



**CHRIST CHURCH CE PRIMARY SCHOOL**

**Headteacher  
Mrs C Morris**

**Batten Street  
London  
SW11 2TH**

**Tel: 020 7228 2812**

**Fax: 020 7228 0747**

**E-mail: [info@christchurch.wandsworth.sch.uk](mailto:info@christchurch.wandsworth.sch.uk)**

**Website: [www.christchurch.wandsworth.sch.uk](http://www.christchurch.wandsworth.sch.uk)**

**ADMISSIONS POLICY 2024-25  
STATUTORY**

This policy was adapted from [The Key](#)

**Effective period of Policy: Admissions during the Academic Year 2024/25**

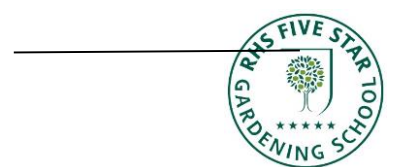
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**Sub-Committee Scrutiny  
& Approval (as applicable):**

\_\_\_\_\_  
**Sub-Committee Chair**

**Date:**



**Governing Body Approval:**

\_\_\_\_\_  
**Chair of Governors**

**Date:**



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## **1. AIMS**

This policy aims to:

- Explain how to apply for a place at Christ Church School
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

## **2. LEGISLATION AND STATUTORY REQUIREMENTS**

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

## **3. DEFINITIONS**

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

**Looked after children** are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

**Previously looked after children** are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days **are 31 December, 31 March and 31 August**

## **4. HOW TO APPLY**

Christ Church CofE School has a distinctive Christian ethos which is at the heart of the 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 in doing so, we ask all parents to respect the Christian ethos of the school and its importance to our community.

The school is part of the locally agreed co-ordination scheme and timescales for when applications are received and processed are those agreed with the local authority.

## Policy: Admissions 2024-25

For all applications other than Nursery, parents must complete a local authority Common Application Form (CAF) and return it direct to the local authority in which they reside. For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). If applying for a place at Christ Church CE Primary School, parents must name the school as one of the preferences on the application.

Applications may be completed online via [www.wandsworth.gov.uk/admissions](http://www.wandsworth.gov.uk/admissions). **The closing date for Reception class applications will be January 2024.** Applications received after the set closing date will be accepted but will not normally be considered for a place at a school until after the initial offer date.

**Please note, pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in Reception Class.**

Parents wishing to apply for a place under the church criteria must also complete the schools **supplementary (*Religious Reference*) form** and ask their priest, minister or religious leader to return this direct to the school. Failure to do so will mean that the school is unable to consider the application under the church criteria; in which case the application will be considered against the next most appropriate criteria based on the information provided on the CAF.

Applications made on exceptional medical grounds must be supported by a current letter from a specialist health professional. Applications made on exceptional social grounds must be supported by a current letter from a social worker or other care professional working with the family.

The letters must give reasons why the child's condition or circumstances make it necessary for the child to attend the school applied for, and the difficulties that would be caused if the child had to attend an alternative school. If this information is not provided by the application closing date, the application will not be considered under criteria 2 (see below). The Director of Education and Social Services may request professional advice from within or outside Wandsworth Council before reaching a decision.

## 5. ALLOCATION OF PLACES

### 5.1 ADMISSION NUMBER

In consultation with the Local Authority, the Governors of the school intend to admit 26fte (full-time equivalent) children to the Nursery and 30 to the Reception Class each academic year until further notice. The Governing Board is required to abide by the maximum limits for Key Stage 1 and Reception Class (i.e. pupils aged 5-7 years old) as prescribed by the DfE.

### 5.2 OVERSUBSCRIPTION CRITERIA

All children whose education, health and care (EHC) plans name the school will be admitted before any other places are allocated. If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

Highest priority will be given to looked after children and all previously looked after children who apply for a place at Christ Church School.

