

## **ADMISSIONS PROCEDURE FOR ST PETER'S CE PRIMARY SCHOOL for admissions from September 2026**

### **INTRODUCTION**

St Peter's School welcomes children from all faiths or of no faith. As a voluntary aided Church of England school, the school aims to provide an education based on Christian principles, and has close links with its parish church where whole school worship takes place once every half term. Governors hope that parents who have chosen this school for their child have done so knowing that it is a Church of England school with distinctive Christian ethos. Governors therefore expect parents to give their full support to the ethos of the school.

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. This does not remove the right that parents have according to the Educational Reform Act 1988s9(3).

Parents considering sending their child to the school are strongly encouraged to contact the Headteacher to arrange a meeting which will include an opportunity to view the school. This meeting is to provide you with information about the school to help you to make an informed choice about whether the school is right for you and your child, but plays no part in determining who is admitted to the school.

### **ADMISSION OF CHILDREN TO RECEPTION CLASS**

Admissions to the Reception Class take place in one intake in September. Admission takes place in the school year during which the child has his or her 5th birthday.

Admissions to reception classes in primary schools are co-ordinated across all London boroughs. You must complete a Common Application Form (CAF) for the local authority in which you live. For Westminster residents the CAF is available on the Westminster council website and can be completed on-line. If you are applying to more than one school, you still only fill in one CAF. On it you can name up to 6 schools in order of preference. If you are applying for a Foundation place at St Peter's, you should also complete the school's own Church Reference Form so that the governors can consider your application fully. The CAF can be handed in at the school or can be sent directly to your home Local Authority, but the school's own form must be returned to the school.

You need to think carefully about the order in which you name schools on the CAF. If more than one school is prepared to offer you a place, you will only be offered a place at the school which had the highest preference on your CAF, so you will have a better chance of being offered a place at St Peter's if it is first on your list of schools. Because we have many more applications than we have places available, we recommend that you also include your nearest community school in your list.

The closing date for applications for admission to the Reception Class in the school year beginning September 2025 is Thursday 15 January 2026. Letters advising you as to whether your application has been successful or not will be sent out on Friday 16 April 2026. If you are offered a place, you will need to accept it through your home local authority no later than Thursday 30 April 2026. At this stage you will be asked to bring proof of your child's date of birth and address to the school. If you do not accept the place by this date, or if you are unable to provide satisfactory evidence of date of birth and address, the offer may be withdrawn. The offer may also be withdrawn if it is subsequently discovered that the place has been offered on the basis of false information on the application form.

### **ADMISSION OF CHILDREN BELOW COMPULSORY SCHOOL AGE AND DEFERRED ENTRY TO SCHOOL**

Where a place has been offered it is for a full-time place from the September following their fourth birthday. You may ask to defer the date your child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age (the beginning of the term after their fifth birthday) and not beyond the beginning of the final term of the school year for which the application was made. Children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. Parents considering these options should speak to the headteacher.

Parents of a summer born child (a child born between 1 April and 31 August) may choose not to send that child to school until the September following their fifth birthday and then apply for an In-Year admissions place for Year 1. Parents considering this option should speak to the headteacher and should be aware that there are seldom vacancies in Year 1.

### **ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP**

Parents of a summer born child (a child born between 1 April and 31 August) may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted outside their normal age group – to Reception rather than Year 1. Decisions will be made on the basis of the circumstances of each case and in the best interests of the child. Parental views, the academic, social and emotional development of the child, and, where relevant, medical views will be taken into account. The views of the headteacher will also be taken into account. The reasons for the decision on the year group to which the child will be admitted will be clearly set out in writing.

Where it is agreed for a child to be admitted to Reception outside their normal age group, the parents must make an application for the main admissions round for reception the following year. The application will be considered along with all the other applications in accordance with the determined admissions arrangements for that year.

Parents considering this option should discuss it with the school at an early stage, so that if the request is refused there is still time to apply for a place as part of the normal age group admissions.

### **IN-YEAR ADMISSIONS**

In-year admissions are those which take place at times other than normal admission to Reception class. Applications for places must be made on the Bi-Borough In-Year Common Application Form regardless of where you live. If you are applying for a Foundation place at St Peter's, you should also complete the school's own Church Reference Form and return it directly to the school so that the governors can consider your application fully. If the required year group has vacancies and no waiting list, a place will be offered. Where we have more applicants than vacancies, admissions will be made from the waiting list in accordance with our oversubscription criteria. The school will advise you of the outcome of your application within 10 school days of receiving your application. Unsuccessful applicants can choose to be placed on our waiting list.

### **OVERSUBSCRIPTION CRITERIA**

The Governors have agreed with the Local Education Authority that a maximum of 30 children may be admitted to each age group each year. This is in accordance with government legislation which limits infant class sizes. The Governors will normally offer up to 18 Foundation places and up to 12 Open places. If there are more applications than places available, places will be allocated as follows.

