



St Mary's Hampton

Church of England Primary School

2018 ADMISSIONS POLICY

Review Frequency: Annual
Next Review: Autumn 2017
Review Committee: FGB

Agreed on: 15th December 2016

A handwritten signature in black ink, appearing to read 'L. Freeman'.

Signed:

(Acting Headteacher)

A handwritten signature in black ink, appearing to read 'A. Jackson'.

Signed:

(Co-Chair of Governors)

Contents

1. Introduction	2
2. Admissions criteria.....	2
3. Oversubscription criteria	3
4. Summer Born Children Entering Reception Classes	4
5. Admissions out of chronological age group.....	4
6. Fair Access protocol.....	5
7. In Year Admissions and offers from Waiting list.....	5
8. Appeals	5
9. Policy Review	5
10. Appendix – Priority Areas.....	6
Priority Area 1: Hampton South	7
Priority Area 2: Hampton.....	8

1. INTRODUCTION

It has been recognised for many years that the peculiarities of Hampton – a river boundary and on the edge of the borough – meant that the LA Primary Schools were not able to accommodate every child in their nearest school. The need for a local school was part of the case for St Mary’s Hampton Primary School Hampton.

Whilst we initially adopted a criterion of random allocation in case of oversubscription, this became difficult to apply with complete transparency. For 2017 admissions we changed the oversubscription criterion for categories iv and v to that of home-to-school distance and we will continue to use this criterion for 2018.

We remain committed to the principle of open admission without regard to church attendance, religious faith or none.

So we are seeking to serve the local community by providing a choice of a **local, small school**, and the choice of a **Church of England School**.

2. ADMISSIONS CRITERIA

Publicly Announced Number (PAN): 30 at Reception.

We will admit a child with an Education and Health Care Plan (EHCP)¹ which names our school as the one they wish to attend, even if the school is oversubscribed.

We will be part of the Local Authority's (LA) process for allocating children to schools.

3. OVERSUBSCRIPTION CRITERIA

- i. **LOOKED AFTER** children and previously **LOOKED AFTER** children² who have been adopted or subject to a child arrangements order or special guardianship order.
- ii. Children with a sibling³ already on-roll at St Mary's Primary School and who will be on roll when the child is admitted.
- iii. Children whom the Governing Board (GB) accepts have an exceptional medical or social need for a place at the school.⁴
- iv. Children who live in **Priority Area 1** (Hampton South). The area is adjacent to the school, and runs continuously to the east. It includes a mixture of housing. See Appendix for Map and Street Listing.

¹ Children with an EHCP that specifies the school as the placement school will be allocated a place through a separate procedure, in accordance with the special educational needs code of practice.

² Looked after children or previously looked after children

To qualify for the highest priority, currently looked after and previously looked after children are defined as:

- 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 in accordance with Section 22 of the Children Act 1989, at the time an application for a school is made;
- children who were previously looked after, but ceased to be so because they were adopted (under the Adoption Act 1976 or Adoption and Children Act 2002), or became subject to a child arrangements order or special guardianship order.

Governors will ask for written evidence from the responsible agencies (please refer to Richmond's Primary Schools brochure for details of evidence required).

³ Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

⁴ If you apply for a place because of medical or social needs you must explain how St Mary's School meets your child's special circumstances. Along with your application, you should submit supporting evidence which sets out the particular reasons why St Mary's School is the most suitable, the difficulties that could be caused if they were to attend another school, and the link between the need and the school. This will be in the form of a report from a suitably qualified professional, such as a doctor or social worker for example. Please note that hospital appointment letters cannot be accepted as proof.

- v. Children who live in **Priority Area 2** (Broadly the rest of Hampton). The area is north of the school; it includes a mixture of housing. See Appendix for Map and Street Listing.

Admissions - Places will be allocated within iv and then v by home-to-school distance, measured by the shortest route and/or maintained footpath from the property to the pedestrian school gate. All distances will be measured using the Council's geographical information system.

- vi. All other children will be allocated by home-to-school distance measured by the shortest route and/or maintained footpath from the property to the pedestrian school gate. All distances will be measured using the Council's geographical information system. Where two or more children have the same distance places will be given using random allocation.

4. SUMMER BORN CHILDREN ENTERING RECEPTION CLASSES

Where a place has been offered:

- it is for a full-time place from the September following the child's fourth birthday;
- the place may be deferred until later in the school year only, but not beyond the point at which the child reaches compulsory school age (the term after the fifth birthday).

This means that parents of a child whose fifth birthday falls between 1 September 2018 and 31 March 2019 may request that their child is not admitted until later in the school year 2018/19, but no later than the term after the child's fifth birthday, (when s/he reaches compulsory school age). The latest that a child can start school is the start of the summer term in April 2019.

Children born between 1 April and 31 August 2014 must start at the beginning of the summer 2019 term.

- the school will hold any deferred place for the child.
- where parents wish, a child may attend part-time until they reach compulsory school age. The latest that a child can start school is the start of the summer term in April 2019.

