To all members of our school community,

You may remember that last year, we consulted on changes to our Admissions Policy. In response to the feedback, the Governors have spent a long time revising the policy to ensure it is the best possible policy for the future of our school. Please note that this refers to children who will enter Reception (F2) in September 2018, and not to the children already in our school.

Our 2 main aims are:

1. Our school is a Church school which is very inclusive and welcoming to ALL; we want to ensure that there are a fair number of places for local families of all faiths and world views, as well as for families who go to church.
2. Our school is a family-oriented community; we want to ensure that siblings are given priority so that families can stay together.

1. Year on year, we receive a high number of applications from families who go to church. Very few of these applications are from families who go to St Mary’s church, as they often live too far away to be considered. We are concerned that in the future local families with another faith, or non-religious families, might not be able to get into the school (especially now that the school has such a successful Ofsted report) because so many of the places have been allocated to church families. We love the mix of cultures we have in our school, and want to protect that. Also, the criteria currently uses two catchment areas, the parish and a school-defined ‘local area’, but we are proposing that families are considered purely on their distance from the school, as we feel this is fairer.

Proposed change: we want to create an ‘Open’ category of at least 50% of places, for non-church families, to ensure that these families remain part of our school. This would mean that families who live close to the school would have as much chance of getting in as families who go to church. We think this is fairer than the current criteria.

2. Over the last few years, we have been concerned that siblings who don’t live in the parish have not initially been allocated a place because of their distance from the school. Some of our current families live outside the parish of St Mary’s, or have moved further away since their first child started at the school. In the current criteria, these children are considered after all church-going families and all other children who live in the parish. This means that some siblings of children already in the school might not get in if they live a bit further away, thus splitting up families between different schools.

Proposed change: we want to offer places to siblings first, in both church (‘Foundation’) and non-church (‘Open’) categories, to keep brothers and sisters together in the same school. We think this is good for our school community.

We are now opening a consultation period on this revised policy for 2018 admissions, which will close on Friday 13th January. If you would like to know more, please come along to the school coffee morning at 9.00 on Wednesday 7th December when Sarah Bedford (Parent Governors and Chair of the Community and Values Committee) and Miss Norman will be available to answer your questions.
If you would like to respond to the consultation, please submit your response in writing to me, care of the school office or by email: chair@stmbs.org.uk by Friday 13th January.
Please note that this letter, and the policy, are currently being translated into Arabic. The translations will be sent out to our Arabic speaking families, and be available on our website for anyone else who would find this useful, next week.

Yours sincerely,

[Signature]

Jon Ward, Chair of Governors
Draft Admissions policy for 2018/19

Admissions criteria 2018-19

St Mary’s Bryanston Square Church of England School has a distinctive Christian ethos which is at the heart of this School and provides an inclusive, caring and supportive environment where children learn and flourish in a setting shaped by Christian values. We welcome applications from all members of the community and we ask all parents/carers to respect the Christian ethos of our school and its importance to our community.

There are 30 places available for our Reception class. Should there be more than 30 applications, places will be offered in the following order of priority:

1. Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order (see note 1)

Foundation Places

The Governing Body has designated up to 50% (ie 15 places) to be offered to pupils whose parent/carer is a faithful and regular worshipper in an Anglican or other Christian Church (see note 1). Written evidence of applicants’ commitment to their place of worship will be required at the time of application on the School’s Supplementary Information Form which must be returned to the School; this evidence must be endorsed by your priest. If there are more than 15 applicants who qualify for a foundation place, places will be allocated according to the following criteria. These are stated in order of priority:

F2. Children who will have a sibling at St Mary’s Bryanston Square School at the time of admission and whose parents regularly attend St Mary’s Bryanston Square Church (see notes 3 and 4)

F3. Children who will have a sibling at St Mary’s Bryanston Square School at the time of admission and whose parents regularly attend another Christian church (see notes 2, 3 and 4)

F4. Children whose parents regularly attend St Mary’s Bryanston Square Church (see note 3)

F5. Children whose parents regularly attend another Christian church (see notes 2 and 3)

In the event of oversubscription in any of the above criteria, priority will be determined in order of nearness of the home to the school (see note 6). In the event that two or more applicants live the same distance from the school and there are insufficient places to admit all applicants, places will be allocated by drawing lots.

