit proof of address directly to Emmanuel. Any unnecessary documentation submitted to Emmanuel will not be considered and will be securely destroyed as per GDPR guidelines.

## NURSERY

### Can I defer my child's Nursery admission to the Spring Term?

Children admitted to Nursery are expected to start in the Autumn Term. Should you wish to defer your child's admission, you can choose to decline the admissions offer and be added to the waiting list for admission later in the year. However, there is no guarantee that your child will be offered a place at any point in the year as this is dependent upon a place becoming available and your child being next on the waiting list.



If my child is accepted into Nursery, will they automatically get a place in Reception?

No. Due to the fact that many Camden Primary Schools do not offer Nursery provision, all children must apply for entry to Reception. The published admission criteria for Reception will be applied to all applicants equally.

What documentation do I need to provide in support of my Nursery application?

Please provide copies of ONE document from Group A and TWO documents from Group B

**Group A - DOB Confirmation (Provide 1)**

- Current Passport from any country
- Current National Identity Card from any EEC country
- NHS Medical Card

**Group B - Address Confirmation (Provide 2)**

- Current Photocard Driving License (full or provisional)
- Bank or Building Society Statement (Issued in last 3 months)\*
- Bank or Building Society account opening confirmation letter (issued in the last 3 months)\*
- Credit Card Statement (Issued in the last 3 months)\*
- P45 or P60 Statement (Issued in last 12 months)\*
- Utility Bill (not a mobile bill) Issued in last 3 months\*
- UK Benefit Statement (issued in last 3 months)\*
- Council Tax Statement (issued in last 12 months)\*
- Council or housing association rent card or tenancy agreement for the current year\*

**\*NOTE: Please obscure any financial details on copies of financial documents. We only need to see name and address.**

**Any unnecessary documentation submitted to Emmanuel will not be considered and will be securely destroyed as per GDPR guidelines.**



## GENERAL

Emmanuel CofE Primary School is my first and only choice for my child. If I put it down as my first choice, or only choice, will my child be guaranteed a place?

You have a right to express a preference for a specific school or schools, however you do not have a right to choose a specific school for your child. If your preferences cannot be met, your local authority will allocate your child a place at an alternative school. This may be at a school that you did not even apply for.

All Central London local authorities allow parents/carers to specify their top six preferences for schools. It is recommended that you identify an option for all six preferences.

[What if I change address during the admissions process/after the cut-off date?](#)

Your permanent home address that is current on date of the application deadline will be used to determine distance from the school for the purposes of ranking applicants. While you must still notify Camden (for Reception) and Emmanuel (for Nursery and Reception) if your address changes in order to ensure post is routed correctly, the new address will not be considered as part of the application process.

[Will my application be considered if it's submitted after the deadline?](#)

Late applications will be considered after all other applications within the specified route.

[Am I required to apply directly to Emmanuel School?](#)

- **Nursery Route A:** Please submit the Nursery Application, Supplementary Information Form, and any supporting evidence to Emmanuel
- **Nursery Route B:** Please submit only the Nursery Application to Emmanuel.
- **Reception Route A:** Please submit the Supplementary Information Form and any supporting evidence to Emmanuel. The Reception Application is coordinated by Camden, and you must apply through Camden (or your local council) to be considered for a place at Emmanuel.
- **Reception Route B:** The Reception Application is coordinated by Camden, and you must apply through Camden (or your local council) to be considered for a place at Emmanuel. You do not need to supply any information to Emmanuel as Camden will pass the details through to us.
- **In Year Applications:** Please submit all In-Year Applications (and any necessary supporting documentation if required for Route A Applications) to Emmanuel.

[Am I required to apply directly to Camden \(or my local council\)?](#)

Yes. The Reception Application is coordinated by Camden, and you must apply through Camden (or your local council) to be considered for a place at Emmanuel.

[My child or I have a special medical or social need. Can I get preference in my child's application to the school?](#)

Emmanuel works with Camden to support children with Education, Health and Care Plans (EHCP) or Special Educational Needs and Disabilities (SEND). Please see the Inclusion section of our website for more information. The Emmanuel admission oversubscription criteria does not currently prioritise



children with medical or social needs who have not received an EHCP. Evidence provided in support of medical and social needs for parents/carers or children will not be considered as part of a Nursery or Reception application.

