

St Luke's Church of England Primary School

Admissions Policy 2025/26

Policy produced by School

Academic year 2025/26

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2025/26 ADMISSIONS POLICY FOR RECEPTION TO YEAR 6

INTRODUCTION

St Luke's School welcomes children from all faiths or of no faith. As a voluntary aided Church of England school, the school aims to provide an education based on Christian principles, and has close links with its parish church where whole school worship takes place on a regular basis. Governors hope that parents who have chosen this school for their child have done so knowing that it is a Church of England school with a distinctive Christian ethos. Governors therefore expect parents to give their full support to the ethos of the school.

Governors hope that all children will attend the acts of collective worship and will take part in the religious education curriculum offered by the school. This does not remove the right that parents have according the Educational Reform Act 1988s9(3) to withdraw their child from these activities.

APPLICATIONS TO RECEPTION CLASS

Parents considering sending their child to the school are strongly encouraged to contact the Headteacher to arrange a meeting which will include an opportunity to view the school. This meeting is to provide you with information about the school to help you to make an informed choice about whether the school is right for you and your child, but plays no part in determining who is admitted to the school.

Admissions to the reception class take place in one intake in September. It may be possible to vary this. This will be done in consultation with the parents concerned. Admission takes place in the school year during which the child has his or her 5th birthday.

Admissions to reception classes in primary schools are coordinated across all London boroughs. **You must complete a Common Application Form for the local authority in which you live and send it to the local authority.** On it you can name up to 6 schools in order of preference.

The home borough form (Local Authority Form) should be completed online at www.eadmissions.org.uk or, if you are having trouble applying online or want more help and advice about admissions, you can email schooladmissions@westminster.gov.uk or call Westminster's schools and admissions team on 020 77456 433. If your local authority is not Westminster you will need to return the form as advised by your local authority.

If you are applying for a place under criteria 2,3,4 or 5 you should **also** complete the school's own Supplementary Information Form so that the governors can consider

your application fully. **The school's own form (Supplementary Information Form) must be returned to the school.**

The closing date for applications for admission to the Reception Class in the school year beginning September 2025 is 15th January 2025. Letters advising you as to whether your application has been successful or not will be sent out mid-April 2025. If you are offered a place, you will need to accept it through your home local authority by the beginning of May 2025. At this stage you will be asked to bring proof of your child's date of birth and address to the school. If you do not accept the place by this date, or if you are unable to provide satisfactory evidence of date of birth and address, the offer may be withdrawn. The offer may also be withdrawn if it is subsequently discovered that the place has been offered on the basis of false information on the application form.

If a place cannot be offered, you may ask us for the reasons why. You have the right of appeal to an independent Appeals Panel; the school will provide details of how to appeal. You may also ask for your child's name to be put on the waiting list.

IN-YEAR ADMISSIONS TO RECEPTION CLASS

In-Year admissions are those which take place at times other than normal admissions to Reception Class. Applications for in-year admissions are managed by the school. When a place becomes available, the governing body will determine who is top of the waiting list in accordance with the oversubscription criteria. The length of time on the waiting list does not determine admissions decisions. All offers of places will be made by the school.

APPLICATIONS TO YEAR 1 TO YEAR 6 CLASSES

Applications for Year 1 to Year 6 classes are managed by the school. When a place becomes available, the governing body will determine who is top of the waiting list in accordance with the oversubscription criteria. The length of time on the waiting list does not determine admissions decisions. All offers of places will be made by the school. You may ask for your child's name to be put on the waiting list.

PUPILS WITH A STATEMENT OF SPECIAL EDUCATIONAL NEEDS

The admission of a pupil with a statement of Special Educational Needs or an Education and Healthcare Plan is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements by the pupil's home Local Authority. Details of this separate procedure are set out in the *Special Educational Needs Code of Practice*. Pupils with a statement or EHCP naming the school will be admitted.

FAIR ACCESS PROTOCOL

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

OVERSUBSCRIPTION CRITERIA

The Governors have agreed with the Local Education Authority that a maximum of 30 children may be admitted to each age group each year. This is in accordance with government legislation which limits infant class sizes.

School places are allocated by the Admissions Committee according to the criteria below and in that order.

If there are more applications than places, the Governors will give places to:

1. Children in the care of the Local Authority (a 'Looked After Child') or a child who was previously 'looked after' (see definitions on page 7) but immediately after being 'looked after' became the subject to an adoption, residence, or special guardianship order, regardless of their faith or no faith.
2. Children whose parent or guardian have attended public worship services at St Luke's Church, Fernhead Road, W9 3EH at least once a month throughout the year preceding the date of application and who **will have a sibling attending St Luke's Primary School** at the time they start attending Reception Class. (See notes 1 and 2)
3. Children whose parent or guardian have attended public worship services at St Luke's Church, Fernhead Road, W9 3EH at least once a month throughout the year preceding the date of application but **who will not have a sibling attending St Luke's Primary School** at the time they start attending Reception Class. (See note 1)
4. Children whose parent or guardian have attended public worship services at another Christian church at least once a month throughout the year preceding the date of application and **who will have a sibling attending St Luke's Primary School** at the time they start attending Reception Class. (See note 1 and 2)
5. Children whose parent or guardian have attended public worship services at another Christian church at least once a month throughout the year preceding the date of application but **who will not have a sibling attending St Luke's Primary School** at the time they start attending Reception Class. (See note 1)

6. All other children **who will have a sibling attending St Luke's Primary School** at the time they start attending Reception Class. (See note 2) regardless of faith or no faith.
7. All other children.

