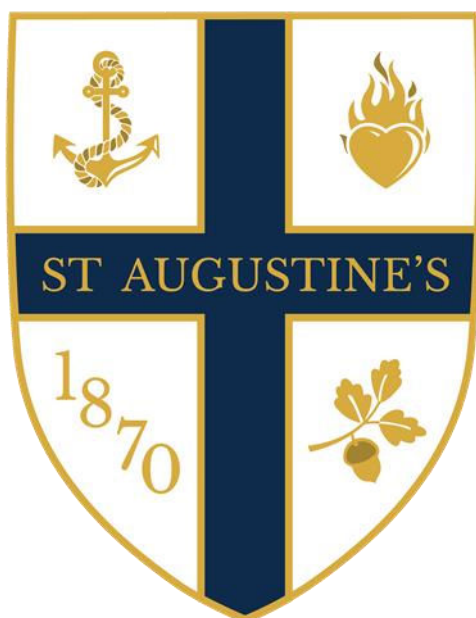


# **St Augustine's CE Primary School Admissions Policy 2024-2025**

**St. Augustine's CE Primary School**



<b>Approved by the Governing Body</b>	January 2023
<b>Review date</b>	January 2024

# Admissions Procedure & Oversubscription Criteria

## 2024 – 2025

St Augustine's Primary School welcomes children from all faiths and of no faith. As a voluntary aided Church of England school, we aim to provide an education based on Christian principles and have close links with our parish church, where whole-school worship takes place on special occasions. 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 a distinctive Christian ethos. Governors therefore expect parents to give their full support to the ethos of the school and hope that all children will attend acts of collective worship and 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).

The governors of St Augustine's offer 30 places to children in each year group from Reception to Year 6. This is in accordance with government legislation which limits infant class sizes. Where there are more applications than places available, the Governors will admit children according to the following oversubscription criteria:

1. '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.
2. Children whose parents or guardians worship regularly (see note a) at St Augustine's Church, Kilburn Park Road or another Anglican (Church of England) church.
3. Children whose parents or guardians worship regularly (see note a) at another Christian church or chapel which is a member of, or is in association with, Churches Together in England (CTIE) or the Evangelical Alliance.
4. Children whose parents or guardians live in the local community (see note b) and attend occasionally (see note a) St Augustine's Church, Kilburn Park Road or another Anglican (Church of England) church.
5. Children whose parents or guardians live in the local community (see note b) and attend occasionally (see note a) another Christian church or chapel which is a member of, or is in association with, Churches Together in England (CTIE) or the Evangelical Alliance.
6. Children who have a brother or sister (including 'step' and 'half' brothers or sisters) living at the same address, attending St Augustine's Primary School (that is in Reception or Years 1 to 6, but not in the Nursery) at the closing date for their application for the Reception class.
7. Children of support and teaching staff who have been employed directly by the school on a permanent contract for at least two years, and who will still be in post at the time of the child's admission.
8. Children whose parents or guardians worship regularly (see note a) at any other Trinitarian Christian denomination.
9. Children of other faiths whose parents or guardians live in the local community (see note b) and worship regularly (see note a) in other places of worship and who would value the education and ethos of a Church School.
10. Children whose home address is closest to the school (see note c).

### Notes

- a. Regular attendance is taken to be at least twice per month over a period of at least the past year, ie a minimum of 24 times. Occasional attendance is taken to be less than twice per month over a period of at least the past year, i.e. a minimum of 12 times. The school will seek confirmation of attendance at a place of worship from the priest, minister or church leader or other faith leader. Where a family has not lived in the area long enough to meet this criterion, confirmation of regular attendance at their previous place of worship will be accepted. In the event that during the period specified for attendance at worship the church or, in relation to those of other faiths, relevant place of worship 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 in relation to

those of other faiths, relevant place of worship or alternative premises have been available for public worship

- b. The local community is taken to be the area defined as follows:  
Kilburn High Road from Willesden Lane to Quex Road; Quex Road from Kilburn High Road to Abbey Road; Abbey Road from Quex Road to Abercorn Place; Abercorn Place from Abbey Road to Maida Vale; Elgin Avenue from Maida Vale to Shirland Road; Shirland Road from Elgin Avenue to Fernhead Road; Fernhead Road from Shirland Road to Carlton Vale; Salusbury Road from Carlton Vale to Winchester Avenue; Winchester Avenue from Salusbury Road to Willesden Lane; Willesden Lane from Winchester Avenue to Kilburn High Road (please see attached map).
- c. Distances are determined by the shortest walking route from the main street entrance to the child's home address to the school gate as measured by 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 order of flat number.