### What if I move home during the admissions process?

Your child's permanent home address at the time of the application closing date will be used to determine the distance to the school. If you move address after the closing date and are offered a place, you will be entitled to retain that place if you wish.

If you move before the application closing date and the move is notified to both the Local Council and Emmanuel admissions teams in writing by this date, the application will be considered on the basis of the new address. If you move or inform the Local Council and Emmanuel admissions teams after the application closing date, the change of address cannot be taken into account when it determines the result of your application.

However, if you move after the application closing date and have notified Emmanuel School of the change, it may lead to a change in the position on the waiting list, if applicable.

### I provided fraudulent address details when I applied. Will my child be removed from Emmanuel after they've started?

Camden Council takes very seriously any attempt to obtain a school place by fraud. All cases are investigated and the use of credit reference agencies has improved detection rates.

If we find that a school place was obtained using a false address we will withdraw our offer, even after the child has started school, and give it to the child who was entitled to the place. We consider that every school place obtained through deception denies another child their legitimate place.

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.

### I wasn't offered a place. Can I appeal?

We know that it can be very upsetting for you and your child if you have not got a place at your preferred school.

Remember that you do not have a right to choose a particular school for your child - you have a right to express a preference. If your preferences cannot be met the local authority will allocate your child a place at an alternative school. This may be at a school that you did not even apply for.

It is best to contact your local authority Admissions Department with any initial queries that you may have about school places. They will advise you on whether you need to contact the school directly or whether they can help you.

#### 1. WAITING LISTS

Ask to add your child's name to the waiting list for any school that you applied for but did not get offered a place. This may happen automatically but it is always worth checking that it has been done.

You could also ask the Admissions Department if you could add your child's name to the waiting lists



for schools that you did not apply to but would consider now. The more waiting lists you are on the more chance that you might get a place.

The Admission Authority for the school must keep a waiting list for at least one term. It may also be called a continued interest list. Ask how the waiting list is ordered. It will usually be ordered according to the school's oversubscription criteria.

NOTE: Be aware that your child can also move down a waiting list if other children join the list who have greater priority.

## 2. OTHER SCHOOLS WITH VACANCIES

There may be vacancies at other schools that you did not include on your original list of preferences. Very popular, oversubscribed schools will not have vacancies at this stage, but it may be worth looking at any alternatives that are available locally.

Contact your Admissions Department to ask about vacancies in other local schools.

## 3. CONSIDER APPEALING FOR A SCHOOL PLACE

If you are refused a place at any school you applied for, you have the right to make an appeal.

There is a legal limit of 30 children per teacher in an infant class and this limits the powers of the appeal panel hearing your appeal. They can only consider:

- If the school's admission arrangements (the admission rules) comply with the law
- Whether a mistake has been made with your child's application
- If admitting further children would breach the infant class limit of 30 pupils per teacher
- If the decision to refuse your child a place at the school was unreasonable. Unreasonable, in relation to an appeal, is used in the legal sense and means that the decision to refuse your child a place at the school was perverse or illogical in light of the rules.

You will need to make your appeal on at least one of the four grounds listed above.

If you appeal on the grounds that the admission rules did not comply with the law you will need to make a case that shows that if the admission rules had been lawful your child would have been offered a place at the school.

If you appeal on the grounds that a mistake has been made you will need to make a case that shows that your application was not handled properly and that if it had been handled properly your child would have been offered a place at the school.

If you appeal on the grounds that admitting further children would not breach the infant class limit of 30 pupils per teacher you will need to make a case that shows that the school could admit further children without going over the limit of 30 children per teacher.

If you appeal on the grounds that it was unreasonable to refuse your child a place at the school you will need to make a case that shows that the decision to refuse your child's application was illogical or perverse.



The panel will take into account the information that was available to the admission authority at the time it made its decision to refuse your application. If you introduce new information about your child and your circumstances at your appeal hearing, the panel may not be able to take this information into account, as the admission authority were not aware of it at the time they made their original decision.

You should be aware that it is very difficult to win an infant class size appeal on the grounds that it was unreasonable - very few appeals will be successful for this reason.

### 3.3 LODGING YOUR APPEAL

You must be given 20 school days to lodge an appeal so you have time to consider what you could include in your case.

More info regarding appealing for Primary School places can be found on the Camden schools' website.