

ADMISSIONS POLICY FOR 2014/2015

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 following criteria.

1. Children who are looked after by the local authority. This includes children who were previously looked after, but ceased to be so because they have been adopted or became subject to a residence order or special guardianship order.
2. Children for whom this is the nearest school and who have exceptional medical and/or social needs.
3. Children who currently have a sibling attending St Stephen's School. This includes full, step and half and adopted siblings 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 or another local Christian church. If Foundation places are oversubscribed, places will be allocated firstly to members of St Stephen's and then according to geographical proximity.
5. Children who live nearest to the pedestrian entrance of the school, which is in Winchester Road.

Notes

1. Children with a statement of special educational needs 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.
2. 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. Regular worship will be defined as church attendance at least twice per month in the past year and should be verified by a letter from a member of the clergy of the specified church.
4. Distance between home and school will be calculated by use of the London Borough of Richmond mapping system.
5. 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.
6. The school cannot exceed its published admission number except in the very limited circumstances as outlined in the School Admissions Code.
7. Reception class applications received by the home local authority after the national closing date of 15 January 2014 will be considered after all applications received by the closing date.
8. 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.

Admissions Criteria for Year 3 applications only 2014

1. Children in public care
2. Children who have an exceptional medical or social need requiring attendance at St Stephen's. When you apply, these needs must be supported by reports or letters from suitable professionals such as GPs, consultants or social workers.
3. Children with siblings attending St Stephen's.
4. Children with siblings currently attending Orleans Primary.
5. Children attending Orleans Primary School, in order of proximity of their home to the school, proximity being measured by the shortest route by road or maintained footpath, accompanied as necessary, from the 'seed-point' of their home to the nearest pedestrian school gate used by the relevant year-group. Accessibility of private or public transport will not be considered. All distances will be measured using Richmond Council's computerised geographical information system.
6. Children whose parents are committed members of and regularly worship at St Stephen's Church.*
7. Others, in order of proximity (as in point 4) of their home to the school.

* Applicants under this criterion must obtain and submit to the school a letter from the vicar of St Stephen's Church verifying commitment/worship.