



School Admissions Policy 2025

DATE APPROVED BY ST. STEPHEN'S PRIMARY SCHOOL COFE PRIMARY SCHOOL	Spring Term 2025
REVIEW DATE	Spring Term 2026
APPROVED BY	Admissions Committee

Policy Overview

- **Applies to:** Reception and In-year admissions.
- **School Type:** Voluntary Aided Church of England Primary School.
- **Admissions Authority:** The school's Governing Body.
- **Published Admission Number (PAN):** 60 children per school year.

Note on EHCPs: Children with an Education and Health Care Plan (EHCP) naming St. Stephen's are allocated a place through a separate procedure in accordance with the Special Needs Code of Practice.

Oversubscription Criteria

If the school receives more than 60 applications, places will be allocated using the following criteria, in strict order:

1. Looked After Children (LAC) and Previously Looked After Children

- Children who are **in the care of a local authority** or were previously looked after and were then adopted, or subject to a residence order or special guardianship order.
- **Action Required:** Application must include details of circumstance and professionally supported evidence (e.g., from a social worker).

2. Exceptional Medical and/or Social Needs

- Children who have **exceptional medical and/or social needs** which can only be met at St. Stephen's.
- **Action Required:** The application form must be accompanied by recent and relevant medical evidence from suitable professionals (e.g., GPs, consultants, or social workers). Failure to supply this evidence when applying may affect your child's place allocation. All information submitted is confidential.

3. Siblings

- Children who have a **sibling** attending St. Stephen's School who will be on roll at the time of their admission.
- **Definition of Sibling:** Includes full, step-, half-, adopted, and foster children living in the same household.

4. Foundation Places (Reception Admissions Only)

- **Maximum of six (6) Foundation places** for Reception admissions.
- **Eligibility:** Children, one or both of whose parents, are active members who worship regularly at either St. Stephen's Church or another Christian church.
- **Definition of Regular Worship:** Church attendance at least twice per month for at least 2 years.
- **Action Required:** Regular worship must be verified by:

1. A letter from a member of the clergy of the specified church.
2. A completed **Supplementary Information Form (SIF)**.
3. *Exception:* If you have recently moved to the area, a letter from your **previous Church** confirming regular attendance within the last 2 years will be accepted.
4. Families applying for a Foundation Place must:
5. Email the completed SIF to admissions@st-stephens.richmond.sch.uk.

Foundation Place Tie-Breakers:

1. **St. Stephen's Church members** are prioritised first.
2. If St. Stephen's Church applications are oversubscribed, places are allocated by **geographical proximity** (nearest to the school).
3. If less than six places are allocated to St. Stephen's Church, the remaining Foundation places will be allocated to **other Christian Church** applicants by **proximity**.

5. Children of School Staff

- Children (full, step-, half-, adopted, and foster children living in the same household) of staff directly employed by St. Stephen's school for **two years or more** before the admission application.
- The staff member must still be employed (and not under/given notice) at the time the offer is made.

6. Geographical Proximity

- Children who live **nearest to the pedestrian entrance of the school** (in Winchester Road).
- **Distance Measurement:** The shortest route by road and/or maintained footpath from the property to the **Winchester Road gate**.
- *Accessibility of private or public transport is not considered.*
- The Council's geographical information system manages and allocates all distances. Any queries must be directed to the Local Authority; their decision is final.

Waiting Lists & In-Year Admissions

- **Waiting List Position:** Determined by the same oversubscription criteria used for Reception admissions.
- **Waiting List Management:** Held by AFC Admissions until the end of July of the academic year. Parents must advise AFC admissions by the summer term if they wish to remain on the list after this date.
- **In-Year Admissions Contact:** Handled by AFC Admissions office at Achieving for Children.
 - **Phone:** 020 8547 5569
 - **Email:** richmond.admissions@achievingforchildren.org.uk
- **Fair Access Protocol:** The school is part of the Local Authority's Fair Access protocol. Children admitted under this protocol take priority over any children on the waiting lists.

Important Notes for All Applicants

1. Applications Outside of Normal Age Group

- You must still apply for a school place by the January closing date.
- Your request for your child to be educated outside of their normal age group must be made **separately in writing** to School Admissions at London Borough of Richmond upon Thames. Supporting documentation can be provided.
- Each request is considered on individual merits (taking into account views, development, medical history, prematurity, etc.).
- **Note:** It is usually beneficial for children to remain in their appropriate chronological year, and exceptions are few.
- **Summer Born Children:** If your request to delay a Summer Born child's start in Reception by a year is approved, you must **re-apply** in the following year and include a copy of the decision. **Approval does not guarantee a place;** a place cannot be reserved. There is no statutory right of appeal if the request is not agreed.

2. Deferring Entry (Reception)

- Children start school in September of the school year in which they become 5 years old.
- Parents who feel their child is not ready can:
 - Arrange for their child to attend **part-time** until they reach statutory school age.
 - **Defer** the child's admission until later in the Reception year.
- **Place Guarantee:** If entry is deferred, the child's place will be held and not offered to another child.
- **Latest Start Date:** The latest a child can start school is at the beginning of the **summer term** of their first academic year.

3. Late Applications (Reception)

- Applications received by the home local authority **after the national closing date in January** will be considered *after* all on-time applications have been processed.

4. Appeals

- If an appeal is made against a decision not to offer a place, it will be heard by an Appeals Committee in line with statutory requirements.
- For an appeal to be successful, you must meet the appeals criteria set out in the School Admissions Appeals Guidance for Parents and Carers.

5. Admission Number

- The school **cannot exceed** its published admission number (60), except in circumstances outlined in the School Admissions Code.