

# St George's Hanover Square Primary School



## ADMISSIONS POLICY 2022-2023

<b>Ratified by</b>	Admissions Committee
<b>Date</b>	February 2021
<b>Date for Review</b>	February 2022

## Our Vision and Motto

**Let your light shine in the world as Jesus did, with compassion, thankfulness and hope.**

Our school motto is based upon the biblical link Matthew 5: 14-16

"You are the light of the world...let your light shine before others, that they may see your good deeds and glorify your Father in heaven."

This is demonstrated across our school by:

- Respect which helps us value.
- Encouragement which helps us learn.
- Perseverance which helps us achieve.
- Care which helps us flourish and serve others.
- Aspiration which helps us shine.
- And reverence so that we embrace the wonder of God's creation.

<b>Criteria</b>	
1	Looked-after children/previously looked after children who ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order.
2	Children whose parents are committed Christians and who have worshipped at least fortnightly during the previous year at St. George's Hanover Square or the Grosvenor Chapel. (Evidence required)*
3	Children whose parents have worshipped at least fortnightly during the previous year at a neighbouring Anglican church. (Evidence required) *
4	Children who have a sibling** attending the School at date of entry into Reception class.
5	Children living within the parish of St.George's, Hanover Square*** but of other Christian denominations, as defined by Churches Together in Britain and Ireland whose parents have worshipped at least fortnightly during the previous year at their place of worship.
6	Children living outside of the parish of St George's who are of other Christian denominations which are members of CTBI and whose parents have worshipped at least fortnightly during the previous year at their place of worship.
7	Any other child.
<b>Notes</b> All applicants must provide proof of date of birth, this can be a medical certificate, and proof of residence. * Applications for criteria 2, 3, 5, and 6 require a Baptism certificate and a letter confirming church attendance, fortnightly over a period of at least a year from your vicar.  **For the purpose of admissions, a sibling is defined as a brother or sister, half brother or sister, or step brother or sister whose main address is at the same address.  *** A map of the parish of St Georges, Hanover Square is available to view in the school or on 'a church near you' website.	

## **Admission Arrangements**

The number of places offered each year in the Reception Form is 30. The following criteria apply to all other admissions, including Years 1 – 6 where there are more applications than places available.

To apply for a reception class place, applicants must name the school as preference on their home local authority Common Application Form and, if applying under criteria 2, 3, 5 or 6, you should also complete the school's Supplementary Information Form so that the governors may consider your application fully.

Closing date for applications: Saturday 15<sup>th</sup> January 2022

National Offer Day: Tuesday 19<sup>th</sup> April 2022

## **Waiting List**

The School operates a waiting list which is ordered in accordance with the admission criteria. Parents may request in writing to join the waiting list.

## **Appeals**

Parents of children whose applications are unsuccessful for a place at St George's do have a right of appeal against the Governors decision. They should write within 14 days to the Appeals Committee of the Governing Body at St George's School. Should an appeal be unsuccessful, the governing body will not consider a further application from those parents within the same academic year unless there have been significant and material changes in their circumstances.

## **Late Applications**

Late applicants will be included on a single school waiting list along with unsuccessful applications received before the closing date, ranked in order of priority under the published admission criteria.

## **Special Educational Needs**

The school does not have any specific units or facilities for pupils with particular special needs and there are no specific facilities for pupils with physical disabilities although the school is attempting to address these issues.

Children with an Education, Health and Care (EHC) plan naming this School will always be given a place.

## **Deferred Entry to Reception Class/ Part-time Entry**

It is the policy of the Governors to admit children to start in September following their fourth birthday. Parents have the right to defer entry until later in the school year. However; parents cannot defer entry beyond the beginning of the term after their child's fifth birthday, nor beyond the end of the school year. This means a parent could defer entry until January if the child was born between 1<sup>st</sup> September – 31<sup>st</sup> December or until April if the child was born between 1<sup>st</sup> January – 31<sup>st</sup> August. Parents must still apply at the normal time even if they wish to defer entry.

For children whose fifth birthday falls between 1 April 2023 and 31 August 2023, parents who do not wish them to start school in school year 2022-23, but to be admitted in September 2023 for school year 2023-24, should discuss this with the school at an early stage. Any requests for a whole year deferral must be made in writing to the Headteacher. Any decision regarding deferral will be made based on the individual circumstances of each case and the

best interests of the child. Parental views, academic achievement, social and emotional development and where relevant medical views will be taken into consideration. The school governors will also take into consideration the views of the Headteacher. The reasons for the decision will be communicated to the parent in writing.

Parents may decide not to apply for a Reception place in the school but to apply for a Year 1 place in September 2023. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2022-23 Reception Year group. Alternatively, they may decide to apply in the normal round (no later than 15 January 2022) for a Reception Year place in September 2022, but would need to provide strong supporting reasons for seeking a place outside the normal year group and apply via the protocol outlined above.

Parents/carers may also request that their child attends part-time until their child reaches compulsory school age.

### **Tie Breaker**

If any category is oversubscribed, priority will be given to those living nearest to the School. Home address is defined as the address at which the child resides for 50% or more of the school week. Distances are measured by a straight line from the address seed point (determined by ordinance survey data) of the child's home address to the main school gate for pupils, as measured by the Local Authority's computerised measuring system. Where it is necessary to differentiate between applicants living in flats using the same street entrance, priority will be given to the applicant(s) living closest to the ground floor and then by ascending flat number order. Where it is necessary to further differentiate between applicants living the same distance from the school, priority will be decided by random allocation.

### **Children Out of Age**

Requests for children to be admitted outside their chronological age group should be addressed to the Chair of Governors during the application process. The Admissions Committee will consider each request on its own merits and permission will only be given in exceptional circumstances.

### **Fair Access Protocol**

The Governors will comply with the locally agreed Fair Access Protocol to admit a child exceptionally, either outside the normal admission arrangements or in excess of the published admission limit, in order to protect the interests of vulnerable children and those children with challenging behaviour. These pupils will be shared between all schools in ways that are fair, objective and transparent.

### **In-Year Admissions**

Parents/carers interested in applying for a place outside of the normal round of admissions are invited to come and look around the school and should contact the School Office to arrange an appointment. Applications for In Year places are made via Westminster Council: [www.westminster.gov.uk/school-admissions](http://www.westminster.gov.uk/school-admissions). If the school is unable to offer a place then the child will be placed on a waiting list until the end of the summer term. Westminster Council will write to all parents/carers at this time asking if they wish to remain on the waiting list for the following academic year. The Governors will allocate any available places from the waiting list in accordance with the Oversubscription Criteria.

Time spent on a waiting list is not taken into account and it is possible that a child's waiting list position will go down as well as up.