5. ADMISSIONS OUT OF CHRONOLOGICAL AGE GROUP

Parents intending to seek later admission to an age group below their child's actual age should submit their request with their application by the closing date of 15 January of the year when children of the actual same age are due to start school.

Please provide reasons and since decisions will be made based on available information, you may wish to provide professionally supported evidence to explain why your child should be considered to start school a year later than other children of their age. Each request and

supporting evidence will be carefully considered and the educational, social and developmental reasons will be taken into account to arrive at a decision. Applying by the age appropriate deadlines will mean that in the event your request is refused, your child will still be considered for a place in their correct age group.

If the request is approved, you will be advised to re-apply in the following year and provide a copy of the decision as part of your application. Please note the decision to agree to year delay your child does not guarantee that a place will be available as this depends on the number of applications for entry in that year and it is not possible to reserve a place. You will be provided with a response to your request before the primary offer date on 16 April, primary national offer day.

6. FAIR ACCESS PROTOCOL

The school is a part of the Richmond Primary Schools' Fair Access Protocol, which prioritises children without a school place who may have difficulty finding a suitable school place. Any child who is admitted under this protocol takes priority over any children on the waiting list. *Please refer to the borough's Primary Admissions Brochure for the full protocol.*

7. OFFERS FROM WAITING LIST & IN-YEAR ADMISSIONS

After the initial offers in April, as vacancies occur, all applicants will be subject to the ranking in accordance with the admission criteria above and will be added to the waiting list in criteria order.

This 'waiting list' will be maintained until the end of the summer term in July 2019 in order of the over-subscription criteria and not in the order that applications are received or added to the list. After this date parents will need to contact the school in writing and advise that they wish their child's name to remain on the waiting list.

8. APPEALS

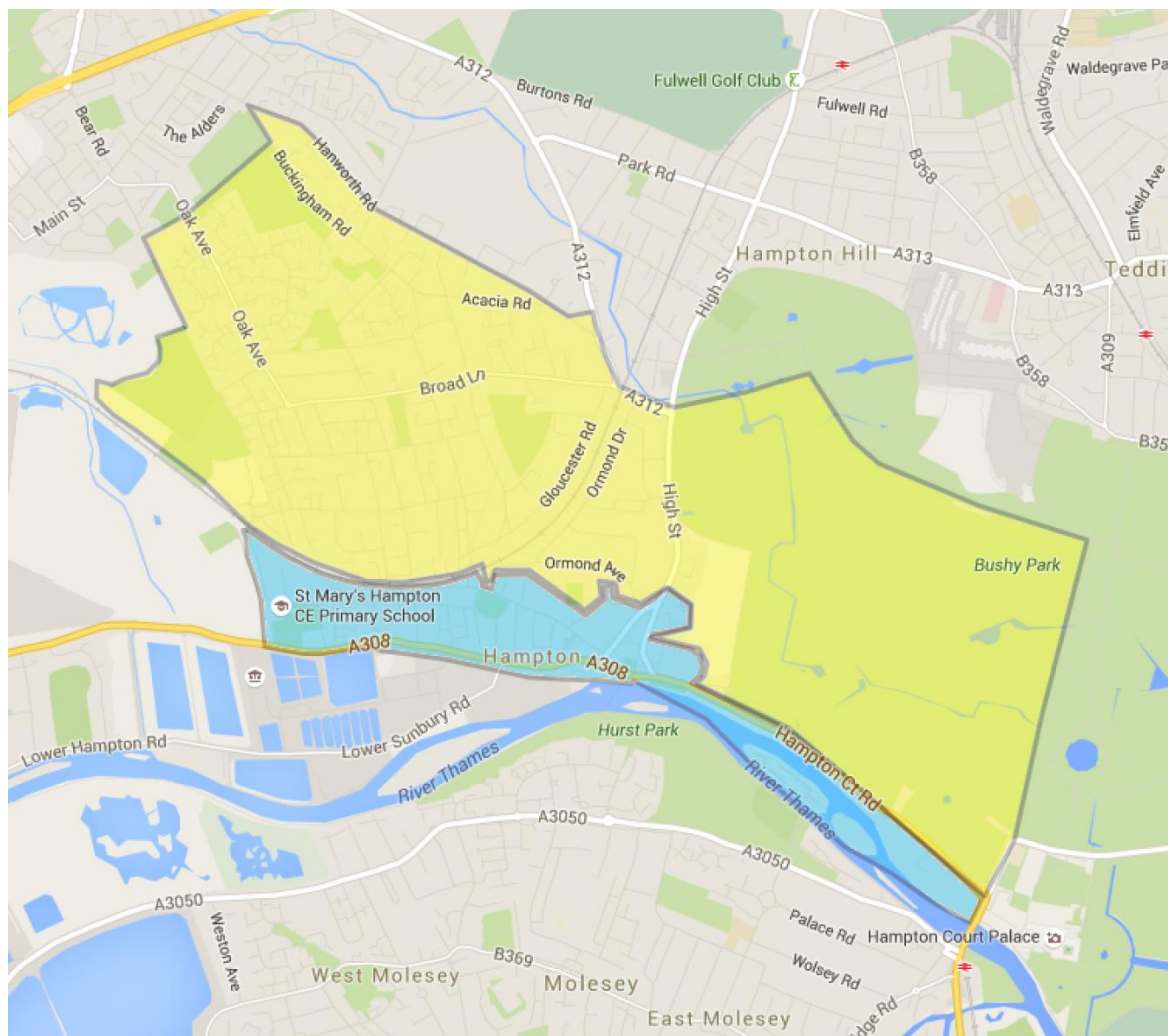
Hampton St Mary Academy Trust will ensure that parents will have the right of appeal to an Independent Appeal Panel⁵ if they are dissatisfied with an admission decision of the GB. The Independent Appeal Panel will be independent of the Academy Trust and AfC Schools Admissions. The arrangements for appeals will comply with the School Admission Appeals Code published by the Department for Education as it applies to Foundation and Voluntary Aided schools. The determination of the appeal panel is binding on all parties.

