

St. Andrew's CofE Primary School



Admissions Policy

Growing and learning together with God

Entry from 2026

Admissions Policy

The Governing Body is responsible for the admission of pupils to St Andrew's Church of England Primary School and has agreed with the Local Authority to admit 30 pupils to Reception each September.

St. Andrew's CofE School has a distinctive Christian character and ethos, which provides an inclusive, caring and supportive environment where children learn and flourish. This is driven by our vision: to work in partnership with the whole school community, where everyone has a sense of belonging, to collectively nurture, motivate and inspire pupils within a caring, Christian environment. We will enable all children to build resilience and develop a love of learning in order to become confident, successful and independent learners, reaching their full potential academically, spiritually and socially.

We welcome applications from all members of the community, and we ask all parents to respect the Christian character of our school and its importance to our community.

Children with an Education Health Care Plan (EHCP) naming St. Andrew's CofE Primary School will always be offered places.

Where there are more applications than there are places available, the Governors will admit pupils according to the following criteria, which are listed in order of priority and reviewed annually:

1. Children in public care ("looked after" and previously looked after children). **
2. Children of staff:
 - a) Where the member of staff has been employed for 2 years or more at the time of application, and/or
 - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage.
3. Children whose parent, legal guardian or carer has attended St. Andrew's, St. Margaret's or any other CofE Church in the Hillingdon borough 2 times a month for the past 2 years. The Governors reserve the right to ask the Parish Priest to confirm the regularity of worship.
4. Children whose parent, legal guardian or carer, at least one of whom worships at least twice monthly for the past year, in a church or chapel of a Christian denomination, affiliated nationally to 'Churches Together in England or to 'The Evangelical Alliance'. The Governors reserve the right to ask the Priest or Minister to confirm the regularity of worship.
5. Children of other faiths whose parent, legal guardian or carer takes part at least twice monthly for the past year in their own faith and desire them to attend this Church of England school because of the school's religious tradition. The Governors reserve the right to ask the appropriate religious leader to confirm the regularity of participation in their own faith.

The School's Supplementary Information Form /Clergy Reference Form should be returned directly to the school.

6. Children of families of no religious affiliation but whose parent, legal guardian or carer wish their children to participate in the ethos of this Church of England School. ***

Priority, in the following order, will be given in each category to:

- a) **Children who have brothers or sisters living in the same household at the same address with at least one parent/guardian in common and who will themselves be attending the school at the time of the proposed admission.**

b) The proximity of the applicant's home address to the school – measured in a straight line between the Ordnance Survey's address references for the School and the applicant's address using the London Borough of Hillingdon's computerised measuring system with those living closest receiving the highest priority.

NOTES

1. Parents, guardians or carers, who are making an application under criteria 3, 4 or 5 above should either download from the school website or obtain direct from the school, a Minister's Reference Form and ask their religious leader to complete the form and return it direct to the school.
2. Sibling - a child who will have a brother* or sister* living in the same household with at least one parent in common and will still be attending the school at the beginning of the term in which the younger child starts full-time education. This does not include cousins or childminder's children.
3. Parent - one or both parents or legal guardians
4. Worship - this is defined as Sunday or midweek services or a group recognised by the Church of England that meets in someone's home or elsewhere and includes elements of prayer, bible study and praise.
5. Class maximum may be increased to 31 where the school is named in a child's Statement of Special Educational Needs or Education, Health and Care Plan (EHCP); if they are from a multiple birth and at position 31; a service child or a looked after or adopted child who was previously in care.
6. Parents are required to complete a Common Application Form from their home local authority, naming the school,

* Definition of brother or sister – half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent's/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

** A looked after child (as defined in the Children Act 1989) or a child who was previously looked after but 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.

When a place has been offered:

- it is for a full-time place from the September following the child's fourth birthday;

- the place may be deferred until later in the school year but not beyond the point at which they reach compulsory school age (the term after the fifth birthday). Parents of a child whose fifth birthday falls between 1 September 2021 and 31 March 2022 may request that their child is not admitted until later in the school year 2026/27, 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. St Andrew's will hold any deferred place for the child;

- where parents wish a child may attend part-time until they reach compulsory school age.

Reception

Admission to a full-time place in education at Reception level is September of the academic year (1 September to the 31 August) in which your child turns five. Applications for admission to Reception are made via your Local Authority's admissions procedure.

Children born between 1 September 2021 and 31 August 2022 will be admitted to Reception in September 2026. Children reach statutory school age at the beginning of the term following their

5th birthday and they must then be in receipt of education. It is recommended by the LA that children start school at the beginning of the academic year in which they reach their 5th birthday.

