



St Mary's Hampton

Church of England Primary School

2025-26 ADMISSIONS POLICY

Signed:

(Headteacher)

(Chair of Governors)

Contents

- 1. Introduction1
- 2. Admissions criteria1
- 3. Oversubscription criteria2
- 4. Summer Born Children Entering Reception Classes.....2
- 5. Admissions out of chronological age group3
- 6. Fair Access protocol.....5
- 7. In Year Admissions and offers from Waiting list4
- 8. Appeals.....4
- 9. Policy Review4

1. INTRODUCTION

We are committed to the principle of open admission without regard to church attendance, religious faith or none. Therefore, we seek 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

Published Admission Number (PAN): 30 at Reception.

We will admit a child with an Education and Health Care Plan (EHCP)¹ with funding, which meets the full needs of the child and 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.

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.

3. OVERSUBSCRIPTION CRITERIA

- i. **LOOKED AFTER** children and all previously **LOOKED AFTER** children² who have been adopted or subject to a child arrangement order or special guardianship order, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- ii. Children with a sibling³ already on-roll at St Mary's CE Primary School and who will be on roll when the child is admitted.
- iii. Children of staff at St Mary's Primary School, who have either been employed at the school for two years or more, or were recruited to fill a vacant post for which there was a demonstrable skill shortage.⁴
- iv. Children whom the Governing Board (GB) accepts have an exceptional medical or social need for a place at the school.⁵
- v. 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 CLASS

Where a place has been offered:

- It is for a full-time place from the September following the child's fourth birthday.

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, stepbrother or stepsister, 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 Paragraph 1.39 of the School Admissions Code, December 2014.

⁵ 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.

- 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 2025 and 31 March 2026 may request that their child is not admitted until later in the school year 2025/26, 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 2026.

Children born between 1 April and 31 August 2020 must start at the beginning of the summer 2026 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 2026.

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 national primary offer date in April 2025.

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 2025 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 Panel⁶ if they are dissatisfied with an admission decision of the GB. The Independent Appeal Panel will be independent of the Academy Trust and Achieving for Children (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 Governing Board reviews the Admissions Policy annually. Any changes are consulted on and where no changes are made, consultation is required at least every seven years.

⁶ This is currently conducted by Democratic Services, London Borough of Richmond