Where there are more than 26fte applicants for Nursery and 30 applicants for Reception class, the following criteria for over-subscription will apply and must be read in conjunction with the relevant notes:

1. Looked after children and those who ceased to be children looked after because they were adopted, or because they became subject to a residence order or a special guardianship order. **(Note 1)**
2. Children with a professionally supported exceptional medical and/or social need for a place at a particular school, as decided by the Director of Education and Social Services **(Note 2)**
3. Children of parents who attend the parish church of Christ Church and St Stephen's **(Note 3)**
4. Children who have one or more siblings in the school *at the time of admission* to the school **(Note 4)**
5. Children who attend an Anglican church for whom Christ Church school is the *nearest* Church of England school **(Notes 5 & 7)**
6. Children of parents who attend other Christian denominations **(Note 6)** for whom this is the *nearest* church school
7. Children who live within the Parish of Christ Church and St Stephen's, Battersea
8. Any remaining places will be offered to children in order of straight line distance from home to school as measured by Wandsworth Council's Geographical Information System **(Notes 5 and 7)**.

### **5.3 CRITERIA FOR THE ALLOCATION OF FULL-TIME NURSERY PLACES**

All offers made guarantee a 15hrs per week (part-time) place. Full-time nursery places are allocated according to the criteria set out below when a full time place has been requested:

1. Parents who meet the government criteria for 30 Hours Free Childcare are eligible to increase this provision to a full-time (30-hours per week) place. Parents must apply online by the given deadlines. If eligible, they will receive a registration number (DERN code) which must be given to the school to confirm funding for these additional hours.

Information about free childcare and how to apply can be found on the Government's Childcare Service website: <https://www.childcarechoices.gov.uk/>.

2. Parents who do not meet the free childcare entitlement can request a full-time Early Years place. This will incur a top-up fee of **£50 per week** (excluding lunch costs) for the additional 15hrs, subject to availability.
3. Children of parents who do not meet any of above criteria, in circumstances where the Headteacher considers, a full-time place should be provided.

Nursery applications will only be considered for a full-time place where a parent has completed the school's **Full-time Place Supplementary Application Form** giving reasons and providing the additional supporting evidence requested.

#### 5.4 TIE BREAK

If applicants live equidistant from the school the Governing Body will draw lots to decide between applicants.

### 6. CRITERIA NOTES

**Note 1:** Looked after children are children who are in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions as defined by Section 22(1) of the Children Act 1989 at the time of making an application to the school. Previously looked after children are children who were looked after immediately prior to being adopted, or who became subject to a residence order, (now termed Child Arrangement Order under the Children & Families Act 2014), or special guardianship order. 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:** Parents/carers of pupils who have a statement of special educational needs, or 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 a statement, or 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. *(NB: All schools are consulted by the LA prior to the school being named.)*

**Note 3:** Church attendance is normally taken to mean attendance of the child and *at least one parent for a minimum of 2 services a month over a period of at least one year.* Should applicants have moved into the area within that period, proof of attendance will be sought from their previous church.  
All church attendance will require verification from the Church Minister on the Religious Reference Form issued by the school.

**Note 4:** A sibling is a full brother or sister, a step/half or adopted sibling living at the same address and includes a child who is living as part of the family by reason of a court order, or a child who has been placed with foster carers as a result of being looked after by a local authority.

**Note 5:** The straight line measurement will be determined using the policy published by Wandsworth Council in the booklets: *Choose a Wandsworth Primary School* and *Choose a Wandsworth Nursery*. Where applicants have identical distance measurements using this method, priority amongst them will be determined at random.

**Note 6:** Other Christian denominations are those recognised by one or more of the following organisations:

- Churches Together in Britain and Ireland
- The Evangelical Alliance
- The African and Caribbean Evangelical Alliance
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**Note 7:** “Home” is defined as the permanent address of the parent/guardian with whom the child is living at the time of application (or as stated on the application form), and must be the address where the family normally lives. Parents are not permitted to use a temporary address to secure a school place, or any other address other than the child’s permanent home. Proof of address will be required.

## 7. IN-YEAR ADMISSIONS

In the event that it is not possible to offer a place, the waiting list and appeals procedures described below will apply.

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

### 7.1 In Year Application – Nursery

All in year admissions for nursery places should be completed on the school's nursery application form and returned to the school with; the Religious Reference form completed by your priest, minister or religious leader; the DERN form; and the full-time place supplementary application form if applicable. Applications will be considered in accordance with the over-subscription criteria detailed above.

