ADMISSIONS POLICY
ADMISSION CRITERIA 2027-2028 IN ORDER OF PRIORITY

St Paul's CE Primary School serves the whole community, whatever the individual faiths or beliefs of families. Our vision, working together, is to shape the child, and therefore the adult, drawing on Christian insights, to understand how to live fully and 'shine as lights in the world' (Philippians 2.15)

St Paul's CE Primary School is a one-form entry school with 30 places for each academic year group. Where the number of applicants exceeds the number of available places, the governors will use the listed criteria.

For entry to St Paul's CE Primary School, 40% of available places will be allocated under Foundation (Church) Criteria and 60% under Open Criteria (based on proximity to school). Where fewer than 40% of places are filled under Foundation Criteria, the remainder will be allocated under Open Criteria.

If places are allocated for children with Education, Health and Care Plans (EHCP), these will be deducted from the total number of available places (i.e.30). 40% of the remaining places will be allocated according to Foundation Criteria and 60% will be allocated under Open Criteria. Where fewer than 40% of the remaining places are filled under Foundation Criteria, the remainder will be allocated under Open Criteria. Where the number of remaining places is uneven (i.e. 29 places), the extra place will be allocated according to Foundation Criteria.

Applications should be made **either** for a Foundation Place **or** for an Open Place.

Candidates unsuccessful in their application for a Foundation Place will automatically be considered for an Open Place.

In any criterion where there are more applications than places, the governors will admit children living closest to the school first. Distances will be measured from the front door of the child's home address to the main entrance of the school using the Camden Local Authority computerised measuring system. **Where the same distance is indicated on two or more**

applications (e.g. when two applications are received from the same block of flats), a decision will be made using random allocation.

In cases where multiple siblings tie for the last available place, then all will be offered a place, even if this exceeds the planned admission number. (These will be deemed 'excepted children' in line with Infant Class Size requirements.)

The school will maintain a waiting list until the end of each academic year. Parents wishing to remain on the list after this date should advise the school by telephone or in writing. Each time a child is added or removed, the list will be ranked again in line with oversubscription criteria.

Parents may appeal against an unsuccessful application for a place if they believe that the admission criteria has not been applied correctly.

Foundation Places

All parents applying on our Foundation Criteria should complete our Supplementary Information Form in addition to the Local Authority's common application form, so that governors may assess the application fully. Supplementary Information Forms should be collected from the school office or downloaded from the school website and returned directly to the school by 15th January. Places will be allocated according to the following criteria, listed in order of priority:

1. Looked After Children (i.e. children in the care of the Local Authority) or Previously Looked After Children (i.e. children who were Looked After but ceased to be so because they were adopted, or became subject to a child arrangements order or a special guardianship order: this includes children who appear (to the admission authority) to have been in state care outside England and ceased to be in state care as a result of being adopted.

2. Children who will have a sibling (i) at the school at the time of entry and whose parent(s) (ii) are, and have been, regular and committed worshippers (iii) in **St Mary the Virgin Primrose Hill** for not less than one year before the closing date of application. A form of authorisation, signed by the Parish Priest to this effect, is required.

3. Children whose parent(s) (ii) live within three miles of the school and who are, and have been, regular and committed worshippers in churches that are members of **Churches Together in England** or the **Evangelical Alliance** for not less than one year before the closing date of application. A form of authorisation, signed by the Church Leader (iv) to this effect, is required.

In the event that two or more applicants have equal right to a place under the Foundation Place criteria, the Governing Body will give priority to those children living in nearest proximity to the school (v).

In the event that, in the period specified for attendance at worship, the church has been closed for public worship, and has not provided alternative premises for public worship during this period, 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.

Open Places

These will be allocated according to the following criteria, listed in order of priority.

1. Looked After Children (i.e. children in the care of the Local Authority) or Previously Looked After Children (i.e. children who were Looked After but ceased to be so because they were adopted, or became subject to a child arrangements order or a special guardianship order: this includes children who appear (to the admission authority) to have been in state care outside England and ceased to be in state care as a result of being adopted.