Each criterion will be applied in the order given above. Where there are more applications in any category than places available, the next criterion will be taken into account.

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.

**The governors review the oversubscription criteria each year, so applicants for places for future years should ensure that they are aware of the latest criteria.**

### **Children in The Nursery School**

Children with a place at St Augustine's Nursery School are not guaranteed admission to our Reception class. Applications must be made for all children from the Nursery and these will be considered with all other applications.

### **Reception Admissions**

Children start in Reception class in the school year (1<sup>st</sup> September – 31<sup>st</sup> August) during which the child has his/her 5<sup>th</sup> birthday.

The process of admission to Reception classes in primary schools is co-ordinated across all of the London boroughs. Therefore, applicants to St Augustine's must complete the Common Application Form (CAF) for the borough in which they live. For Westminster residents the CAF is available on the Westminster council website and can be completed on-line. If you are applying under criteria 2 to 6, 8 or 9 you should also complete the St Augustine's Supplementary Information Form (SIF) for Admissions to Reception Class so that governors may consider your application fully. You may use the same CAF to apply to up to six London Primary Schools. You should think carefully about the order in which you name the schools on the form because, even if more than one school is prepared to offer you a place, you will only be offered a place at the school which you placed as your higher preference on your CAF. Therefore, you will have a better chance of being offered a place at St Augustine's if it is first on your list of schools. However, because we have more applicants than places available, we strongly recommend that you also include your nearest community school in your list.

The CAF can be returned to the school or to the school admissions team for the local authority in which you live. The St Augustine's SIF **must** be returned to the school. Both forms must be returned by 15<sup>th</sup> January 2024 which is the closing date for applications for admissions to the Reception class in the school year beginning September 2024. Parents will receive a written acknowledgment of receipt of their form from their local authority admissions team shortly after this date. Late applications will not be accepted until after all the other applications have been processed.

On 16<sup>th</sup> April 2024 the local authority admissions teams and the school will send out letters to parents to inform them of the outcome of their applications. Parents who wish to accept an offer from St Augustine's must respond through their home local authority no later than 4<sup>th</sup> May 2024. You will also be asked to bring documentary proof of the child's home address and date of birth to the school. Where parents are unable to provide satisfactory evidence of address and date of birth, the offer may be withdrawn. On receipt of this evidence, parents will be given details of term dates, induction meetings, uniform and school meals etc.

All children who are offered places are admitted to our Reception class in one staggered intake in September.

Parents who are not offered a place in Reception will be informed why their application was unsuccessful and how they can exercise their right of appeal to an independent appeals panel (see below). They will also be given the opportunity for their child's name to be placed on the school's waiting list.

### **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 (see below) 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. In-Year admissions are considered under the same over-subscription criteria as for admission to Reception except that criterion 6 is amended to:

6. Children who have a brother or sister (including 'step' and 'half' brothers or sisters) living at the same address, attending St Augustine's Primary School (that is in Reception or Years 1 to 6, but not in the Nursery).

If you are applying for a place under criteria 2 to 6, 8 or 9 you should also complete the St Augustine's Supplementary Information Form (SIF) for In-Year Admissions and return it directly to the school so that the governors may 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 in-year over-subscription criteria. The school will advise you of the outcome of your application within 10 school days of receiving your application. Parents who are not offered a place in Reception will be informed why their application was unsuccessful and how they can exercise their right of appeal to an independent appeals panel (see below). They will also be given the opportunity for their child's name to be placed on the school's waiting list.

