



**Emmanuel Church of England Primary School**  
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## **MAIN SCHOOL ADMISSIONS POLICY SCHOOL YEAR 2021 - 2022**

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), 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 2021 and 31 March 2022 may request that their child is not admitted until later in the school year 2021/2022, but no later than the term after the child's fifth birthday (compulsory school age).
- Children whose fifth birthday falls between 1 April 2022 and 31 August 2022 can start no later than the beginning of the final term of the school year 2021-22.

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 - eg parents/carers of children whose fifth birthday falls between 1 April 2022 and 31 August 2022, may wish for them to be admitted in September 2022: 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.

## **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:**

- I. "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 on page 3. 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.

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

- A1. Children whose Parent(s)<sup>i</sup> are current Members<sup>ii</sup> of Emmanuel Church, West Hampstead and who have a Sibling<sup>iii</sup> attending the Main School<sup>iv</sup> and will do so at the time of attendance.
- A2. Children whose Parent(s)<sup>i</sup> are current Members<sup>ii</sup> of Emmanuel Church, West Hampstead.
- A3. Children whose Parent(s)<sup>i</sup> are current Members<sup>ii</sup> of another Christian Church<sup>v</sup> and who have a Sibling<sup>iii</sup> already attending the Main School<sup>iv</sup> and will do so at the time of attendance.
- A4. Children of Parent(s)<sup>i</sup> who currently attend Emmanuel Church, West Hampstead with the regularity of a Member 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 twelve month period immediately preceding the date of their application have been Members of another Christian Church<sup>v</sup>. The Governors ask that attendance at a previous Church is confirmed by the priest / minister of that Church also signing a supplementary form.
- A5. 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 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:** one third of remaining places.

- B1. Children applying under the community criterion, who have a Sibling<sup>iii</sup> attending the Main School<sup>iv</sup> and will do so at the time of attendance.
- B2. Children under the community criterion whose home<sup>vi</sup> 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 above 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**

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### **In Route I**

In order to be given highest priority for admission, a child has to fall within the definition of 'looked after' in section 22 (1) of the Children Act 1989. As this Act applies to England and Wales, a child has to be looked after by an English or Welsh local authority in order to be given highest priority. Paragraph 1.7 of the School Admissions Code gives equal highest priority to 'previously looked after children'. Given the definition of a looked after child, a child will have to have been looked after by an English or Welsh local authority in order to be considered previously looked after. Under paragraph 1.7 of the Code, a child has to have been looked after immediately before they were adopted or became subject to a child arrangement order or special guardianship order.

### **In Routes A & B**

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

<sup>ii</sup> "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.

<sup>iii</sup> "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.

<sup>iv</sup> Main School means from reception to year 6

<sup>v</sup> "Christian Church" means a church belonging to Churches Together in Britain and Ireland or a member church of the Evangelical Alliance.

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<sup>vi</sup> “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. Where a misstatement is made or a false principal address is given solely for the purpose of school admissions, the school place may be withdrawn.

## **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.*