

*St. Stephen's C.E. Primary School  
Albyn Road  
Deptford  
SE8 4ED*

## **ADMISSIONS POLICY 2024/2025**

**St Stephen's Church of England Primary 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.**

The Governing Body is responsible for the admission of pupils to St Stephen's Church of England School and admits 30 pupils to the Reception class each year. This admission number has been agreed between the Governing Body and Lewisham Local Authority and applies to the school year 2024/2025. 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.

If the school is oversubscribed applications will be considered in order of priority set out below. A Parent/carer who wishes to apply for a place under the faith based criteria (4 and 5) must also complete the school's Supplementary Information Form and return this to the School by 15<sup>th</sup> January 2024.

### **Oversubscription Criteria**

**A maximum of 12 places will allocated under the faith-based criteria (numbers 4 and 5).**

1. Looked after children or previously looked after children (see note 1).
2. Children with an exceptional and professionally supported medical or social need (see note 2).
3. Children with brothers and sisters already attending the school, whose sibling(s) will still be on roll when they join (see note 4).
4. Children whose parent/carer is a faithful and regular worshipper at St. Stephen's Church (see note 3).
5. Children whose parent/carer is a faithful and regular worshipper at any Anglican church or any one of the churches included in the membership of Ecumenical Bodies in Churches Together in England, the Evangelical Alliance or Affinity Churches and who live within 1.61km (1 mile) of the school (see notes 3,5 & 6) and who do not have a denominational school.
6. Other children in order of nearness of their home measured in a straight line between home and the school (see note 7).

### **Tiebreaker**

In the event that two or more applicants have an equal right to a place under any of the above criteria and there are insufficient places, the governing body will use distance (see note 7), in the first instance, to decide between applicants. If applicants live equidistant from the school the governing body will draw lots to decide between applicants, supervised by someone independent of the school. Applicants from the same block of flats will be treated equally regardless of the floor on which they live.

### **Notes**

1. A looked after child is 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 the school. A previously looked after child is a child who immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those 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. An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians). The Governors will require written confirmation that the child is looked after, or previously looked after, and will be so at the time of making an application to the school.
2. This must be supported by written evidence at the time of application e.g. from a specialist health professional, social worker or other care professional. The evidence must set out the reasons why this school is the most suitable school and the difficulties that would be caused if the child had to attend another school.
3. A faithful and regular worshipper is someone whose attendance at their church is at least fortnightly for at least one year prior to the closing date for applications. This means it must always be the same parent/carer who attends church in order to qualify as a faithful and regular worshipper. In exceptional cases, a parent/carer for whom unavoidable circumstances has prevented their attending worship at least fortnightly for at least one year may be considered to be a faithful and regular worshipper; the relevant Minister will determine whether, or not, there were unavoidable circumstances.

*In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.*

4. A sibling is defined as a blood or adoptive sibling, half siblings, stepsiblings, or foster siblings living at the same address as the child.
5. A list of the churches included in the membership of Ecumenical Bodies in

Churches Together in England, the Evangelical Alliance or Affinity Churches can be obtained from the School Office or website <http://www.ststephensce.co.uk>

6. All distances will be measured to a central nodal point in the school premises, using digitised mapping software of the area, from a nodal point in the applicant's permanent home address, using Lewisham's mapping software.

### **Applications Procedure**

The school is part of the locally agreed co-ordination scheme and the timescales for applications to be received and processed are those agreed with the local authority. Parents/carers must apply to the applicants home Local Authority (ie the borough where you live and pay council tax) at [www.eadmissions.org.uk](http://www.eadmissions.org.uk) by 15<sup>th</sup> January 2024; if applying to this School, the parent/carer must name this School as one of the preferences on the CAF.

**Parent/carers who wish to apply for a place under criteria 4 and 5 must also complete the school's Supplementary Information Form and return this to the School by 15<sup>th</sup> January 2024.** Failure to return the supplementary form will mean that the school cannot consider the application under these admissions criteria, in this case the application will be considered under the next most appropriate criteria based on the information on the CAF.

### **Special Educational Needs**

Parent/carers of a pupil who has a statement of special educational needs, or Education, Health and Care (EHC) Plan, is required to apply for school places separately through their home Local Authority from whom advice is available. If a child with a statement, or EHC Plan, is placed in the school by the local authority before the normal admission round, the number of places for other applicants will be reduced. The Governors will admit all those pupils whose statement, or EHC Plan, names the school.

### **Late applications**

The School will consider late applications in accordance with the procedure in the local authority's primary admissions booklet. In essence, this means that late applicants will be considered after the initial round of offers is made; where the school is oversubscribed this is likely to reduce considerably your chance of gaining a place.

### **Deferred and 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.) All parents/carers are entitled to a full-time place for their child in the reception class from September, but may defer entry until the beginning of the term after their child is five years old (ie, when the child reaches compulsory school age) or until the beginning of the summer term whichever is earlier. Children may attend part-time until their child reaches compulsory school age. Parent/carers who have been offered a place at the School and wish to defer entry for their child and/or attend part-time must put this in writing to the headteacher at the earliest opportunity and before the start of the autumn term.

