

Immanuel and St Andrew
Primary School
Admissions Policy
2027-2028

“Excellence for all. Excellence from all.”



Signed:  Headteacher

Immanuel & St. Andrew Church of England School

Admission Policy 2027-2028

1.1 Immanuel & St. Andrew 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.

1.2 The Governing Body is responsible for the admission of pupils to the School and admits **60 pupils** to Reception each year. The Governing Body is required to abide by the maximum limits for infant classes (for 5, 6, and 7 year olds) i.e. 30 infants per class.

1.3 Parents of pupils who have an Education, Health and Care (EHC) Plan are required to apply for school places separately through your local authority from whom advice is available. If a child with an EHC Plan, is placed in the School by the local authority before the normal admissions round, the number of places available to other applicants will be reduced. The Governors will admit those pupils whose EHC Plan names Immanuel and St. Andrew as the school of their choice.

1.4 There is no automatic transfer from the Nursery to Reception. All parents must apply for a place in Reception using the relevant form. Whether or not a child is in the Nursery has no bearing on their application for Reception.

Deadline for submissions: All applications, including other relevant forms (where required), should be submitted on or before 15th January 2027.

Oversubscription Criteria

(A) Foundation Places

2.1 The Governing Body has designated **30 places** to be offered to children who with a parent / guardian is a regular worshipper (see note 1) in an Anglican or other qualifying Christian Church (see note 2). **Written evidence of applicant's attendance at their place of worship is 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 or Minister.**

If there are more than 30 applicants who qualify for a Foundation Place, places will be allocated according to the following criteria. These are stated in order of priority:

- (i) looked after children or previously looked after children (see note 3);
- (ii) children with an exceptional and professionally supported medical or social need for a place at this School (see note 4);
- (iii) children who will have a sibling (see note 5) in the School at the time of admission and who, with a parent / guardian are regular worshippers (see note 1);
- (iv) children of Immanuel & St. Andrew staff where (a) the member of staff has been employed at the School for two or more years at the time at which the application for admission to the School is made, and/or (b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage;

- (v) children who, with a parent / guardian, are regular worshippers (see note 1) at the School's Parish Church, Immanuel & St. Andrew Streatham Common and who live within 2.5km from the School.
- (vi) children who, with a parent / guardian, are regular worshippers (see note 1) of any other qualifying Christian church (see note 2) and who live within 2.5km from the School.

Tie-breaker

- (vii) 4.1 In the event that two or more applicants have equal right to a place under any of the oversubscription criteria for Foundation Places and there are insufficient places available, the Governing Body will use distance, 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. (See note 6)

22 If there are fewer than 30 qualified applicants for Foundation Places, any unfilled places will become additional Open Places. If there are more than **30** qualified applicants, then any unsuccessful qualified applicants for Foundation Places will be considered for an Open Place.

(B) Open Places

3.1 The Governing Body designates **30 places** each year as Open Places, to be offered to pupils who do not qualify for a Foundation Place (or who qualified for a Foundation Place but were unsuccessful in achieving a Foundation Place). 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.

3.2 If there are more than 30 applicants, places will be allocated according to the following criteria. These are stated in order of priority:

- (i) looked after children or previously looked after children (see note 3);
- (ii) children with an exceptional and professionally supported medical or social need for a place at this School (see note 4);
- (iii) children who will have a sibling (see note 5) in the School at the time of admission;
- (iv) children of Immanuel & St Andrew staff where (a) the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or (b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- (v) children in order of proximity to their home to the school (see note 6).

Tie-breaker

4.1 In the event that two or more applicants have equal right to a place under any of the oversubscription criteria for Open Places and there are insufficient places available, the Governing Body will use distance, 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. (See Note 6)

Co-ordinated Admission Arrangements for Reception Places

5.1 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 must complete their home Local Authority's Common Application Form (CAF) and be submitted to the child's home Local Authority; if applying for a place at this School, parents must name this School as one of the preferences on the CAF. Parents must complete the CAF, even if their child attends the Nursery at this School as attendance at our Nursery does not guarantee admission to our Reception class. More information is available in your Local Authority's admission booklet or on their website.

5.2 Parents / guardians who wish to apply for a Foundation Place for their child must complete the School's Supplementary Information Form (SIF) and return this to the school by the deadline for submissions. Failure to return the SIF will mean that the school cannot consider the application for a Foundation Place and will consider the application for an Open Place instead.

