



**SAINT SAVIOUR'S C.E. SCHOOL**  
**Shirland Road, London, W9 2JD**  
**Telephone 020 7084 6772**  
[admin@stsavioursprimary.co.uk](mailto:admin@stsavioursprimary.co.uk)

## **Admissions Policy 2024-2025**

### **The Application Process**

Applicants applying for Reception must complete the form available from the Local Authority to which they pay council tax and return it to them as per their instructions (you can apply online at [www.eadmissions.org.uk](http://www.eadmissions.org.uk)).

If you wish to make an application under any of the school's religious criteria (criterion 2 to 6 – see below) you should also complete the second page of the school's Supplementary Information Form (SIF). If you do not complete both the eAdmissions form and the SIF and return them by the closing date, the Governing Body may be unable to consider your application fully and it is unlikely that your child will get a place at the school, as we are typically oversubscribed with applicants that fulfil the religious criteria.

The closing date for the SIF and supporting documentation to be submitted to school is 12<sup>th</sup> January 2024. The outcome of applications will be sent on 16<sup>th</sup> April 2024 via your home local authority.

Applications received after the closing date will only be considered after the initial allocation process has been completed.

### **Criteria for Admission**

In the year 2024-25, the Governors of St Saviour's school have a published admission number of 30 pupils. Places will initially be reserved for pupils with an Education, Health and Care Plan which specifically names the school. An Education, Health and Care Plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education, health and social care provision required for that child.

Where there are more applications than places available, the following oversubscription criteria will be used in order.

1. Looked After children (including Looked After Children from outside England) and previously looked after children (including outside England) who ceased to be so because they were adopted, made subject to child arrangements orders or special guardianship orders.
2. Baptised children, who are regular, frequent worshippers\* with their parent(s) or legal guardian(s) at either of the churches in the Parish of Little Venice (St. Saviour's Warwick Avenue, and St. Mary-on Paddington Green).
3. Baptised children of staff who have worked at the school for at least two years.
4. Baptised children who are regular, frequent worshippers\* with their parent(s) or legal guardian(s), in other Anglican parishes.
5. Baptised children who are regular, frequent worshippers\*, with their parent(s) or legal guardian(s) at other Christian denominations as recognized by Churches Together in Britain and Ireland (CTBI) and The Evangelical Alliance
6. Children who are regular, frequent worshippers\* with their parent(s) or legal guardian(s) within the Major World Faiths
7. Children with siblings already in the school.
8. Children living closest to the school (Shirland Road entrance) as measured by straight-line distance. Where parents have shared responsibility for a child's care, the address closest to the school will be used.

\* **Frequent and regular worship** - signifies 40 Sundays per year and for at least one year. This will be calculated pro rata taking account of closures.

### **Tie-breakers**

If multiple applicants meet a specific criterion, the following tie-breakers will be applied in order.

- a) Exceptional medical or social needs (see full definition below).
- b) Distance, measured in a straight-line in miles by the local authority (see full definition below).
- c) In the event that distances are exactly equal, the final tie-breaker will be by random allocation.

### **Notes and Definitions**

Applicants who wish to be considered under Criterion 2, 3, 4, 5 and 6 must provide documentary evidence of their worship on the school's Faith Leader's form and provide documentary evidence of the Baptism of their child (Criterion 2,3,4, or 5) by the application closing date. Applications cannot be prioritised under these criteria if these documents are not submitted with a completed SIF by the closing date of 12<sup>th</sup> January 2024.

**Distance measurements** - Closeness to the school will be calculated using a straight line ("as the crow flies") measurement from the child's home 'address point' determined by Ordnance Survey data to the main entrance gate used by the school, and as determined by Westminster City Council using its computerised measuring system. Accessibility by car or public transport will be disregarded. If applicants share the same address (for example, live in the same block of flats or shared house) priority will be determined by random allocation as below.

**Exceptional medical or social needs** - If a child has exceptional social, medical, pastoral or other need, compelling evidence from an appropriate professional would need to be provided with the application and will be assessed on a case-by-case basis by the Governors.

**Looked after and previously looked after children** - By 'looked after child', we mean a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. This includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adoption and Children Act 2002. Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians). Applications under this criterion should be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).

**Random allocation** – where distances are identical, a random allocation tie-breaker will be applied independently by Westminster City Council using a computerised system.

