



**ELTHAM**  
CHURCH OF ENGLAND  
PRIMARY SCHOOL  
SINCE 1814

## ADMISSIONS POLICY / ARRANGEMENTS Academic Year: 2023 / 2024

Prepared by: Mrs C Rhodes | Acting Headteacher

Signed:

Reviewed: February 2022



The Governing Body is responsible for the admission of pupils to Eltham Church of England Primary School and admits 60 pupils annually to the reception classes and 26 Full Time Equivalent nursery places. This admission limit has been agreed between the Governing Body and the Local Education Authority and applies to the year 2023/2024.

### **Ethos Statement**

Eltham Church of England Primary School has a distinctive Christian ethos which is at the heart of this School and provides an inclusive, caring and supportive environment where children learn and flourish in a setting shaped by Christian values. We welcome applications from all members of the community and we ask all parents to respect the Christian ethos of our School and its importance to our community.

There is a one-point entry arrangement. Pupils are admitted to our school in September at the beginning of the academic year during which they have their 5<sup>th</sup> birthday, (birthdays falling between the 1<sup>st</sup> September and 31<sup>st</sup> August of the following year will all be admitted in September) (see note on deferred entry below).

Children will be eligible for admission to our nursery the term after their third birthday. Free nursery entitlement is 15 hours a week. Some children may be able to access additional hours, depending on need and availability. Where additional hours are offered they will be at a cost per session (3 hours) and must be paid in advance.

Under the Primary School Co-ordinated Admissions Scheme, parents will need to complete their home LA Common Application Form (CAF). Parents applying under the church criteria also need to complete an Eltham CE Supplementary Information Form (SIF) which includes religious commitment information which the school will forward to the Vicar/Minister for verification. Parents should return the completed CAF to their home local authority and SIF to Eltham Church of England Primary School no later than 15 January 2023.

The Governing Body is required to abide by the maximum limits for infant classes [5, 6 and 7 year olds], i.e 30 pupils per class.

### **Admission to Nursery**

- 1 Looked after children or previously looked after children (see note 1).
- 2 Children with an exceptional and professionally supported medical or social need for a place at this school (see note 2).
- 3 Children who, with a parent/carer, are faithful and regular (see note 3) worshippers at St John the Baptist Church, Eltham.
- 4 Children who, with a parent/carer, are faithful and regular (see note 3) worshippers at another Anglican church and reside within the Deanery of Eltham and Mottingham (see note 2).
- 5 Children who, with a parent/carer, are faithful and regular (see note 3) worshippers of another Christian denomination as recognised by the Churches Together in England or Evangelical Alliance and reside within the Deanery of Eltham and Mottingham (see note 4).

- 6 Any remaining places will be given in order of nearness to the school (see note 5).

**Please note: A place in the nursery class does not guarantee a place in the Reception class. All parents must follow primary admission procedures for admission to the Reception class.**

## **Admission to Reception**

### **Special educational needs**

Parent(s)/carer(s) of pupils who have an Education, Health and Care (EHC) Plan are required to apply for school places separately through the local authority from whom advice is available. If a child with an EHC Plan, is placed in the school by the local authority before the normal admission round, the number of places available to other applicants will be reduced. The Governors will admit all those pupils whose statement, or EHC Plan, names the School.

### **Oversubscription Criteria**

- 1 Looked after children or previously looked after children (see note 1)
- 2 Children with an exceptional and professionally supported medical or social need for a place at this school (see note 2).
- 3 Children who, with a parent/carers, are faithful and regular (see note 3) worshippers at St John the Baptist Church, Eltham.
- 4 Children with a sibling (brother/s or sister/s, step siblings and half siblings, fostered or adopted siblings living at the same address) attending the main school at the time of the child's admission. **(Sibling priority will NOT be granted where the child in attendance at the school is in the Nursery class).**
- 5 Children who, with a parent/carers, are faithful and regular (see note 3) worshippers at another Anglican church and reside within the Deanery of Eltham and Mottingham (see note 4).
- 6 Children who, with a parent/carers, are faithful and regular (see note 3) worshippers of another Christian denomination as recognised by the Churches Together in England or Evangelical Alliance and reside within the Deanery of Eltham and Mottingham (see note 4).
- 7 Any remaining places will be given in order of nearness to the school (see note 5).