Reception Year Deferred entry

If a child has not reached compulsory school age, the parent has the option of deferring their child's entry. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until their child reaches compulsory school age (the term after they reach their fifth birthday). 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 the offer of a place was made. St. Andrew's School will hold any agreed deferred place. Parents, however, should discuss the options with the Head Teacher of the school to help them in making a decision. Parents may wish their child to attend part-time until they reach compulsory school age.

Parents wishing to defer entry need to apply for Reception by the closing date and when an offer is made the parents need to inform the LA and the school that they want to defer entry or only attend school part-time.

Summer Born Children (Reception Intake)

For children whose fifth birthday falls between 1 April 2026 and 31 August 2027 parents who do not wish for their child to start school in the school year 2026-2027, but to be admitted in September 2027 for the school year 2027-2028 should discuss this with the school. The request should be made in the September prior to the normal entry in the following September to give sufficient time for each individual case to be considered.

Decisions will be made on individual circumstances, the best interests of the child, parent views, academic achievement, social and emotional development, any relevant medical views and the views of the Head Teacher.

If a parent decides not to apply for a Reception place in the school but applies for a Year 1 place in September 2027, they would be considered along with all the other applicants for admission in that year and there would be no guarantee that a place would be able to be offered at this school.

Admissions Out of the Normal Age Group

For children whose fifth birthday falls outside of their child's normal age group, parents who do not wish them to start school in school year 2026-2027, but to be admitted in September 2027 for school year 2027-2028, should discuss this with the school at an early stage.

Parents may seek places outside of their child's normal age group. Parents may decide to apply in the normal round (no later than January 2026) for a Reception Year place in September 2026, but would need to supply strong supporting reasons for seeking a place outside the normal year group. The decision is made by the Governors on the basis of the circumstances in each individual case. Parents request should be made in the September prior to the normal entry in the following September in order to give sufficient time for the case to be considered by the Admissions Panel prior to the deadline for general applications of 15 January. Consideration should be given to applying for a place at the correct time in case the admissions out of the normal age group is not granted.

If the parent's case for delayed admission into Reception is agreed, the application for a place in the next intake would have to be made in the following September.

Waiting List

Candidates not qualifying for a place at the school will remain on a waiting list and any late or new applications received after the Admissions' Committee have made a decision about any year's admissions will also be held on the list. This is in line with the Admissions Code. The waiting list will be ranked again in line with the oversubscription criteria. If a place becomes available in that school year then it will be

filled using the admission criteria above, irrespective of whether there are any appeals outstanding at the time. Candidates will remain on a waiting list for until 31st December of that year; after which it will be assumed they no longer want the place, unless it is specifically requested in writing to remain on the list for longer.

Admissions Appeals

Parents who are not offered a place for their child are entitled to appeal to an independent appeal committee under the Provision of the 1980 Education Act. Parents wishing to appeal should complete an appeal form available from the School. The date by which an appeal must be submitted is at least 20 days from the date of notification to the parent of the refusal of a place.

Oversubscription

Where there is over-subscription in any category priority will be decided by measuring the shortest distance from the school to the child's home as measured by the Local Authority and supplied to the school. Where two or more children have the same distance a decision will be made using random allocation, such as the drawing of lots. The process will be independently verified. Every parent has the right of appeal for a place and full details can be obtained directly from the school. The appeal will be heard by an independent panel and the decision is final.

Multiple Births

When only one place is available at the school and the next child who qualifies for a place is one of multiple birth siblings, in accordance with the School Admissions Code, the Governors will admit the other multiple birth sibling(s). These children will remain 'excepted pupils' for the time they are in an Infant class or until the class numbers fall back to the current Infant class size limit.

In-Year Admissions

Applications can be made directly to the school or as a preference on the In Year Application Form from Hillingdon Local Authority (LA). The above criteria will be applied if casual vacancies arise during the school year and there are more applicants than places.

Nursery

The Governors are able to offer 26 places, depending on the number of part-time (15 hours)/full-time (30hours) applications, filling vacancies as they arise in accordance with the Governors' admission policy set out above. The offer and acceptance of a place in the nursery class does not give an automatic right of entry into the reception class. Parent(s) will need to apply for a full-time place. 30-hour Nursery places can be applied for if a parent is eligible with a code. They can also be applied for with the option for parents to pay for the additional hours. It is the responsibility of the parent/s to ensure the eligibility code is renewed in accordance with funding requirements, or to ensure that payments are made in advance. Places can be withdrawn if eligibility is not renewed in time or payments are not made in time.