### **Education out of normal (chronological) age group**

Children are normally educated in school with others of their age group; however, in exceptional circumstances parents/carers may seek a place outside of their child's normal age group. Decisions will be made on the basis of the circumstances of each case. Parent/carers must state clearly why they feel admission to a different year group is in the child's best interests and may provide recent professional evidence to support this. Further details of how to make such a request are available from the school.

### **Waiting list**

The School operates a waiting list which is ordered in accordance with the admission criteria. Parent/carers may request in writing to join the waiting list. The Waiting list will be held open for a minimum of one term. If an application is received and a child is added to the waiting list, the list will be re-ranked in accordance with the oversubscription criteria.

### **Appeals**

Parent/carers who are not offered a place for their child have the right to appeal to an independent appeal panel. Parent/carers 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 appeal from the parent/carer within the same academic year unless there have been significant and material changes in their circumstances.

### **In Year Applications**

The Governing Body is responsible for deciding the outcome of an In-Year Admission to this school. Parent/Carers wishing to apply In-Year must complete the local authority's in year application form and return this to the local authority. If applying for a faith based place the school's supplementary information form should be completed and returned direct to the school too.

### **Fair Access**

The school is committed to taking its fair share of pupils who are hard to place in accordance with the locally agreed fair access protocol. Pupils admitted under the protocol will take priority over any children on the waiting list and this may include, on occasion, admitting above the planned admissions number.

**SUPPLEMENTARY INFORMATION FORM  
FOR ADMISSION TO  
ST STEPHEN'S CHURCH OF ENGLAND PRIMARY SCHOOL**

Albyn Road,  
Deptford,  
SE8 4ED

**Completion instructions:**

**For All Applications:**

- A Parent/carer must complete this form in full if they wish their child to be considered for a Church place at St. Stephen's ie. under criteria 4 or 5.
- Please ensure that you have read and understood the School's admissions policy and notes. The policy with notes can be found on the school website.
- Return the form **DIRECTLY** to the school office by the closing date for applications.
- A Parent/carer must **ALSO** complete the Common Application Form available from your home Local Authority and name this school on that form.

**For Reception 2024/25 this form must be returned to St Stephen's School Office by 15 January 2024 and the Common Application Form should be completed and submitted via [www.eadmissions.org.uk](http://www.eadmissions.org.uk) by 15<sup>th</sup> January 2024.**

**1. Pupil Information**

Surname of child:

Other name(s):

Date of birth:

Gender:

**2. Parent / Guardian Information**

Name of parent(s) / guardian(s):

Home address:

Post code:

Home telephone:

Daytime telephone (if different):

**3. Church/Faith Commitment (please ensure you complete ALL questions in this section)**

Name of church/place of worship which you attend:

Address of church/place of worship:

If this is **not** an Anglican Church please state the denomination to which your church belongs:

- |   |            |           |
|---|------------|-----------|
| 1. Do you attend at least fortnightly?  | <b>Yes</b> | <b>No</b> |
| 2. Have you worshipped in this church for at least one year?<br>(If less than 12 months please supply details of previous church and minister.) | <b>Yes</b> | <b>No</b> |

In exceptional cases, a parent/carer for whom unavoidable circumstances has prevented their attending worship at least fortnightly may be considered to be a faithful and regular worshipper; the relevant Minister will determine whether, or not, there were unavoidable circumstances. **Please provide brief details below:**

.....  
 .....  
 .....

**3. Church/Place of Worship Information (we will write to confirm the above information before considering your application)**

Name of Priest / Minister:

Address of Priest / Minister:

Post code:

Contact number:

**NB:** If you have moved recently, please give the name and address of your previous Priest / Minister.

**I confirm that the information given above is correct and that I have read the Admissions Policy and notes.**

**Signed:**  
**(Parent /Guardian)**

**Date:**

**4. For Priest/Minister's reference only – please complete ALL questions in this section**

Can you confirm that the applicant is a regular and faithful member of your Church in the terms of our admissions policy ie. that they have attended worship at least fortnightly for the last year. In answering the question above, you may take into account any unavoidable circumstances that have prevented the parent/carer from attending worship/being actively involved in your church.

**Yes**                      **No**

**Is your church a member of:**

- |                                   |            |           |
|-----------------------------------|------------|-----------|
| • A local Churches Together Group | <b>Yes</b> | <b>No</b> |
| • Churches Together in England    | <b>Yes</b> | <b>No</b> |
| • The Evangelical Alliance        | <b>Yes</b> | <b>No</b> |
| • Affinity                        | <b>Yes</b> | <b>No</b> |

Please supply a registration number to support the above affiliation: \_\_\_\_\_  
(**not** your Charities Commission number)

**NB: If a family is refused a place at the school and appeals against the governors' decision, this form may be used as evidence at the appeal.**

**Signed:**

**Date:**

**Print name:**

**Church / Place of Worship stamp:**