2. Children who will have a sibling (i) at the school at the time of entry.

3. Children living in nearest proximity to the school.

Entry with Education, Health and Care Plan

Children with a Health and Care Plan (EHCP) naming St Paul's CE Primary School will always be offered a place.

Deferred Entry

All children will be admitted in September. Parents can request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age. Parents can request that their child takes up the place part time until the child reaches compulsory school age. A child reaches compulsory school age the term after their fifth birthday but not beyond the academic year applied for.

Admission out of Normal Year Group

In the case of children whose fifth birthday falls between 1st April 2028 and 31st August 2028, or children who have experienced ill health or other mitigating circumstances, parents wishing to postpone admission from

September 2027 to September 2028 should discuss this with the school at an early stage. Decisions will be made on an individual basis and in the best interests of the child. Parental views, academic achievement, social and emotional development and, where relevant, medical opinion will be considered alongside the views of the Headteacher.

Late Applications

Late applications will be considered after all other applications.

Application Forms

All applications should be submitted to Camden Local Authority. You can apply for a reception place online using these websites:

- Camden Admissions: https://www.camden.gov.uk/primary-admissions
- E-admissions: https://www.eadmissions.org.uk

If you are applying for a Foundation (church) place you must complete a Local Authority Common Application Form naming the school and complete a Supplementary Information Form so that governors may consider your application fully.

The Supplementary Information Form should be returned to the school by 15th January. All data on this form will be treated as confidential and it will be processed in compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. You will be informed if we receive a request for disclosure under the Freedom of Information Act 2000 and will be given an opportunity to comment before any decision about disclosure under that Act is made.

Applications for an Open place should not complete the Supplementary Information Form but must complete the Local Authority Common Application Form naming the school.

In-Year Admissions

Applications for In-Year admissions are made in the same way as those made during the normal admissions round by completing a Local Authority Common Application Form along with the St Paul's waiting list form. (Forms should be returned directly to St Paul's CE Primary School)

If a place is available and there is no waiting list, then the school will communicate the governors' offer of a place to the family. If more applications are received than there are places available, then applications will be ranked by the Governing Body in accordance with admission criteria.

If a place cannot be offered at this time, parents may request the reason and will be informed of their right of appeal. A waiting list will be maintained by the Governing Body and applications will be ranked in accordance with admission criteria and not in the order in which the applications are received.

(i) *By 'sibling' we mean a brother or sister, half brother or sister, adopted brother or sister, stepbrother or stepsister, or the child of the parent/carer where the child for whom the place is being sought is living in the same family unit at the same address as the sibling. A sibling relationship does not apply when the older child will leave the school before the younger one starts.*
(ii) *By 'parent(s)', we mean the primary care giver(s), with whom the child lives.*
(iii) *By 'regular and committed' worshippers, we mean parents who attend church services at least 20 times per year.*
(iv) *If a family has recently moved and worshipped regularly, right up until their departure, at another church that is a member of Churches Together in England or the Evangelical Alliance, the application must be countersigned by their previous Church Leader.*
(v) *Distances will be measured from the child's home address to the main entrance of the school using the Camden Local Authority computerised measuring system and proof of address, e.g. Child Benefit/Council Tax/Electoral Roll documentation will be required both at the time of application and at the time of entry. Where the same distance is indicated for two or more applicants, random allocation will be used. Where parents/guardians share responsibility for the child, the child's principal address should be used; where responsibility is shared equally, the address closest to the school should be used.*

For more information on Camden Admissions follow this link

Appeals against a school admissions decision

If your child has been refused a place at a Camden school, you have the right to appeal to an independent appeals panel. For further information on the appeals timetable and process please click on the link below:

Camden Appeals Information

You should submit your appeal within 20 days of receiving your refusal letter/email. You can appeal using the link below:

Appeal against school admission decision

If you are not able to access the internet to complete the online appeal form, please contact the school admissions team at Camden on 020 7974 1625.