Late applications

6.1 The Governors will consider late applications after National Offer Day and in accordance with the admissions criteria.

Deferred entry

7.1 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 1st September to the 31st August.) All parents/guardians are offered 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 (i.e., 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. Parents / guardians 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 Outside Chronological Age Group (Delayed Entry)

8.1 Children are normally educated in this School with others of their age group; however, in exceptional circumstances parents / guardians may seek a place outside of their child's normal age group. Decisions will be made based on the circumstances of each case and in the child's best interest, considering the views of the Headteacher. **Any such applications will be considered objectively by the School's Admissions Committee based on the evidence provided. Supporting evidence will be welcomed at the time of application.** Please note that an agreement to allow an educated out of chronological age group application, does not guarantee your child a place at the school. You will need to apply for your child's reception place again next year by completing another application form.

Parents / guardians must complete the school's Supplementary Form for Education Outside Chronological Age stating 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. Parents / guardians must return this form to the School by the deadline for submissions. Copies of the supplementary form, and further details on how to make such a request are available from the school.

Waiting list

9.1 The School operates a waiting list which is ordered in accordance with the admission criteria. For the reception admissions 2027-2028, the waiting list is held until the end of the Autumn term 2027. **During this period, the integrity of the admission structure (30 foundation places / 30 open places or 50% foundation places / 50% open places) will be maintained as far as is possible. This means that the school will seek to ensure that the number of pupils in our Reception class during the Autumn Term 2026, reflect (as far as is possible) the admission structure set out above. We will not maintain this process after December 2027 or for any in-year applications.**

9.2 Parents may request in writing to join the waiting list. 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. **Applications are not processed on a “first-come, first-served basis.”**

Appeals

10.1 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 completed and sent to reach the Clerk to the Appeals panel, , within 20 school days of the date of the letter confirming the Governors' decision not to offer a place. The contact details for the Clerk of the Appeals panel is on the Appeals form. Should an appeal be unsuccessful, the Governing Body will not consider further appeals from those parents within the same academic year unless there have been significant and material changes in their circumstances.

Advisory Services

11.1 The School will seek advice as appropriate from the Lambeth Schools Admissions Team and the Southwark Diocese Board of Education.

In-Year Admissions

12.1 In-year applications should be made to the school using the school's in-year application form. Decisions will be made using the criteria listed in this policy. The outcome of in-year applications will be given to the parents directly from the school. The school operates a waiting list, this waiting list operates on the basis of our admission criteria and each time a child is added, the waiting list is ranked again. Please see point 9 above for further details. Parents who are not offered a place have the right to appeal, please see point 10 above.

Notes

1) Regular worshipper is defined as a person who has attended church at least fortnightly (with an allowance for holidays and illness) over the previous 12-month period. 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 full year period is covered. The Governors do not give a higher preference to families where both parents worship.

If 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.

2) A qualifying Christian Church is one that is a full member of Churches Together in England (www.churches-together.net) or The Evangelical Alliance (www.eauk.org). Alternatively, the faith leader of a church must be willing to sign a statement of support for the teaching of the Trinitarian Doctrine in their mission.

3) Looked after children: 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 a school. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

4) Medical/Social: Children with an exceptional and professionally supported medical or social need for a place at this school: such applications 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 to the child if they had to attend another school. **Any such applications will be considered objectively by the School's Admissions Committee based on the evidence provided. Application under this criterion does not guarantee a priority place and cannot be considered without the appropriate supporting evidence.**

5) Siblings are defined as: brothers and sisters; half-brothers and half-sisters; stepbrothers and step-sisters; foster/adopted brothers and sisters who share the same home; or share the same home due to a court order. **This does not include siblings in the Nursery classes as there is no automatic admission from Nursery to Reception.**

6) Distance will be measured by the Local Authority's computerised mapping system. This measurement will be from the central point of the child's home to the central point of the School measured in a straight line. Applicants from the same block of flats will be treated as living the same distance from the school, regardless of the floor on which they live. Where a child regularly lives at more than one address, the home address for admissions purposes will be the address of the person with parental responsibility for that child. Where parental responsibility for a child is shared, the home address will be the address at which the child spends more school (Monday to Thursday) nights.