Each criterion will be applied in the order given above. Should there be more applications in any category than places available, priority will be given to children whose home address is closest to the school (see note 4).

Notes:

1. *Those seeking a place under the criteria of church membership should note that the school will seek confirmation of this from the priest, minister or church leader. Christian churches are defined as those which are full member churches of Churches Together in England (CTIE). For families recently moved into the area, attendance at their previous church will also be taken into account.*
2. *Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster siblings, adopted siblings and other children living permanently at the same address. A sibling relation does not apply when the older child will leave before the younger one starts*
3. *In the case of twins or a multiple birth, if a place is offered to one of the children priority will be given to the other siblings.*
4. *Distances are determined by a straight line from the centre of the home to the centre of the school, as measured using the Local Authority's computerized measuring system. Where two or more distances are the same a decision will be made using random allocation.*

APPEALS

If you are not offered a place the school will tell you the reasons why. You have the right of appeal to an independent Appeals Panel.

If parents and carers wish to appeal against the decision not to offer a place at their school of choice, they can do so by filling in the appeals form on <https://www.westminster.gov.uk/children-and-families/education/school-admissions>.

They can also phone the Westminster Admissions Team on 020 7745 6433 or email the team schooladmissions@westminster.gov.uk for further advice. The appeal should be submitted within 21 days of your refusal letter. An independent panel will consider all such appeals, and its decision is binding for all parties concerned (Further details of appeal arrangements are set out in the Westminster School Admissions Appeals Code which can be found at <https://www.westminster.gov.uk/children-and-families/education/school-admissions>. If you make an appeal, you will receive at least 10 school days' notice of your appeal hearing date.

WAITING LIST

When the school is oversubscribed and after the admissions to the Reception Class have been decided, if you have not been offered a place you may ask for your child's name to be put on the waiting list. Late applications will also be put on the waiting list. The waiting list will be maintained in order according to the oversubscription criteria. The waiting list is reviewed at the start of each school year. Names are normally removed from the list after one full year unless parents/carers submit a written request asking for their application to remain on the waiting list.

DEFERRING ENTRY

Applicants should be aware that they have the right to defer entry for their child until he or she is of statutory school age i.e. up to the first day of the term following a child's fifth birthday. Applications should be made in September in the normal way in these circumstances. The place will then be held until the first day of the spring or summer term. Entry may not be deferred beyond statutory school age or beyond the academic year. Applicants may also request that their child attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. Parents wishing to defer entry for summer born children should note that entry can only be deferred up until 1st April 2026.

ADMISSIONS OUT OF THE NORMAL YEAR GROUP

For children whose birth date falls between 1st April 2021 and 31st August 2021, parents who do not wish them to start school in the school year 2025-26, but to be admitted in September 2026 for school year 2026-27 should discuss this with the school at an early stage. Parental views, academic achievement, social and emotional development and, where relevant, medical views will be taken into consideration. The views of the Executive Headteacher and the Head of School must also be taken into account. The reasons for the school's decision will be clearly set out.

If parents decide not to apply for a Reception place in the school but to apply for a Year 1 place in September 2026 they should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2025-26 Reception year group.

REVIEW

The Governors review the admissions criteria each year, so applicants for places for future years should ensure that they are aware of the latest criteria. The criteria are published in the school prospectus.

Interpretation of terms used in the Admissions Policy and Admissions Criteria

Applicants	The parents and/or carers submitting an application for a place on behalf of a child.
Parent	The adult or adults with legal responsibility for the child
Home Address	The place where the child lives for more than 50% of the school week or the home of the parent in receipt of Child Benefit.
“looked after child”	<p>Ref The School Admissions Code 2021, para 1.7. A ‘looked after child’ has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.</p> <p>A ‘previously looked after child’ is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.</p>
Adopted	An adopted child is a child who has been adopted from care and whose parents can give proof of this status.
Child Arrangements Order	A Child Arrangements order is an order under the terms of the Children Act 1989 s.8 settling the arrangements to be made as to the person with whom the child is to live. Children ‘looked after’ immediately before the order is made qualify in this category.
Special Guardianship Order	A special guardianship order is an order under the terms of the Children Act 1989 s.14A which defines it as an order appointing one or more individuals to be a child’s special guardian(s). A child who has been ‘looked after’ until the order is made qualifies under this category.
Christian	A member of one of the Churches that is a member of “Churches Together in England (CTIE)”