

**St Gabriel's Church of England Primary School  
Churchill Gardens Road, London SW1V 3AG**

**Determined Admission Arrangements Notice 2019/2020**

In accordance with Regulation 17 of the School Admissions Regulations 2012, Admission arrangements must be formally determined by the responsible admissions authority.

The Governing Body of St Gabriel's School hereby formally determine the admission arrangements for the academic year entry 2019/2020. No changes were made to the admission arrangements from the previous year with the exception of statutory dates.

**ADMISSIONS POLICY 2019 - 2020**

The Governing Body has responsibility for admissions in the school. Applications must be submitted by 15<sup>th</sup> January 2019. An application form and the School's Supplementary Information Form must be received by this date for proposed admission in September. Parents are encouraged to visit the school but this will form no part of the admission process. Parents will be notified of the result of their application on 16 April 2019. Parents must accept the offer by 30 April 2019.

It is the policy of the Governors to stagger admission to the Reception Class over the first week in September.

We are allowed to admit up to thirty children each year but we often have more applicants than places. We therefore strongly advise you to apply to other schools in the neighbourhood, as well as St Gabriel's.

Governors hope that parents who have chosen this school for their child have done so knowing that it is a Church of England school with a distinctive Christian ethos. Governors therefore expect parents to give their full support to the ethos of the school.

**Deferred entry**

A child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made.

Where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age

**Summer-born children**

Parents of a summer-born (1 April-31 August) 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 to Reception rather than Year1

Parents may decide not to apply for a Reception place in the school year but to apply for a year 1 place in September 2020. Parents should be aware that the year 1 group may have no vacancies as it could be full with children transferring from 2019-20 Reception Year group. Alternatively, they may decide to apply in the normal round (no later than 15 January 2020) for a Reception Year place in September 2020, but would need to provide strong supporting reasons for seeking a place outside the normal year group and apply via the protocol outlined above.

Governors hope that all children will attend the acts of collective worship and will take part in the religious education curriculum offered by the schools. This does not in any way remove the right that parents have to request that their children be withdrawn from these activities.

We admit 30 children to the Reception Class. Where there are fewer vacancies, than applicants for places, our policy for admission to the school will be applied, in order of priority as follows:

### **Criteria for Places**

- (i) Children who are in public care or children who have been previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). Evidence will be requested to support this status. (Children who are looked after are some times called children in public care.)
- (ii) Children whose parents worship at St Gabriel's at least monthly and have done so for at least a year.
- (iii) Children whose parents worship at least monthly and have done so for at least a year in other Anglican Churches.
- (iv) Children whose parents worship at least monthly and have done so for at least a year in other Christian Churches\* (\*as defined by the Churches Together in Britain and Ireland).
- (v) Children who are baptised Anglicans (baptismal form will be required).
- (vi) Children who are baptised by other Christian rites (baptismal form will be required).

**In each of the categories ii – vi parents should provide **supplementary information** from their priest or minister.**

(vii) Children who have siblings, already in the school, at date of entry to Reception Class. A sibling is defined as a brother or sister, half brother or sister or step brother or sister whose main residence is at the same address.

(viii) Children whose parents live in the parishes of St Gabriel's, St Saviour's and St James the Less.

- (ix) Children of other faiths who practise their faith at least monthly and have done so for at least a year. (**Supplementary information** from Religious leader required)
- (x) Children who do not meet any of the previous criteria.

Each criterion will be applied in order. Where the order of priority is otherwise equal, preference will be given to a child who lives the shortest distance from the school. Home address is defined as the address at which the child resides for 50% or more of the school week. Distances are measured by a straight line from the address seed point (determined by Ordnance Survey data) of the child's home address to the main school gate (Churchill Gardens playground entrance) for pupils, as measured by the Local Authority's computerised measuring system. Where it is necessary to differentiate between applicants living in flats using the same street entrance, priority will be given to the applicant(s) living closest to the ground floor and then by ascending flat number order. Where it is necessary to further differentiate between applicants living the same distance from the school, priority will be decided by random allocation.

If the ranking of children in accordance with the above criteria from multiple births would mean the remaining twin or triplet would take the class over the admission number of 30 for infant class sizes this will be allowed in the case of multiple births.

Other faiths are defined as Buddhism, Hinduism, Islam, Judaism and Sikhism.

### **Right of Appeal**

Parents of children whose applications are unsuccessful for a place at St Gabriel's do have a right of appeal to an independent appeal panel against the Governors' decision. They should write within 20 school days to the Appeals Committee of the Governing Body at St Gabriel's School.

### **Waiting List**

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the admissions criteria set out above and not in the order in which applications are received or added to the list.

The Governing Body will maintain a list of unsuccessful applicants. Pupils will be placed on this list as set out below:

- (i) pupils who parents have applied for places on or before the closing date for the relevant school year will be placed on the waiting list in an order determined by the criteria above;
- (ii) those applying for admission outside the normal admissions cycle will be placed on the waiting list in an order determined by the criteria stated above;
- (iii) places will be offered to children on the waiting list as vacancies arise.

Admission to all maintained primary schools in Westminster are being co-ordinated by the City of Westminster Local Education Authority.

Parents applying to St Gabriel's School are required to complete the Westminster Common Application Form (CAF) naming St Gabriel's School as one preference and if applying under criteria 2-7 and 9 should complete the St Gabriels' Supplementary Information Form so that governors may consider their application fully. On the CAF form applicants will be able to apply for up to six maintained primary schools within Westminster in order of preference. The Westminster form (CAF) can be returned to the school OR to The School Admissions Team, Westminster City Council, 13th Floor, City Hall, 64 Victoria Street, London, SW1E 6QP.

The St Gabriel's form **MUST** be returned to the school. Both forms **MUST BE RETURNED BY 5.00 p.m. 15 January 2019** which is the closing date for applications for admissions to the Reception class in the school year beginning September 2019.

### **In-Year Admissions**

Applications for In-Year admissions are made in the same way as those made during the normal admissions round. If a place is available and there is no waiting list then the local authority will communicate the governors' offer of a place to the family. If more applications are received than there are places available then applications will be ranked by the governing body in accordance with the oversubscription criteria. If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the governing body in the order of the oversubscription criteria and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the governing body will decide who is at the top of the list so that the LA can inform the parent that the school is making an offer.