Learning Together for Life

Jesus said, 'Love one another as I have loved you' John 15:12, New Testament

Stepney Greencoat

Church of England Primary School

Policy for Admissions

(Reception Class and Year 1-6)

2027/28

Stepney Greencoat 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 to respect the Christian ethos of our school and its importance to our community.

The Governing Body is responsible for the admission of children to the school. The admission number, as agreed between the Governing Body and the Local Authority for 2027/28 academic year, is 30. In order to provide an efficient education, we have a maximum standard class size of 30. This is also in line with the Class Size Legislation that imposes, that infant classes must not ordinarily exceed 30.

Deferred entry

Full time places are offered from the September after the child's fourth birthday. A place may be deferred until later in the school year but not beyond the point at which the child reaches compulsory school age (the term after their fifth birthday) for children born between 1 April and 31 August, this is not beyond the final term of the school year for which it was made. The school will hold any deferred place for the child. Where parents wish, a child may attend part-time until they reach compulsory school age.

Delayed entry

For children whose fifth birthday falls between 1 April and 31 August, whose parents do not wish them to start school in the year **2027/28** but be admitted in the September of the school year **2028/29**, they should discuss this with the school at an early stage. Decisions will be made on the 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.

Application Forms

Applications for the 2027/28 Reception Class intake must be made via the e-admissions portal at https://www.eadmissions.org.uk/ .

Supplementary Forms

In addition, parents / carers need to complete Part 1 of the school's own Supplementary Information Form (SIF) and those who are applying for a foundation place will need to also complete Part 2 of the SIF in order for their child to be considered for admission under this criterion. This form can be obtained directly from the School office or downloaded from the school website.

Children with an Education, Health and Care Plan naming Stepney Greencoat C.E School.

Children who have an EHCP naming their current Nursery Provision, must ensure that the EHCP is amended to name Stepney Greencoat CE Primary School.

Criteria for allocation of places

If there are more applications than places, places will be allocated according to the following criteria and 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. This also includes children 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.

2. Up to a maximum of 15 children will receive Foundation places, offered to:

    - Children from practising Christian families who are faithful and regular worshippers. (see note 1)

      To apply under this criterion, you must complete the Supplementary Information Form (SIF) with details of your place of worship. A reference letter will be sent to your place of worship for completion by your minister.

    In the event that there are more applications for Foundation places than places available, Foundation places will be allocated according to the following categories and order of priority:

    a. Firstly, children whose parent/carer is a faithful and regular worshipper at a Christian church, with a brother or sister already at school, who will still be enrolled in the school at the time of admission. (see note 2)

    b. Secondly, children whose parent/carer is a faithful and regular worshipper at St Anne's or St Dunstan's and All Saints Church. (see note 1)

    c. Thirdly, children whose parent/carer is a faithful and regular worshipper at any other Christian church. (see note 1)

    To clarify, in the event of an oversubscription within category 2a., priority will be given to children falling within category b. In the event of over subscription within categories 2b. or 2c., priority will be given within that category to children who live nearest to the school measured by a straight-line distance from home to school, by Tower Hamlets Council's Geographical Information System. (see note 3)

3. The remaining places will be Open places and will be offered to, in order of priority:

    a. Firstly, children with a brother or sister already at school, who will still be enrolled in the school at the time of admission. (see note 2)

    b. Secondly, children who live nearest to the school measured by a straight-line distance from home to school, by Tower Hamlets Council's Geographical Information System. (see note 3)

To clarify, in the event of an oversubscription within category 3a., priority will be given within that category to children who live nearest to the school measured by a straight-line distance from home to school, by Tower Hamlets Council's Geographical Information System. (see note 3)

Note 1:
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, as confirmed by the church minister's reference. Those who have recently moved to the area and who worshipped previously in a different church will require a reference from that church, so that the two year period is covered. The Governors do not give a higher preference to families where both parents or carers worship.

Note 2:
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.

Note 3:
Distance is measured by a straight-line distance by the Local Authority using a digitised ordinance map to measure the distance from the home address to the school's official entrance. Where the home address is a block of flats, the main entrance to the block will be used.

Twin and Multiple Birth Applications
In the event of acceptance of a child of a multiple birth, the other siblings will be admitted as a 31st and subsequent child(ren).

Tie-Break
Where there are two or more applicants with the same eligibility criteria, a decision will be made using random allocation in front of an independent witness.

Reception Application
The closing date for applications is **15th January 2027**. **Applications after 15thJanuary will NOT be considered as on time* and will not be considered at the same time as the on-time applications. All late applications will be considered after the on-time applications have been considered and where a place cannot be offered the children will be put on a waiting list in priority order**

**If it is agreed that there is a good reason for your application being late, consideration will be given and an exception to this rule may be made.*

Co-ordinated admission arrangements
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 complete an e-admissions application form (https://www.eadmissions.org.uk/) even if they are applying for a school in another Local Authority area.

If parents/carers are applying for a place at this School, they must name this School as one of the preferences on their e-admissions application form. Parents/carers must also complete the school's Supplementary Information Form (SIF) and return this to the School by the **15th January 2027**. You will

receive an acknowledgment from the school on receipt of your completed SIF. Failure to return the SIF will mean that the school cannot consider the application under the Church criteria for a Foundation place; in this case the application will be considered under the next most appropriate criterion based on the information on the Common Application Form.

The national offer day is **16th April 2027**. Parents/carers will be informed in writing and by email of the admission decision.

Acceptance of the school place

If an offer of a place is made, parents will have **10 school days to accept** or refuse the place before the offer lapses and the place is withdrawn. If no response is received by the given date the offer will be withdrawn and offered to another child. Parents/carers will be expected to provide proof of their address when accepting the place offered.

Appeals

Parents who are not offered a place for their child have the right to appeal to an independent appeal panel. Parents/carers will need to contact the school to obtain an appeal form.

Waiting list

Parents/carers will be asked to confirm whether they want their child's name to stay on the School's waiting list within 10 school days of receiving the refusal letter.

If there is no place available at the School, parents/carers may have their applications placed on the School's waiting list. In the event of a vacancy arising in any year group, the Oversubscription Criteria will be applied in order to determine who should be offered a school place.

New to school arrangements

Once admissions are confirmed parents will be invited to a New Parents meeting in the summer term prior to their child starting school. If new to the school, arrangements will be made with parents / carers to bring the child/children on a visit to familiarise them with the school before they start.

Procedures for In-Year admissions and transfer requests from one school to another

In-Year admissions, refers to those admissions which take place outside the normal admissions cycle. This is usually because a family has moved into the area or because the family has been on an extended holiday and the child has lost their place at the school.

Applications for In-year admission must be made to the Local Authority's Pupil Services Team on the 'in year' application form available from the school office or from the Local Authority's Pupil Services Team. The Local Authority will refer the application to the school which will inform the applicant whether or not a place can be offered and advise the Local Authority of the outcome.

Parents applying for In-year admission or transfer from another Tower Hamlets school will also need to complete the school's own Supplementary Information Form (SIF).

Pupils will be expected to transfer at the beginning of a term unless there are exceptional reasons for the child to transfer immediately.

The school's Admissions policy will be applied to all In-Year admission and Transfer applications.