### **Notes:**

**Note 1: Looked after children or previously looked after children:** 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) at the time of making an application to the school. A previously looked after child is a child who immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear (to the admission authority) to have been

in state care outside of England and ceased to be in state care as a result of being adopted. An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders ) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians). The Governors will require written confirmation that the child is looked after, or previously looked after, and will be so at the time of making an application to the school.

**Note 2: Medical/social needs:** *Children with an exceptional and professionally supported medical or social need for a place at this school. This must be supported by written evidence at the time of application, e.g. from a specialist health professional, social worker or other care professional. The evidence must set out the reasons why this school is the most suitable school and the difficulties that would be caused if the child had to attend another school.*

**Note 3:** 'Regular' is where parent(s)/carer(s) and children attend the place of worship at least twice a month for the two years prior to the date of application. In the case of those who have moved to Eltham within that period, the criterion is extended to include a place of worship at the previous neighbourhood. Written confirmation of the applicant's and child's attendance at worship will be sought from the priest or minister of the Church.

*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.*

**Note 4:** The Deanery of Eltham & Mottingham's parishes are St Barnabas, Holy Trinity, St John the Baptist, St Saviour (Eltham) St Luke (Eltham Park), All Saints (New Eltham), St Andrew, St Edward (Mottingham).

**Note 5:** Measured in a straight line from centre of the child's home address to the centre of the school

#### **Tie breaker**

In the event that two or more applicants have equal rights to a place under any of the above criteria and there are insufficient places, the Governing Body will use distance, in the first instance, to decide between applicants; if applicants live equidistant from the school the Governing Body will draw lots to decide between applicants.

Procedures for late applications and in-year admissions will be in accordance with the LA's scheme for the co-ordination of primary school admissions.

The school operates a waiting list which is drawn up in accordance with the admission criteria on which names will be held for 12 months after which you will be asked if you wish to remain on the list.

Parents who are not offered a place for their child have the right to appeal against the decision to an independent appeal panel in accordance with the School Standards & Framework Act (1998). Parent(s)/carer(s) wishing to appeal should obtain an appeal form from the school. The form should be sent to reach the Clerk of the Appeal Panel, care of

the school, within 20 days of the date of the letter confirming the governors' decision not to offer place. Should an appeal be unsuccessful, the Governing Body will not consider further applications from those parent(s)/carer(s) within the same academic year unless there have been significant and material changes in their circumstances.

### **Deferred entry**

The School admits children to the Reception class in the September of the school year in which a child attains the age of 5 years. (The school year runs from 1 September to the 31st August.) All parents/carers are entitled to a full-time place for their child in the reception class from September, but may defer entry until the beginning of the term after their child is five years old (i.e. when the child reaches compulsory school age) or until the beginning of the summer term whichever is earlier. Children may attend part-time until their child reaches compulsory school age. Parents/carers who have been offered a place at the School and wish to defer entry for their child and/or attend part-time must put this in writing to the headteacher at the earliest opportunity and before the start of the autumn term.

### **Fair Access**

The School is committed to taking its fair share of pupils who are hard to place in accordance with the locally agreed fair access protocol. Pupils admitted under the protocol will take priority over any children on the waiting list and this may include, on occasion, admitting above the planned admission number.

### **Education out of normal (chronological) age group**

Children are educated in school with others of their age group. However, in exceptional circumstances parents/carers may choose to seek places outside of their child's chronological year group. Decisions will be made on the basis of the circumstances of each case. Parents/carers must state clearly why they feel admission to a different year group is in the child's best interest. They may wish to provide recent professional evidence to support this. Further details of how to make such a request are available from the school.