9. POLICY REVIEW

The Full Governing Board reviews the Admissions Policy annually. Any changes must be consulted on and where no changes are made, consultation is required at least every seven years.

⁵ This is currently conducted by Democratic Services, London Borough of Richmond

10.APPENDIX – PRIORITY AREAS



Priority Area 1 – Hampton South

Priority Area 2 – Hampton (the rest of the parish of St Mary's and the parish of All Saint's Hampton.)

This map is an *illustration* of the areas, please refer to the street lists for more precise details.

PRIORITY AREA 1: HAMPTON SOUTH

Avenue Road	Mason Close
Beards Hill	Oldfield Road
Beards Hill Close	Park Close
Beaver Close	Percy Road (odds 1-31, evens 2-32)
Belgrade Road	Plevna Road
Church Street, Hampton	Rose Hill
Daubney Place	Sandringham Mews
Gander Goose Crescent	Sheridan Place
Hammond Close	Spring Grove
Hampton Court Road	Station Close
Harvey Drive	Station Road
High St, Hampton (odds 1-57A, evens 2-88)	Taggs Island
Hill House Drive	Thames Close
Hogarth Way	Thames Street
Isobel Close	Upper Sunbury Road
Johnson's Drive	Varna Road
Lacey Drive	Warfield Road
Kings Paddock	

Unless specified, both sides of the road are intended to be included in the Priority Area.

PRIORITY AREA 2: HAMPTON

Abbot Close	Gladioli Close	Parrs Place
Acacia Road	Gloucester Road	Partridge Road
Acorn Close	Gloxinia Walk	Percy Rd, Odds from 33, Evens from
Albury Close	Green Walk	Price Way
Ashley Road	Gresham Road	Priory Close
Bakehouse Mews	Grogan Close	Priory Gardens
Barlow Road	Hanworth Road, Hampton - odd	Priory Road
Begonia Place	Hatherop Road	Queenswood Avenue
Birchwood Grove	Hawley Close	Regency Close
Bloxham Crescent	Hawthorne Close	Ripley Road
Bluefield Close	Haslemere Close	Robin Close
Bramble Lane	Heather Close	Rosetree Place
Briar Close	Henning Close	Rumsey Close
Broad Lane	Hillfield Road	Scotts Drive
Broadmead Close	High St, Hampton (51-107, 72-136)	Shore Close
Broome Road	Holles Close	Snowdrop Close
Buckingham Close	Hollybank Close	Sonning Gardens
Buckingham Road	Hollybush Lane	South Road, Hampton
Byatt Walk	Houghton Close	Sparks Close
Cambridge Road	Homewood Close	Sparrow Close
Campbell Road	Howard Close	Springfield Avenue
Carlisle Road	Hyacinth Close	Stanborough Close
Cardinals Walk	Jillian Close	Stanford Close
Chandlers Close	Jonquil Gardens	Starling Walk
Chestnut Avenue	Kingswood Avenue	Station Approach
Cheeseman Close	Langridge Mews	Stevens Close
Chichester Close	Lawrence Road	Stewart Close
Cleves Way	Linden Road	Tangley Park Road
Cleveland Avenue	Malvern Road	Templar Place
Coombe Crescent	Manor Gardens	The Avenue, Hampton
Coombe Road	Maple Close	Tudor Avenue
Cotswold Road	Markhole Close	Tudor Road
Courtlands Avenue	Marlborough Road	Tulip Close
Cyclamen Close	Marlingdene Close	Uxbridge Road, Odds 1 - 65
Daffodil Place	Milton Road	Valery Place
Dean Road - odds 1-15 evens 2-32	Morland Close	Vaughan Close
Denning Close	Newfield Close	Victors Drive
Douai Grove	Nightingale Road	Walker Close
Dukes Close	Oak Avenue (Odds and evens)	Wembley Road
Embleton Walk	Old Farm Road	Warwick Close
Falcon Road	Orchard Road	Wensleydale Gardens
Fearnley Crescent	Ormond Avenue	Wensleydale Road
Fulmer Close	Ormond Crescent	West Close
Gale Close	Ormond Drive	Westbrook Avenue
Garden Close	Orpwood Close	
Garside Close	Page Close	

Unless specified, both sides of the road are intended to be included in the Priority Area.