## Waiting List

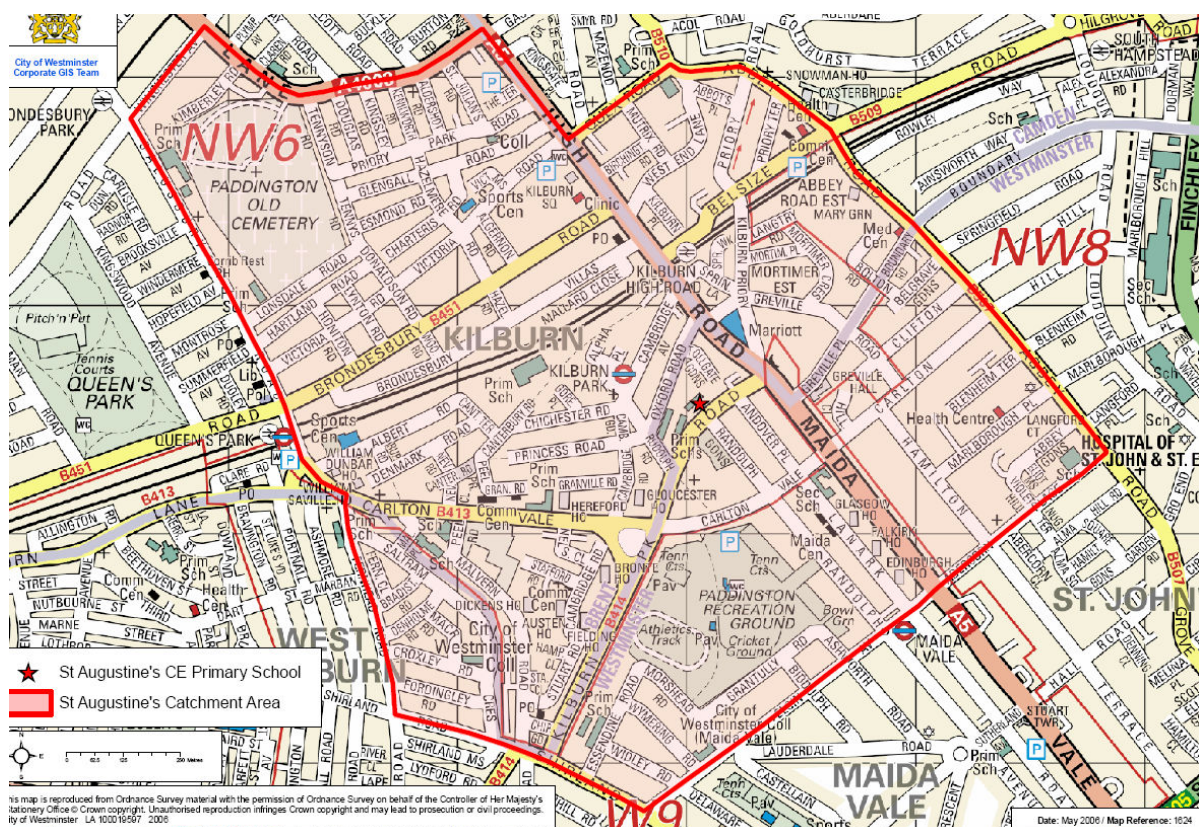
The school maintains a waiting list for each year group. The waiting list is reviewed and updated regularly. At the start of each school year, you will be asked if you wish to remain on the waiting list. If you fail to reply, you will be removed from the waiting list, but you may later re-apply to go back on the list. Admissions decisions are based on how the application meets the in-year over-subscription criteria and not the length of time on the waiting list.

## Visits

Parents considering sending their child to St Augustine's are strongly encouraged to make an appointment to meet the Headteacher and take a tour of the school. This is 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.

## Appeals

If you are not offered a place at St Augustine's CE Primary School, you have the right of appeal to an independent appeals panel. The school will provide details of the procedure.



# Appendix I

## St Augustine's Federated Schools (Primary)

Kilburn Park Road, London NW6 5XA

Phone: 020 7328 0221

Email: [office@staprimary.org](mailto:office@staprimary.org)