If there are less than 15 qualified applicants for foundation places, any unfilled places will become additional open places. Unsuccessful qualified applicants for foundation places will be considered for any open places remaining unfilled at the end of the allocation procedure.
Open places

The Governing Body has designated at least 50% (ie 15 places) each year as open places, to be offered to pupils who do not qualify for a foundation place, but whose parents have chosen the school for the type of education it provides. Parents applying for an open place do so knowing that the school aims to provide an education based on Christian principles and, therefore, the Governing Body hopes that all pupils will take part in the Christian worship of the school and attend religious education lessons.

If there are more than 15 applicants, places will be allocated according to the following criteria.

These are stated in order of priority:
O2. Children who will have a sibling at St Mary’s Bryanston Square School at the time of admission (see note 4)
O3. Children in order of nearness of their home to the school (see note 6).

In the event of oversubscription in any of the above criteria, priority will be determined in order of nearness of the home to the school (see note 6). In the event that two or more applicants live the same distance from the school and there are insufficient places to admit all applicants, places will be allocated by drawing lots.

Notes:

1. By a “looked-after child” we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A ‘child arrangements order is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A ‘special guardianship order’ is one appointing one or more individuals to be a child’s special guardian/s (Children Act 1989, Section 14A). 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)."
2. A Christian Church is one that is a full member of Churches Together in Britain & Ireland or The Evangelical Alliance.
3. Faithful and regular worshipper is defined as attendance of the parent/carer at worship at least fortnightly for at least two years prior to application. Those who have recently moved to the area and who worshipped previously in a different church will be asked to supply a reference from that church so that the two-year period is covered.
4. Qualifying siblings are brothers and sisters, half-brothers and -sisters, step-brothers and -sisters, foster and adopted brothers and sisters who share the same home.
5. Distance is measured in a straight line using the local authority’s computerised mapping system (this measurement will be from a central point of a child’s home to a central point of the school). Applicants from the same block of flats will be treated equally regardless of the floor on which they live.
6. Where a child regularly lives at more than one address, the main address for admissions purposes will be the address of the person with parental responsibility and who receives child benefit and child tax credit.
INFORMATION ABOUT ADMISSIONS

1. Admission Arrangements

St Mary's Bryanston Square School is a Church of England Voluntary Aided School and we participate in the Westminster scheme for co-ordinated admission arrangements. Applicants to St Mary’s must complete the Westminster Common Application Form. The school also has a supplementary form that needs to be completed in addition to the Westminster Common Application Form for families applying for a Foundation place. All forms are available from the school office.

Families are encouraged to visit the school and the Senior Administrative Officer will be able to answer your questions about the school.

As well as providing you with a supplementary form we will:

- put your name and address on our mailing list
- give you a copy of information about our school and our Admissions Policy (also available on our website: st-marys.bryanston.net)
- answer any questions about how to apply
- ask you if you would like to be invited to an open morning when you would have an opportunity to look round and ask questions before applying.

In January, before the September of the school year in which your child will be five years old, you will receive your supplementary form.

The Local authority Common Application Form is available on your local authority’s website. You should complete this form (Common Application Form) online. The closing date for applications will be the date is 15th January, 2018.

The Governing Body is responsible for the admission of pupils to the School and admits 30 pupils to the Reception class each year. The Governing Body is required to abide by the maximum limits for infant classes (5, 6 and 7 year olds), ie, 30 pupils per class and we often have more applicants than places. You may, therefore, wish to apply to other schools in the neighbourhood as well as St. Mary’s.

Children are usually* admitted into our Reception class in September of the year they turn 5 years old. Places in Reception class will be offered on 16th April 2018.

If you are offered a place, which you accept, you will be invited to come with your child to spend an afternoon with us shortly before he or she starts school. *(see below for information regarding deferred entry)*

2. Waiting list

The School operates a waiting list which is ordered in accordance with the admission criteria. The waiting list is held until the last day of the Autumn Term. Parents may request in writing to join the waiting list.

3. Appeals

Parents who are not offered a place for their child have the right to appeal to an independent appeal panel. Parents wishing to appeal should obtain an appeal form from the school. The form should be sent to reach the Clerk to the Appeal panel, c/o the School, within 20 school days of the date of the letter confirming the governors’ decision not to offer a place. Should an appeal be unsuccessful, the governing body will not consider a further application from those parents within the same academic year unless there have been significant and material changes in their circumstances.
4. **Late applications**  
The Governors will consider late applications in accordance with the procedure in the local authority’s co-ordinated scheme as published in the LA school admissions booklet.

