



# Admissions 2023/24 Policy

"I have come that they may have life, and have it to the full."  
John 10: 10

Saint Cecilia's Church of England School has a distinctive Christian ethos at its heart 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 ask all parents/carers and applicants to respect the Christian ethos of our school and recognise its importance to our community.

Saint Cecilia's Church of England School admits 180 pupils into Year 7 each year.

## Foundation places

90 places will be offered to children who themselves or whose parents/carers are practising members of a Christian church [see Note a] in the following order of priority:

1. Children in public care (looked-after children) and those who ceased to be looked-after children because they were adopted, or because they became subject to a residence order, child arrangements order or a special guardianship order [see Note c].
2. Those who attend Anglican churches.
3. Those who attend other Christian churches.

Within each of the above criteria, priority will be given in the following order to:

- (i) Children who have a sibling on the roll of the school at the time of application [see Note f].
- (ii) Children of staff [see Note h].
- (iii) In order of nearness of home to the school by straight line measurement [see Note i]

## Open places

90 places will be offered to children irrespective of their religious background. Priority will be given in the following order to:

1. Children in public care (looked-after children) and those who ceased to be looked-after children because they were adopted, or because they became subject to a residence order, child arrangements order or a special guardianship order [see Note c].
2. Children who have a sibling on the roll of the school at the time of application, providing the sibling accepted an Open Place [see Note f].
3. Children of staff [see Note h].
4. In order of nearness of home to the school by straight line measurement [see Note i].

## Specialist music places

9 Foundation and 9 Open places will be offered to children who demonstrate that they have the aptitude to benefit from a specialist course in music. Places will be allocated on the basis of an aptitude test carried out in the Autumn Term to include performance either as a vocalist or

instrumentalist and a test of aural perception and awareness. Applicants will be placed in rank order according to their total score in the aptitude test.

Applicants will need to complete an additional information form if they wish to be considered for a specialist place. Those not offered a specialist place will automatically be considered for a place under the general admission criteria.

Where the number of foundation music place applicants who meet the aptitude criteria for a specialist music place is less than 9, any unfilled specialist music places will be offered to open place applicants who meet the aptitude criteria (in rank order according to their total score in the aptitude test as above).

## Notes

- a) Attendance at a Christian church which is either a full member of Churches Together in England, The Evangelical Alliance, The Fellowship of Independent Evangelical Churches, The Association of Grace Baptist Churches, or, Affinity Churches at least twice a month for two years immediately prior to application is required to be eligible for a foundation place. Governors do not give priority to families where both parents worship. In exceptional cases, a parent/carer for whom unavoidable circumstances have consistently prevented them from attending worship such that they have been unable to qualify for the faith-based oversubscription criteria, may be considered to be a faithful and regular worshipper; the relevant Minister will determine whether or not there were unavoidable circumstances.
- b) A reference will be sought from the minister or church leader at the place of worship for applicants for foundation places.
- c) Looked after children are children who are in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions as defined by Section 22(1) of the Children Act 1989 at the time of making an application to the school. Previously looked after children are children who immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, religious organisation, or any other provider of care whose main purpose is to benefit society. 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.
- d) Any unfilled foundation places will become additional open places.
- e) All unsuccessful applicants for foundation places will be considered for open places. Where the applicant does not meet the criteria for eligibility for a foundation place but has a sibling in the school on the date of application who accepted a foundation place, the sibling link will be disregarded.
- f) A sibling is defined as a full brother or sister, a step/half/adopted brother or sister living at the same address, a child who is living at the same address as part of the family by reason of a court order, or a child who has been placed with foster carers as a result of being looked after by a Local Authority.

- g) The school is organised under one roof with a lift providing access to the upper floors. All classrooms may be accessed without steps and there is a ramp at the entrance to the playground. The school has six toilets designed for use by pupils with disabilities, including one with shower facilities. The school will take all reasonable steps to ensure that pupils with disabilities have the same opportunities as other pupils.
- h) The member of staff must have been employed by the school for two or more years at the time at which the application for admission to the school is made, or be a member of staff who was recruited to fill a vacant post where there is a demonstrable skill shortage.
- i) Distance will be measured from home to school using a straight line measurement. This commences at the location of the property and terminates at the central point of the school site as determined by Wandsworth Council's Geographical Information System. Measurements by alternative systems and/or to other points will not be taken into account in any circumstances.

### **Tie-breaker**

In the event that two or more applicants have equal right to a place under any of the above criteria and there are insufficient places, the Governing Body will use distances in the first instance, to decide between applicants; where applicants have identical distance measurements, priority amongst them will be determined by the drawing of lots supervised by someone independent of the school.

### **Application Procedure and Timetable**

Saint Cecilia's Church of England School participates in the co-ordinated admission scheme of Wandsworth Borough Council. Applicants must complete their home local authority's Common Application Form. Applicants who wish to be considered for foundation, specialist music places or a staff place must also complete the supplementary information form(s). The school also adheres to the common timetable for admissions, including the arrangements for dealing with applications received after the closing date as set out in Wandsworth Borough Council's scheme.

The Governing Body is responsible for in-year admissions to this school. However, parents/carers wishing to apply in-year should complete Wandsworth Borough Council's in-year application form and return it to the Council which will then refer the application to the school. Having considered the application, the Governing Body will inform the applicant whether or not a place can be offered and advise the Council of the outcome.

### **Continuing Interest List**

Parents/carers who are not offered a place may request to be put on the Continuing Interest 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. The Continuing Interest List will be held until 31st August 2024, after which applicants will need to reapply.

### **Appeal Arrangements**

Applicants refused a place at the school will have the right to appeal against the decision to an independent admission appeal panel established under the School Standards and Framework Act 1998. Appeals must be received within 20 school days of receipt of the letter refusing a place at the school. Should an appeal be unsuccessful, the Governing Body will not consider further appeals from

those applicants within the same academic year unless there have been significant and material changes in their circumstances.

If you wish to appeal, please download an Appeal Form from the Admissions section on the school's website or contact the school's Admissions Officer to request a form.

### **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 published admission number.

### **Special educational needs**

Parents/carers of pupils who have an Education, Health and Care Plan (EHCP) are required to apply for school places separately through the local authority from whom advice is available. If a child with an EHCP is placed in the school by the local authority before the normal admission round, the number of places available to other applicants will be reduced. The Governing Body will admit all those pupils whose EHCP names the school.

### **Admission of children outside their normal age group**

Children are educated in school with others of their age group. However, in exceptional circumstances parents/carers may choose to seek places outside of their child's chronological year group. Decisions will be made on the basis of the circumstances of each case. Parents/carers must state in writing clearly why they feel admission to a different year group is in the child's best interest and may provide recent professional evidence to support this.

<b>Action</b>	<b>Committee</b>	<b>Date</b>
Review and Approve	Admissions Committee	14 <sup>th</sup> January 2022
Next Review	Admissions Committee	January 2023

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