Overall priority will be given to 'looked after children' or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989. Previously looked after children includes those who were in state care outside England and ceased to be in care as a result of being adopted.

If any of the places are taken by such children, or children with Education, Health and Care (EHC) plans, the remaining places will be allocated in the ratio of 60% Foundation places and 40% Open places according to the following criteria.

## 1. Foundation Places

1.1 Children whose parent(s) or guardian(s) have worshipped at St Peter's Church, Elgin Avenue or St Mary Magdalene's Church, Warwick Estate at least once a month throughout the year preceding the date of application and who will have a sibling attending St Peter's Primary School at the time they start attending Reception Class. (See notes 1 and 2)

1.2 Children whose parent(s) or guardian(s) have worshipped at St Peter's Church, Elgin Avenue or St Mary Magdalene's Church, Warwick Estate at least once a month throughout the year preceding the date of application but who will not have a sibling attending St Peter's Primary School at the time they start attending Reception Class. (See note 1)

1.3 Children whose parent(s) or guardian(s) have worshipped at another Christian church at least once a month throughout the year preceding the date of application and who will have a sibling attending St Peter's Primary School at the time they start attending Reception Class. (See notes 1 and 2)

1.4 Children whose parent(s) or guardian(s) have worshipped at another Christian church at least once a month throughout the year preceding the date of application but who will not have a sibling attending St Peter's Primary School at the time they start attending Reception Class. (See note 1)

Each criterion will be applied in the order given above. Should there be more applications in any category than places available, priority will be given to children whose home address is closest to the school (see note 3). If the Governors are not able to offer a Foundation place to anyone applying for a Foundation place, the application will be considered for an Open place according to the criteria for Open places. If there are insufficient applications to fill the Foundation places, the remaining places will be offered to applications for Open places according to the criteria for Open places.

## 2. Open Places

2.1 Children of members of staff who have been employed at the school for two or more years.

2.2 Children who will have a sibling attending St Peter's Primary School at the time they start attending Reception Class. (See note 2)

2.3 All other children.

Each criterion will be applied in the order given above. Should there be more applications in any category than places available, priority will be given to children whose home address is closest to the school. (See note 3)

### Notes:

1. Those seeking a place under the criteria of church membership should note that the school will seek confirmation of this from the priest, minister or church leader. Christian churches are defined as those which are 'a Church of England church, a listed member of Churches Together in England, or a listed member of Evangelical Alliance UK. For families recently moved into the area, attendance at their previous church will also be taken into account. 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 available for public worship.
2. Siblings mean brothers or sisters, including half-brothers, half-sisters, step-brothers or step-sisters, living at the same address.
3. Distances are determined by the shortest walking route from the main street entrance of the child's home address to the Chippenham Mews entrance of the school, as measured using the route planning application on the Google maps web site. Where it is necessary to differentiate between applicants living in flats using the same street entrance, priority will be given to the applicants living closest to the ground floor and then by ascending flat number order. Otherwise where more than one address has the same distance, the decision will be made at random.

If the application of these criteria means that the admission of a sibling from a multiple birth (eg twin or triplet) would take the class over the infant class size limit, the school will exceptionally admit that sibling.

For the year 2024-2025 there were 4 applications from children with an EHCP naming St Peter's School. There were 108 applications for the remaining 26 places. These were ranked as follows:

Foundation Places (18 places available)

- attendance at St Peter's Church, with sibling – no applications
- attendance at St Peter's Church, no sibling - no applications
- attendance at another Christian church, with sibling – 1 application
- attendance at another Christian church, no sibling - 13 applications

Open Places (12 places available)

- children of staff members – 1 application
- siblings in the school – 7 applications
- no sibling in the school – 86 applications

After higher preference offers had been taken into account, all applicants down to and including open places for siblings were offered places. Of the open places without a sibling, 22 remained on the waiting list. The furthest distance from the school offered in that category was 282m. This should only be taken as a guide to future admissions as it will vary each year depending on the applications received.

## **APPEALS**

If you are not offered a place, you will be given the reason why your application was not successful. You have the right of appeal to an independent Appeals Panel; the school will provide details of how to appeal. The timetable for appeals is published on the school website.

## **WAITING LIST**

When the school is oversubscribed and after the admissions to the Reception Class have been decided, if you have not been offered a place you may ask for your child's name to be put on the waiting list. Late applications will also be put on the waiting list. The waiting list will be maintained in order according to the admissions criteria. The length of time on the waiting list does not determine admissions decisions. Should vacancies occur during the year, admissions will be made from the waiting list in accordance with the admissions criteria. In-year applications will be treated in the same way.

The waiting list is reviewed at the start of each school year and you will be asked if you wish to remain on the waiting list. If you do not reply, you will be removed from the waiting list, but you may later re-apply to go back on the list.

## **REVIEW**

The Governors review the admissions procedures each year, so applicants for places for future years should ensure that they are aware of the latest criteria. These are published on the school's web site.

*Approved by the Governing Body on 4 February 2025.*