



## SAINT SAVIOUR'S C.E. SCHOOL

### Consultation on Proposal to Change Admission Arrangements 2021-22

Dear Sir/Madam,

In accordance with the requirements of the Department for Education's School Admissions Code, St Saviour's CE Primary School is consulting on their admission arrangements for the academic year 2021/22. This consultation is being carried out because the school are proposing multiple changes to its admission arrangements, which were last consulted on in 2017.

The proposed Admissions Policy can be found on the school website by following the link from the home page: [www.stsavioursprimary.co.uk](http://www.stsavioursprimary.co.uk). The consultation period will run for 6 weeks commencing on Tuesday 14<sup>th</sup> January 2020 and closing on Tuesday 25<sup>th</sup> February 2020.

You may wish to contact the school for a hard copy of the admission arrangements, which you can collect or which can be posted to you. Responses to these arrangements are invited and should be submitted to [head@stsavioursprimary.co.uk](mailto:head@stsavioursprimary.co.uk) or by post to the school address by Tuesday 25<sup>th</sup> February 2020 (St Saviour's CofE Primary School, Shirland Road, London W9 2JD).

The Governing Body will then consider all responses received by Tuesday 25<sup>th</sup> February 2020 before determining the final admission arrangements by Friday 28<sup>th</sup> February 2020.

Approved admissions arrangements will be published on the school website no later than Sunday 15<sup>th</sup> March 2020.

Yours sincerely,

Lindsey J Woodford  
Headteacher



## SAINT SAVIOUR'S C.E. SCHOOL

### Consultation on Proposal to Change Admission Arrangements 2021-22

Date: 14<sup>th</sup> January 2020

Dear Sir/Madam,

**Please find attached the proposed Admissions Policy for 2021-22 and the proposed Supplementary Information Form 2021-22 for St Saviour's CofE Primary School (Shirland Road, London W9 2JD).**

Please note that the school are proposing multiple changes to the oversubscription criteria and admission arrangements.

The full proposed admission policy is enclosed, however the main changes the school propose are the following:

1. To increase transparency and ease of understanding it is proposed to decrease the overall number of oversubscription criteria, from 11 criterion currently to 8 criterion proposed
2. CofE looked after children (or CofE previously looked after children) and other looked after children (or previously looked after children) have been combined into a single criterion
3. Removal of the nursery criterion
4. Removal of the staff criterion for non-Christians
5. Addition of clear tie-breakers to be used when multiple applicants qualify under the same criterion
6. Expansion and addition of notes and definitions to clarify various aspects of the policy.

The consultation period is from **14<sup>th</sup> January to 25<sup>th</sup> February 2020**. Please address any comments to Ms L.J. Woodford, Headteacher. Contact details below.

**Address:** St Saviour's CofE Primary School, Shirland Road, London W9 2JD

**E-Mail:** [head@stsavioursprimary.co.uk](mailto:head@stsavioursprimary.co.uk)

Yours sincerely,

Ms L.J. Woodford



**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 2021**

### **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 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 applications is 15 January 2021. The outcome of applications will be sent on 16 April 2021 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 2021-22, the Governors of St Saviour's school has a published admission number of 30 pupils. Places will initially be reserved for pupils with an Education, Health & Care Plan which specifically names the school. Where there are more applications than places available, the following oversubscription criteria will be used in order.

1. Looked After children and previously looked after children 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 (CTIB) 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.

\* **Frequent and regular worship** - signifies 40 Sundays per year and for at least one year.

### **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 15 January 2021.

**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** - looked after child is defined by Section 22(1) of the Children Act 1989. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (under the Adoption Act 1976 or under the Adoption and Children's Act 2002 - section 46), or became subject to a child arrangements order (section 8 of the Children Act 1989 as amended by section 12 of the Children and Families Act 2014) or special guardianship order (section 14a of the Children Act 1989) *immediately following having been looked after*.

**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 2021. 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 December 2021. After this date, parents/carer's will be contacted if they wish to remain on the waiting list.

If your application is unsuccessful, there is a right to an independent appeal hearing in accordance with the School Standards and Framework Act 1998. If you wish to start the appeal process, please put your request in writing to the Clerk to the Chair of Governors care of the school using the Appeals Form found on the Schools Website

### **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 Governor's 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 3.8 to 3.15 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).

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 2021 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 at [www.westminster.gov.uk/in-year-school-admissions](http://www.westminster.gov.uk/in-year-school-admissions)

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.



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**Shirland Road, London, W9 2JD**  
**Telephone 0207 641 6414**  
[admin@stsavioursprimary.co.uk](mailto:admin@stsavioursprimary.co.uk)

## **Supplementary Information Form (SIF) 2021**

If you wish to make an application under any of the school's religious criteria (criterion 2 to 6 – see full Admissions Policy for details) you should complete the school's Supplementary Information Form (**SIF**) below and return it to the Governors' Admissions Panel via the School office, together with all other relevant paperwork required for your application.

**Applicants applying for Reception must** also 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 do not complete both the eAdmissions form and this 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. Applications received after the closing date (15 January 2021) will be dealt with after the initial allocation process has been completed.

**Applicants applying for a place in-year** (i.e. Year 1 to Year 6) should also complete the in-year application form available at [www.westminster.gov.uk/in-year-school-admissions](http://www.westminster.gov.uk/in-year-school-admissions)

*If you have any difficulties in completing this form, do not hesitate to get in touch with the school.*

**Name of Child** \_\_\_\_\_

**Gender** \_\_\_\_\_ **Date of birth:** \_\_\_\_\_  
*Day Month Year*

**Address** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ **Postal Code** \_\_\_\_\_

**Contact telephone** \_\_\_\_\_

**E-Mail address:** \_\_\_\_\_

**Name(s) of parent(s) or guardian(s) with whom the child lives:**

\_\_\_\_\_ **Relationship to child** \_\_\_\_\_

\_\_\_\_\_ **Relationship to child** \_\_\_\_\_

**FOR SCHOOL USE ONLY**

Date received: \_\_\_\_\_ Place offered: \_\_\_\_\_

## Your checklist

<b>Local authority common application form</b>	<b>Return to your local authority</b> (can be completed online via <a href="http://www.eadmissions.org.uk">www.eadmissions.org.uk</a> )	
<b>St. Saviour's Supplementary Information Form</b>	<b>Take to St. Saviour's School Office</b>	
<b>Faith Leader's Form</b>	<b>Take to St. Saviour's School Office</b>	
<b>Baptismal Certificate</b>	<b>Take to St. Saviour's School Office</b>	
<b>Exceptional social and or medical needs</b>	<b>Written evidence from relevant professional</b>	
<b>Closing date for completed application forms</b>	<b>15 January 2021.</b> All supporting material <b>must</b> be received by the closing date.	