City of Westminster LA

Diocese of London

Head of Federation: Eugene Moriarty

Head of Primary: Ruth Vince

Assistant Heads: Catrin Cunnington & Emily Bettoni

Senior Leader: Carla Sorbello-Bali

### ST AUGUSTINE'S CE PRIMARY SCHOOL

#### Supplementary Form

#### Admissions to Reception Class 2024 – 2025

Name of child		Girl or Boy	
Date of birth		Religion	
Address			
Telephone			

Please tick each statement that is true about your family and see comments below:		
<input type="checkbox"/>	We worship regularly (see note a) at St Augustine's Church, Kilburn Park Road or another Anglican (Church of England) church.	If you have ticked any of the first four boxes you must ask your priest, minister or church leader to complete the back of this form to provide proof of your church attendance.
<input type="checkbox"/>	We worship regularly (see note a) at another Christian church or chapel which is a member of, or is in association with Churches Together in Britain or Ireland or the Evangelical Alliance.	
<input type="checkbox"/>	We live in the local community (see note b) and attended occasionally (see note a) St Augustine's Church, Kilburn Park Road or another Anglican (Church of England) church.	
<input type="checkbox"/>	We live in the local community (see note b) and attend occasionally (see note a) another Christian church or chapel which is a member of, or is in association with, Churches Together in Britain or Ireland or the Evangelical Alliance.	
<input type="checkbox"/>	The child for whom I am applying will have a brother or sister (including 'step' and 'half' brothers or sisters) living at the same address, attending St Augustine's Primary School ( <u>not</u> the nursery class) at the closing date for their application to Reception class	Name(s) of brothers and sisters
<input type="checkbox"/>	We worship regularly (see note a) at another Trinitarian Christian denomination	You must ask your priest, minister or church leader to complete the back of this form to provide proof of your church attendance
<input type="checkbox"/>	We are of another faith, live in the local community (see note b) and worship	You must ask your Imam or other

	regularly (see note a) in another place of worship, and we would value the education and ethos of a Church School.	faith leader to complete the back of this form to provide proof of your attendance.
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Notes

- d. Regular attendance is taken to be at least twice per month over a period of at least the past year, i.e., a minimum of 24 times. Occasional attendance is taken to be less than twice per month over a period of at least the past year, i.e., a minimum of 12 times. The school will seek confirmation of this from the priest, minister, church or other faith leader. Where a family has not lived in the area long enough to meet this criteria, confirmation of regular attendance at their previous place of worship will be accepted.
- e. The local community is taken to be the area defined as follows:  
 Kilburn High Road from Willesden Lane to Quex Road; Quex Road from Kilburn High Road to Abbey Road; Abbey Road from Quex Road to Abercorn Place; Abercorn Place from Abbey Road to Maida Vale; Elgin Avenue from Maida Vale to Shirland Road; Shirland Road from Elgin Avenue to Fernhead Road; Fernhead Road from Shirland Road to Carlton Vale; Salusbury Road from Carlton Vale to Winchester Avenue; Winchester Avenue from Salusbury Road to Willesden Lane; Willesden Lane from Winchester Avenue to Kilburn High Road. A map is available in school from which

Signed.....	Date.....
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## Appendix 2

### St Augustine's Federated Schools (Primary)

Kilburn Park Road, London NW6 5XA

Phone: 020 7328 0221

Email: [office@stapprimary.org](mailto:office@stapprimary.org)



City of Westminster LA

Diocese of London

Head of Federation: Eugene Moriarty

Head of Primary: Ruth Vince

Assistant Heads: Catrin Cunnington & Emily Bettoni

Senior Leader: Carla Sorbello-Bali

Dear Faith leader,

The parents/guardians of the child named on the reverse side of this letter are applying for a place at St Augustine's CE Primary School. Our admissions criteria give preference to families who attend St Augustine's CE Church, another Christian Church or another religious place of worship. This family wishes to be considered under one of these criteria (see reverse for which one) and must provide evidence of this. Please complete the sections below and return the form to the parents or directly to the school. Thank you for your assistance in this matter.

Yours faithfully,

Chair of Governors

I confirm that the parents/guardians of ..... belong to my church/ mosque/ temple / other (please delete as appropriate)	
Name of place of worship: ..... ..... ..... .....	Address of place of worship ..... ..... ..... .....
Web site:	

Their attendance is: (please tick one)

<input type="checkbox"/>	Regular (at least twice per month over a period of at least the past year, ie a minimum of 24 times)
<input type="checkbox"/>	Occasional (less than twice per month over a period of at least the past year, ie a minimum of 12 times)

In the event that during the period specified for attendance at worship the church or, in relation to those of other faiths, relevant place of worship 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 in relation to those of other faiths, relevant place of worship or alternative premises have been available for public worship

<b>Your name (please print)</b>	
<b>Please place your official stamp here.</b>	
<b>Signed</b>	
<b>Date</b>	
<b>Telephone number</b>	