

# ADMISSION POLICY OF ST. SAVIOURS C OF E PRIMARY SCHOOL

St. Saviour's School aims to give a thorough education in the context of the Christian Faith. Education within a Voluntary Aided Anglican School is a privilege. It is also a partnership between Church, School and Home and, as such, parents/guardian are expected to set an example to their children by supporting the Parish and the school as much as possible to reflect the Christian Ethos.

The Governors intend to admit 60 pupils to the Reception class during each academic year. It is not possible to "reserve" places and parents/guardians who wish to apply for a place at the school for their child should complete the application form between 1st September and 15<sup>th</sup> January in the school year before the child is due to be admitted. Applications outside these times will be considered as casual applications.

Should the number of applications received exceed the number of places available, the Governors will apply the following criteria in order of priority.

- 1. Children with a statement of special educational need that says the child should go to a mainstream school.*
- 2. Children in Public Care (Looked after Children) and children recorded in the Child Protection Register or who are 'at risk' as advised by the Local Authority's Child Protection Officer.*
- 3. Children whose parents/guardians are on the Electoral Roll of the Ecclesiastical parish of Walthamstow S. Saviour\* and who are regularly involved in the work and worship of the parish church.*
- 4. Children whose parents are on the Electoral Roll and are regularly involved in the work and worship of another Anglican Parish in the deanery of Waltham Forest.*
- 5. Children who have siblings who are on the roll of the school at the intended time of admission.*
- 6. Children whose parents are resident in the Ecclesiastical Parish of Walthamstow S. Saviour.*
- 7. Children whose parents are regularly involved in the work and worship of non-Anglican communities in the borough of Waltham Forest, whose parent bodies are members of "Churches together in England."*
- 8. If any places remain available then children who live closest to the school based on the shortest measured walking distance from the school using public road or footpath.*

**\*\*This form should be completed if the child has a statement of special educational needs, parents should contact the local authority (SEN Unit) for advice and information – this applies only if the parents are applying to transfer to St. Saviour's.**

**Note one:** In category 1 if a parent names the school on the application form, the school has a duty to admit the pupil with a statement.

In category 2 – The school is committed to giving overriding priority to Children in Public Care or who are 'at risk'.

In categories 1 - 4 if the number of applicants who fulfil the criterion exceed the number of places available then, having a sibling who is on the roll of the school at the intended time of admission will take priority. If the number of applicants within that category who have a sibling on the roll at the time of admission exceeds the number of places available priority will be given to children who live closest to the school using defined guidelines published by the London Borough of Waltham Forest to establish distance from the home to the school.

**Note two:** In categories 5 –6 . If the number of applicants within that category who have a sibling on the roll at the time of admission exceeds the number of places available priority will be given to children who live closest to the school based on the shortest measured walking distance from the school using public road or footpath.

**Note three:** In categories 3,4&7 "regularly involved" means that at least 1 parent attends the church for public worship a minimum of twice a month.

**Note four:** Please enclose **two official documents** showing proofs of the parent/s' or guardian/s' residence at the address on this form. One of these must be a **council tax document, the other may be a gas or electricity bill, bank or building society letter or similar.**

**Note five:** It is your responsibility to return the form to the School Office by five o'clock on the 1<sup>st</sup> December in the relevant year. If you wish to have your involvement in the work and worship of your church considered by the Governors then you must take this form to your Clerical Referee and ask them to complete the form on page 4.

**Note six:** If you are unsuccessful in obtaining a place, or you are submitting it after the normal closing date, but you wish the application to be kept at the school and considered along with all others if a "casual" place later becomes available. These "casual" applications will be kept on file for 12 months from the date of receipt.

### **Right of Appeal**

**The 1980 Education Act gives you the right to appeal if your application is unsuccessful. To do this you must make sure that your written appeal is received at the school by the date mentioned in the results letter, (ie 21 days after that letter) and copied to the Borough Solicitor of the London Borough of Waltham Forest.**