### 7.2 In Year Application – Reception – Year 6

All in year admissions for older children either moving into the area or transferring from another primary school are made via the local authority. Parents/carers must apply to the school on the Wandsworth [In-Year Common Application Form](#). Applications will be considered in accordance with the over-subscription criteria detailed above. Application or Transfer forms must be returned direct to [Pupil Services](#) at the local authority, and, if applicable, the Religious Reference form should be completed by your priest, minister or religious leader and returned to the [school](#).

## 8. WAITING LIST

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 5.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

## 9. APPEALS

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the Admissions Committee:

**Email:** [info@christchurch.wandsworth.sch.uk](mailto:info@christchurch.wandsworth.sch.uk)

**Postal Address:** Batten Street, London SW11 2TH

When you have completed and submitted the appeal, arrangements will then be made for your appeal to be heard by an appeal panel.

Appeals resulting from transfer applications for admission to Reception for September 2024 will be heard according to the [Wandsworth Primary school appeals timetable](#).

Should the appeal be unsuccessful, the Governing Board will not consider further applications from those parents within the same academic year unless there have been significant and material changes in their circumstances.

**NB: There is no right to appeal for nursery places.**

## **10. DEFERRED AND PART-TIME ENTRY TO RECEPTION CLASS**

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<sup>st</sup> September to the 31<sup>st</sup> 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.

If parents want to defer entry for their child, they need to complete a '[Request for Delayed Admission](#)' form which can be downloaded from the Wandsworth school admissions website.

Children may attend part-time until they reach compulsory school age. Parents/carers who have been offered a place at the School and wish for their child to attend part-time must put this in writing to the Headteacher at the earliest opportunity and before the start of the autumn term.

## **11. 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 and provide recent professional evidence to support this. Further details of how to make such a request are available from the [local authority](#).

## **12. MONITORING ARRANGEMENTS**

This policy will be reviewed and approved by the Admissions Committee every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the Governing Board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.



### 13. APPENDICES

#### Appendix 1: Religious Reference Form

TO WHOM IT MAY CONCERN:

#### RELIGIOUS REFERENCE

Family Name: \_\_\_\_\_

The above-named family has applied for a place in \_\_\_\_\_ Class at Christ Church CE Primary School for \_\_\_\_\_ and need you to complete the information requested below in support of their application. Would you please complete and return this reference to Mrs T McHardy, SAO - HR & Pupil Management, at the address shown above at your earliest convenience.

Name of Church: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Telephone No: \_\_\_\_\_

Do you know the family making this application:  Yes  No

Approximately how long have they worshiped at this church? \_\_\_\_\_

Do they attend a place of worship  Regularly?  Occasionally?  Not to your knowledge?

*Church attendance is normally taken to mean attendance of the child and at least one parent for a minimum of 2 services a month over a period of at least a year. Should applicants have moved into the area within that period, proof of attendance will be sought from their previous church.*

Do you have any other comments you would like to make in support of this application to Christ Church CE Primary School? \_\_\_\_\_

Is your church recognised by one of the following?  Churches together in Britain and Ireland  
 The Evangelical Alliance  
 The African Caribbean Evangelical Alliance

Name of Priest, Minister or Religious Leader completing this form: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for taking the time to complete this reference.



Mrs T McHardy  
(SAO) - HR & Pupil Management

Appendix 2: Full-time Place Supplementary Application Form

**FULL-TIME PLACE SUPPLEMENTARY APPLICATION FORM**

Please use BLOCK CAPITALS

Allocation of full-time places is separate from admission. All offers made guarantee a 15hrs per week (part-time) place.

If you would like to be considered for a full-time Nursery place please complete this Supplementary Form and return it together with your Application Form for a place and any additional supporting evidence.

Family name (last name)

First name

other names(s)

Date of birth

Current Home Address:

Postcode

(Please provide proof of address)

I am requesting a Full-time place for the above-named child because:

- 30 Hours Free Childcare eligibility  Registration number (DERN code) provided
- Top-up place - additional 15hrs for a fee of £50 per week (excluding lunch costs)
- Headteacher consideration  Supporting evidence provided where applicable

Nursery applications will only be considered for a full-time place where a parent has completed the school's Full-time Place Supplementary Application Form giving reasons and providing the additional supporting evidence requested.

**ADMISSIONS**

- AUTUMN TERM
- SPRING TERM
- SUMMER TERM