

ADMISSION POLICY – for entry in September 2011.



Ethos Statement

Within a secure and caring Christian environment, we strive to develop the potential of each pupil in a partnership of parents, staff and governors.

St. Mary's is a Church of England Primary School, and the Christian faith guides our ethos and our worship. In addition to applications from church members, we also welcome applications from parents of other faiths or none. We ask all parents to support and respect the ethos of the school.

ADMISSION TO PRIMARY SCHOOL

The Governing Body admits thirty children to the Reception class each September. Admission to the Reception Class takes place in the September of the school year in which a child reaches their 5th birthday. Attendance is based on their actual birth date, as shown below.

DATE OF BIRTH	AUTUMN TERM	SPRING TERM	SUMMER
1 Sep – 31 Dec	Full time	Full time	Full time
1 Jan – 31 Mar	Full time*	Full time	Full time
1 Apr – 31 Aug	Full time*	Full time	Full time

***From September 2011 Parents will be offered the option of starting their children full-time or part-time from September.**

Parents who wish to apply for a Reception place at St. Mary's need to name the school on their Local Authority's Common Application Form which must be returned to their Local Authority. The school's Supplementary Information Form is only required for applicants wishing to be considered under the school's faith criteria (See 3 & 4 below). This form should be returned to the school.

The closing date for return of all forms is 15th January 2011.

Parents will be informed whether their application has been successful in accordance with the guidelines in their Local Authority Admissions booklet 2011.

Details on the appeals procedure are available from the School.

Late Applications

Late applications will be considered in accordance with your Local Authority's Primary Admissions scheme

In determining admissions governors have agreed the following criteria. Places will be offered through the Kingston Primary Schools co-ordinated admissions scheme, in the following order:

1. Looked after children i.e. children who are looked after by a public authority and are in public care. (Applications made under this criterion must be accompanied by details of circumstance and supporting professional evidence e.g. from a Social Worker who will be known to the Local Authority.)

2. Children who have a brother or sister attending the school at the time of admission. This includes an adopted, half, step or foster brother or sister living at the same address.
3. Children with one or both parents who have been regular worshippers at St. Mary the Virgin, Chessington, for a period of at least one year, immediately prior to application. A signed supplementary form from the Vicar will be required. See ref. to Supplementary Information Form below. (Note 1)

Families, who have moved into the area and have worshipped at St. Mary's for a period of less than one year, should obtain a reference from their previous church clergy in addition to the reference from their current vicar.

4. Children whose parents have been regular worshippers for at least one year at another Christian church which is part of Churches Together in Chessington and Hook. A supporting letter from the Minister will be required. See ref. to Supplementary Information Form below. (Note 1)
5. Exceptional family, social or medical reasons which makes the school the most suitable one for the individual child. A fuller, more detailed statement is required with this application and then verified by professionally supported evidence, for example from a Doctor or Social Worker.
6. Children living within the parish, whose parent wants a church education.
7. Other children

NOTE 1:

Applications under criteria 3 & 4 must submit the Supplementary Information Form. This can be obtained from the school office or downloaded from the school web-site or Kingston Council's website.

Note: Regular worship is defined as an adult attending at least two acts of Parish worship each month (over a period of at least one year immediately prior to the application).

NOTE 2:

Priority for a Reception place is not given to children who attend the Nursery Class. Parents must complete a separate application for a Reception place according to the procedure described above.

Tie-Breaker

Where there are more applicants than places in any category, places will be allocated on distance from school. This will be measured by the shortest approved walking route using the Council's computerised Geographical Information System. Applicants from the same block of flats or who live the same distance from the school will be selected by the drawing of lots as a final tie-breaker in line with Local Authority guidance.

Waiting List

Applicants who cannot be offered a place as a result of the above procedure will, on request, be included in the waiting list. The waiting list will consist of unsuccessful applicants held in order of the school's admission criteria and will include any late applications. Waiting lists are reviewed termly and held for two years. Waiting list positions are subject to change. You should be aware that if an application is received from a parent who has either moved into the area or whose child has a higher priority under the school's admission criteria, it will affect your child's position on the waiting list.

Multiple Births (twins, triplets etc.)

Once the admission criteria has been applied, should a family with twins/triplets be allocated only one place, the other sibling(s) will then be placed on the waiting list in accordance with the published admission criteria, in the same way as for other children. Parents will then need to decide whether or not to take up the offer of a single place.

Special Facilities & Access

The school has ramps at most entrances and all accommodation is on the ground floor with two accessible adapted toilets. The Governors are fully committed to access for all and, as far as possible, they ensure that pupils with disabilities have access to the same opportunities as other pupils.

Admission at any other time during the year

Applications for all year groups at any time of year must be for the class year appropriate to the child's age and will be allocated on the basis of the above criteria. When there are no places, a waiting list will be maintained. Please note, from September 2010 applications will be made via the applicants Home local authority (the council in which they live)

ADMISSION TO THE NURSERY

The nursery has 52 part-time places for pupils aged 3 and 4. Admissions will be made at the start of the term following the child's third birthday providing there are places available. The majority of admissions are made at the start of the autumn term.

If the number of applications is greater than the number of places, places will be allocated to the older children first. Where children have the same date of birth a tie breaker as described above will determine which child is offered the place.

NOTE: Attendance in the Nursery does not guarantee admission to the Reception Class. A separate application must be made for a Reception place according to the procedure described above.

St. Mary's C of E. Primary School

SUPPLEMENTARY INFORMATION FORM FOR ADMISSION TO
PRIMARY SCHOOL IN SEPTEMBER 2011



Child's Last Name _____ First Name(s) _____

Date of Birth _____ Boy [] Girl [] (Please tick Do Not leave blank)

Home Address _____

_____ Post Code _____
(This must be where the child normally lives and we may check this.)

Home Tel No _____ Daytime Tel No _____

Mobile Tel No _____ Email _____

Parents' details:

1. Full Name _____

2. Full Name _____

The Admission Criteria

1. If you regularly attend a Church, please could you tell us which one? (See admissions criteria 3 & 4 and Note 1 in our Admissions Policy).

I/We attend _____

Please ask the vicar/minister at your church to read and sign below

I confirm that _____ has attended church worship at least twice a month for the preceding year? (Defined as a service on Sunday or other occasion for worship, including a home group.):

Please sign below:

Date _____ Signed _____ Parent

Date _____ Signed _____ Vicar/Minister

NOTE: This form to be returned to St. Mary's School Office. In addition the Common application Form for a Reception place must be completed and returned to the Local Authority.

Closing date for both forms 15th January 2011

This form does not constitute an application under the local authority's co-ordinated admission arrangements; parents applying under the church criteria must ensure that they have named St Mary's C of E Primary as one of their preferences on the Common Application Form in addition to submitting this form to the school.