**Staff** - employed directly by the school for at least two years. This does not include staff employed by an outside contractor.

**Siblings** – brothers and sisters who are, and will continue to be, on roll of St Saviour's from September 2024. This includes half-brothers or half-sisters, adopted brothers or sisters, stepbrothers or stepsisters of the parent/carers, provided that they live at the same address as the applicant.

### **Waiting lists and Appeals**

Any child not offered a place will be automatically retained on a waiting list up until 31<sup>st</sup> December 2024. After this date, parents/carers will be contacted to see if they wish to remain on the waiting list.

Parents/Carers have the legal right to appeal against a decision not to offer their child a place at St. Saviour's School. In this section, you will find information about how to make an Appeal as well as the timetable for the process itself.

Letters informing Parents of the outcomes of applications to Reception class will be posted by school on Tuesday 16<sup>th</sup> April 2024. On the same date, a letter will be sent to Parents and Carers who have not been offered a place.

Parents and Carers who wish to make an appeal to the Appeals Committee should download the Appeals Form, which can be found on the school website.

Parents and Carers who wish to make an appeal should click on the link on the Westminster Admissions site: [Schools admission appeals | Westminster City Council](#)

If you wish to appeal, you should do so no later than 20 school days after you received your letter.

Appeals will be heard in June 2024.

Prior to the Appeals hearings, Parents/Carers will receive their appointment date and time, the venue and any relevant documentation. You will receive at least 10 school days' notice of the date of your Appeals hearing.

Decision letters will be sent within 5 school days of the Appeals hearing wherever possible.

### **Twins and children of multiple birth**

In the event that the final child to be admitted is a twin or a child of multiple birth, the Governors will consider exceeding the published admission number (30) to accommodate all children (this isn't mandatory, although many schools take this approach).

### **Children with an Educational, Health and Care Plan (EHC Plan)**

Children with an EHC Plan which names the school will be admitted at any point, even if this means exceeding the published admission number (30), in accordance with para 1.6 of the School Admissions Code.

### **Fair Access Protocol**

Like all Westminster schools, St Saviour's is included in the Local Authority Fair Access Protocol. The school is committed to taking its fair share of disadvantaged children who are hard to place, in accordance with locally agreed protocols. Admissions through Fair Access may override the above protocols, in accordance with paras 3.14 to 3.22 of the School Admissions Code. The school may be required to admit a fair access pupil above the published admission number (30).

### **Deferred admission within the same academic year**

Children will normally be admitted to the Reception Year in the September following their fourth birthday.

Parents are, however, entitled to defer entry to school for their child until statutory school age (i.e. the first day of term after the child's 5<sup>th</sup> birthday). Application is made in the usual way and then the deferment is notified to the Headteacher. The place will then be held until the first day of the Spring term (for children born September to December) or the Summer term (for children born January to August). Children may attend part time until later in the school year but not beyond the point at which they reach compulsory school age.

In accordance with the School Admissions Code, entry may not be deferred beyond statutory school age or beyond the year of application. Parents of children whose birthday is in the summer term should be aware that, if they wish to defer until statutory school age, they would need to apply for a Year One place for September 2025 and places are unlikely to be available.

### **Admissions out of the normal year group**

Parents may seek a place for their child outside of their normal age group, (for example, if the child has experienced problems such as ill health). In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group e.g. (to Reception class rather than Year One).

In all cases, parents will need to discuss this with the school at an early stage and thereafter inform the Headteacher and the Governing Body in writing. Decisions will be made by the Governing Body based on the circumstances of each individual case and the best interests of the child.

Parental views, academic achievement, social and emotional development and, where relevant, medical views will be taken into consideration\*\*. The Headteacher will also express their view and these views will be considered by the governing

body. The reasons for any decision to accept or decline to process and out of year application will be clearly explained in the letter to the parents.

Please be aware that an agreement to process an out of year application is not the equivalent of being offered a place. You would still need to re-apply at the appropriate time and fulfil the school's admission criteria.

\*\*Documented evidence from a relevant professional will be required to support such a request.

### **In-year admissions**

Applicants applying for a place in-year (i.e. Year 1 to Year 6) should complete the in-year application form available on the school website.

In the case of casual admittance, if a place becomes available in the school, the Governors will review children waiting for a place in accordance with the above criteria. If there are no children waiting, places will be allocated on a first come, first served basis.