



ADMISSIONS POLICY FOR 2024/25

This policy relates to Reception and In-year admissions. St. Stephen's is a Voluntary Aided Church of England Primary School and responsibility for admissions lies with the governing body. The underlying ethos of the school is Christian but it is a church school for the whole community and it welcomes applications for pupils of other faiths or no faith.

Our published admissions number is 60 children per school year. In the event of oversubscription applications will be considered in accordance with the criteria below.

Children with an Education and Health Care Plan (EHCP) where the school is named in the statement will be allocated a place through a separate procedure, in accordance with the Special Needs Code of Practice.

1. Children who are looked after by the local authority. Looked After Children (LAC) are children who are in the care of a local authority or being provided with accommodation by a local authority in their exercise of their social services functions as defined in Section 22(1), and previously looked after children who were adopted, or subject to a residence order, or special guardianship order, immediately following having been looked after. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (e.g. from a social worker).

2. Children who have exceptional medical and/or social needs. The application form must be accompanied by recent and relevant medical evidence from suitable professionals such as GPs, consultants, or social workers. If you do not supply this evidence when you apply it may affect whether or not your child is allocated a place. All information submitted will be regarded as confidential.

3. Children who have a sibling attending St. Stephen's School who is on roll at the time of their admission. This includes full, step-, half-, adopted and foster children living in the same household.

4. Six Foundation places. These will be allocated to children, one, or both of whose parents are active members who worship regularly at either St. Stephen's Church or another Christian church. Regular worship will be defined as church attendance at least twice per month for at least 2 years and should be verified by a letter from a member of the clergy of the specified church, and a completed Supplementary Information Form. The only exception to this will be if a child has recently moved to the local area and is unable to provide a stamped, signed Supplementary Information Form for their recent attendance. In this situation, a letter or reference from their previous Church will be accepted as evidence of regular worship as long as it confirms regular attendance within the last 2 years. Any family applying for a Foundation Place should email admissions@st-stephens.richmond.sch.uk with their form or should contact the School Office on 0208 892 3462 to arrange a time to deliver the form. Supplementary Information Forms will only be accepted if they are accompanied by an email to admissions@st-stephens.richmond.sch.uk

If families are unable to email, the form must have been delivered in person as part of a formal appointment. If Foundation places are oversubscribed, places will be allocated firstly to members of St. Stephen's Church. In the event of an over subscription from St. Stephen's Church, geographical proximity will apply. The home to school distance will be measured by the shortest route by road



and/or maintained footpath from the property to the Winchester Road gate. Accessibility of private or public transport will not be considered. All distances will be managed and allocated using the Council's geographical information system. Any queries over distance must be directed to the Local Authority. The Local Authority's decision is final. If less than six places are allocated to St. Stephen's Church, the remaining Foundation places will be allocated according to proximity. Where two or more distances are the same a decision will be made using random allocation.

5. Children (by which is meant full, step-, half-, adopted and foster children living in the same household) of staff directly employed by St. Stephen's school for two years or more before the admission application and still employed, without having given notice or been given notice that the employment will end, at the time the offer is made.

6. Children who live nearest to the pedestrian entrance of the school, which is in Winchester Road. The home to school distance will be measured by the shortest route by road and/or maintained footpath from the property to the Winchester Road gate. Accessibility of private or public transport will not be considered. All distances will be managed and allocated using the Council's geographical information system. Any queries over distance must be directed to the Local Authority. The Local Authority's decision is final. Where two or more distances are the same a decision will be made using random allocation.

Notes

1. *Parents who would like to request for their child to be educated outside of their normal age group, must still make an application for a school place by the closing date in January. You will need to put your request separately in writing to School Admissions at London Borough of Richmond upon Thames. You may also provide supporting documentation should you wish to do so.*

Each request will be carefully considered and a decision will be made on the individual merits of each case. The decision will take into account your views, information about your child's academic, social and emotional development, their medical history and the views of a medical professional, if applicable. School Admissions will also consider whether they may naturally have fallen into a lower age group if it were not for being born prematurely, whether they have previously been education outside of their normal age group. Views of senior school staff, the EYFS leader and other professionals will also be taken into account. It is usually beneficial for children to remain in their appropriate chronological year and exceptions are few. Children with identified special educational needs should be successfully supported through effective induction, support and differentiated provision. For summer born children, if it is agreed that they can be educated in a younger year group, parents need to reapply in the following year for entry into Reception in September 2024. School Admissions will write to advise the parent of the decision on the year group the child should be admitted to and the reasons why this decision was reached. If the request is approved for delaying the child's start in Reception by a year, the parent will be advised



to re-apply in the following year and provide a copy of the decision as part of the application. The decision to agree to delay by a year does not guaranteed that a place will be available at this depends on the number of applications for entry in that year and it is not possible to reserve a place. Please note there is no statutory right of appeal if the request is not agreed.

- 2. Children start school in the September of the school year in which they become 5 years of age. Parents who feel that their child is not ready to start school in the September following their fourth birthday, can either arrange for their child to attend part-time until they reach statutory school age, or defer the date their child is admitted to the school until later on in the Reception year. If the child's entry is deferred, the child's place will be held and not offered to another child. The latest your child can start school is at the beginning of the summer term of their first academic year.*
- 3. The school's waiting list will be held by the L.E.A. until the end July of the academic year. Any parent wishing to remain on the waiting list after this date, should advise the school by the summer term.*
- 4. In-year admissions are handled by the Council's School Admissions office. Please telephone on 020 8547 5569 to ask for a Richmond in-year application form or download it from their website <https://kr.afcinfo.org.uk/>. For more information please visit their website.*
- 5. The school is part of the Local Authority's Fair Access protocol applicable to all primary schools in the borough. Children who are admitted under this protocol take priority over any children on our waiting lists. The Fair Access Panel, which considers applications under this protocol, consists of representative head-teachers and senior Council staff.*
- 6. In the event of an appeal being made against a decision not to give a place to a child the appeal will be heard by an Appeals Committee, convened in line with statutory requirements.*
- 7. The school cannot exceed its published admission number except in circumstances as outlined in the School Admissions Code. In the exceptional circumstance that there is one place remaining and two or more applicants cannot be distinguished on the basis of the school's oversubscription criteria then the final place will be awarded by drawing lots.*
- 8. Reception class applications received by the home local authority after the national closing date in January 2023 will be considered after all applications received by the closing date.*