5. **Special educational needs**  
Parents of pupils who have a statement of special educational needs/ Education Health Care Plan are required to apply for school places separately through the local authority from which advice is available. If a child with a statement is placed in the school by the local authority before the normal admission round, the number of places available to other applicants will be reduced.

6. **Deferred entry to reception class/part-time entry**  
The School admits children to the reception class in the September of the school year in which a child attains the age of 5 years (the school year runs from 1 September to the 31st August.) Parents/carers applying for a place in the reception class may request to defer entry to the reception class until the beginning of the term after their child is five years old, but not beyond the point at which they reach 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 2019/20, but no later than the term after the child’s fifth birthday, when s/he reaches compulsory school age. For children born between 1 April and 31 August, this is not beyond the beginning of the final term of the school year for which it was made. The school will hold any deferred place for the child. Parents/carers may request that their child attends part-time until their child reaches compulsory school age.

For children whose fifth birthday falls between 1 April 2019 and 31 August 2019, parents who do not wish them to start school in school year 2018-19, but to be admitted in September 2019 for school year 2019-20, should discuss this with the school at an early stage. Any requests for a whole year deferral must be made in writing to the Headteacher. Any decision regarding deferral will be made based on the individual circumstances of each 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 school governors will also take into consideration the views of the Headteacher. The reasons for the decision will be communicated to the parent in writing.

Parents may decide not to apply for a Reception place in the school but to apply for a Year 1 place in September 2019. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2018-19 Reception Year group. Alternatively, they may decide to apply in the normal round (no later than 15 January 2019) for a Reception Year place in September 2019, but would need to provide strong supporting reasons for seeking a place outside the normal year group and apply via the protocol outlined above.

Date: November 2016

Date of review: November 2017
**DRAFT SUPPLEMENTARY INFORMATION FORM FOR ADMISSION**

2018/19

All parents need to complete section 1 of this form in addition to the Common Application Form from Westminster City Council and return it directly to the school. If you are applying for a Church place, you will need to complete both sections of the form and ask your minister/priest to complete the St Mary’s Clergy Form in support of your application.

**SECTION 1**

**ABOUT THE CHILD**

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<tr>
<th>Full name (please underline surname)</th>
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<th>Girl/boy (please state)</th>
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**ABOUT THE CHILD’S PARENTS**

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**SIBLINGS ALREADY ATTENDING ST MARY’S**

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<th>Name of Sibling</th>
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**All parents need to sign here:**

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NB Completion of this form does not guarantee your child a place. It is in your interests to fill this form in as fully as you can. Information will be checked and not supplying accurate information could jeopardise your child’s place.
Families seeking a place under Church Attendance criteria should complete the following section and ask their priest, or minister, to complete the separate clergy form. An application for a foundation place cannot be considered without an accompanying clergy form.

If you are not applying under Church criteria you DO NOT need to complete the following section – please just complete section 1.

**SECTION 2: FOUNDATION CRITERIA**
(please tick one box which applies to your child)

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<td><strong>F2.</strong> Children who will have a sibling¹ at St Mary’s Bryanston Square School at the time of admission and whose parents regularly² attend St Mary’s Bryanston Square Church</td>
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<td><strong>F3.</strong> Children who will have a sibling¹ at St Mary’s Bryanston Square School at the time of admission and whose parents regularly² attend another Christian church³</td>
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<td><strong>F4.</strong> Children whose parents regularly² attend St Mary’s Bryanston Square Church</td>
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<td><strong>F5.</strong> Children whose parents regularly² attend another Christian church³</td>
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¹ Qualifying siblings are brothers and sisters, half-brothers and -sisters, step-brothers and -sisters, foster and adopted brothers and sisters who share the same home.

² ‘Regularly’ is defined as attendance of the parent/carer at worship at least fortnightly for at least two years prior to application (please ask your priest/ minister to complete the clergy reference form to confirm this)

³ A Christian Church is one that is a full member of Churches Together in Britain & Ireland or The Evangelical Alliance (please ask your priest/ minister to complete the clergy reference form to confirm this)

Name of church attended: ______________________________________________________