

ST. STEPHEN'S C.E. PRIMARY SCHOOL ADMISSIONS POLICY 2025/2026

As agreed with Hammersmith and Fulham Local Education Authority
And the London Diocesan Board for Schools

Uxbridge Road, Shepherd's Bush, London W12 8LH

Telephone: 020 8743 4483

Headteacher – Michael Schumm

Chair of Governors – Su Wijeratna

ADMISSIONS CRITERIA 2025/2026

St. Stephen's C. of E. Primary School is a Voluntary Aided School. Admission to the school is the responsibility of the school governors. The governors will consider all applications for admission to the school, made on behalf of pupils whose birthday falls between **01.09.20 – 31.08.21.**

The governors hope that all parents who have chosen this school 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 This does not in any way remove the right that parents have to request that their children be withdrawn from these activities.

We encourage applications from all local families, including those of other faiths or no faith.

The school is a two form entry primary school. Applicants with a signed Statement of Special Educational Needs or an Education, Health & Care plan that specifically names St Stephen's will be admitted in accordance with Section 43 of the Children and Families Act 2014. Should there be more applications than places available, the governors of St. Stephen's have agreed to offer (after *Looked After Children and *Siblings), in proportion, 67% Foundation places and 33% Open places.

- Note that where there is a need to round numbers, we will favour Foundation places.

Places will be offered against the following criteria for admission to the school, in order:

***Looked After Children**, i.e. children in public care. This includes children who were previously looked after, but ceased to be so because they have been adopted or became subject to a residential order or special guardianship order.

***Siblings** – children who will have a sibling attending the main school at the point of entry

Foundation Places

1. **St Stephen's Church Reference + parish resident:** the child and its family are practising members of the congregation at St Stephen and St Thomas Shepherd's Bush and live in the parish. The school will seek a supportive Christian reference from the applicant's Parish Priest.
2. **Church Reference:** the child and its family are practising members of a Christian church. The school will seek a supportive Christian reference from the applicant's Parish Priest.

Open Places

Open Places are determined by Distance: Proximity of the applicant's home to the school, which will be determined by straight line distance measured using the Local Authority's computerised measuring system. Should there be more than one child with the same distance the decision will be made by the drawing of lots, and the process will be independently verified.

ALLOCATION OF PLACES

- The governors will prioritise children who satisfy the governors of medical or social needs, which can be met by the school. A professional assessment of any special needs should be presented in a letter from the applicant's general practitioner, social worker, medical consultant or other appropriate body and must be enclosed with the application form.
- The governors will also prioritise children who have one or more parent who is a member of staff at St Stephen's. To be eligible, a parent must be directly employed by the school and either have been employed for two or more years at the time of application, or have been recruited to fill a vacant post for which there is a demonstrable skill shortage.

After this, applicants under each criterion will be prioritised by the proximity of the applicant's home to the school, determined by straight line distance measured using the Local Authority's computerised measuring system. Should there be more than one child with the same distance the decision will be made by the drawing of lots, and the process will be independently verified.

DEFINITIONS OF TERMS CONTAINED IN THE POLICY

Distance

Nearness to the school will be calculated using a straight line measurement (as the crow flies) from the child's home address point determined by Ordnance Survey Data to the main entrance gate of the school as determined by the LA's computerised measuring system. Accessibility by car or public transport will be disregarded. If any applicants share the same address, i.e. live in the same block of flats or shared house, priority will be given to those closest to the ground floor and then by ascending flat number order. In the event more than one child has the same distance, a decision will be made by the drawing of lots, and the process will be independently verified.

Practising

Minimum attendance at an Act of Worship of twice a month for at least two years before application.

Supportive Christian Reference

This is a reference that should be completed by the priest, minister or religious leader and is open to inspection by the applicant. It should demonstrate that the applicant worships there regularly as defined above.

Christian Church

Churches or chapels or other Christian denominations as recognised by the Churches Together in England and the Evangelical Alliance.

Sibling

For the purposes of this policy the term 'sibling' is defined as brother or sister, half-brother or sister, stepbrother or sister, or foster child living with the same parent/carer at the same postal address.

ADMISSIONS TIMETABLE

1. Hammersmith and Fulham Education Department will coordinate all applications for St. Stephen's. There is a Common Application Form (CAF). Parents wishing to apply for a place at the school must complete their home authority CAF naming the school. For Hammersmith & Fulham residents, this can be completed online at <https://www.eadmissions.org.uk/eAdmissions/app>. A copy of the Common Application Form can also be obtained from the school or from your Education Department. For Hammersmith and Fulham: school.admissions@lbhf.gov.uk or 020 8753 1085

The CAF must be returned to the Education Department by the date set by the LA for entry into the Reception class during the academic year 2025/2026.

2. In addition to the CAF, parents who are applying for Foundation places should complete the Supplementary Information Form (SIF) so that governors can consider their application fully. Copies of this form are available from the school office or on our website www.ststephensce.lbhf.sch.uk.

3. The Hammersmith and Fulham Education Department will write and tell parents the outcome of their applications in April 2025. If parents would like more general information about primary school admissions please contact the Education Department on school.admissions@lbhf.gov.uk or 020 8753 1085

4. Children who have not been offered a place will be put on the waiting list. The governors will maintain this under the published admissions criteria. It should be noted that the waiting lists are reviewed regularly so that all applicants, including most recent applicants, are considered equally. Parents are consulted annually as to whether they wish their application to remain on the waiting list.

5. Any applications received after the date set out in 1 above will be accepted up until the LA's procedure for allocating places has begun and will be considered as late applicants. Applications submitted after the process has started will be placed on the waiting list and be considered for casual vacancies.

Twins and Children of Multiple Birth

In the event that the school has one place to offer and the next child on the waiting list is one of twins or other children of multiple birth, the school will offer both twins, or all children of multiple birth a place - even if this means temporarily going over the published admissions number.

In-Year Admissions

Applications for In-Year admissions are made in the same way as those made during the normal admissions round. If a place is available and there is no waiting list then the local authority will communicate the governors' offer of a place to the family. If more applications are received than there are places available then applications will be ranked by the governing body in accordance with the oversubscription criteria. If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the governing body in the order of the oversubscription criteria and

not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the governing body will decide who is at the top of the list so that the LA can inform the parent that the school is making an offer.

Reception Year Deferred Entry

Applicants may defer entry to the school up until statutory school age i.e. the first day of term following the child's fifth birthday. Application is made in the usual way and then the deferral is requested. The place will then be held until the first day of the spring or summer term as applicable. Applicants may also request that their child attend part-time until statutory school age is reached. Entry may not be deferred beyond statutory school age or beyond the year of application.

Requests for Admission Outside of the Child's Chronological Year

Requests for admission outside of the child's chronological year of entry will be considered in accordance with para. 2.17 (School Admissions Code, Dec 2021). The governors will make decisions on the basis of the circumstances of each case, and inform parents of their statutory right to appeal if their application is unsuccessful. This right does not apply if the child is offered a place in another year group at the school. Each case will need to be supported by a professional (e.g. GP, social worker) that provides the reason for admissions outside of the chronological year group.

Appeals Procedure

Parents/Guardians have the right to appeal to an Independent Appeal Panel if a child is unsuccessful in gaining a place at the school. If you wish to appeal, please ask the school for an appeal form.

Primary reception appeals

- National offer day – 17th April 2025
- Appeal forms dispatched from May 2025
- Appeals to be lodged for community schools by June 2025
- Appeal hearings scheduled throughout June/July 2025