THE GOVERNING BODY
OF ST PETER'S LONDON DOCKS C OF E PRIMARY SCHOOL
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ADMISSIONS POLICY FOR THE 2027-2028 SCHOOL YEAR
FOR THE RECEPTION CLASS AND YEARS 1 TO 6

The Governing Body is responsible for the admission of pupils to St. Peter's London Docks Church of England Primary School. The Governing Body will ensure that the number of pupils admitted in each year group will be such as to conform to statutory legislation and DfE and LA recommendations. In accordance with the Government's policy to limit class sizes, a maximum of 30 pupils will be admitted to the Reception, Year 1 and Year 2 classes. The Governing Body proposes to admit 30 pupils to each year group.

(A) Foundation Places

The Governing Body has designated up to 80%, (24 out of 30) places to be offered to children whose parent or guardian is an active member of St Peter's London Docks, or another Christian church.
If applying under this category, written evidence of applicants' commitment to their place of worship should be given at the time of application on the School's Supplementary Information Form which must be returned to the School so that governors may consider your application fully; this evidence must be endorsed by your priest, minister, church or religious leader.

If there are more than 24, (80%) applicants, places will be allocated according to the oversubscription criteria below. The criteria are stated in order of priority:
If there are less than 80% qualified applicants for Foundation places, any unfilled places will become additional Open places. Unsuccessful applicants for Foundation places will be considered for any Open places remaining unfilled at the end of the allocation procedure.

(B) Open Places

The Governing Body has designated up to 20%, (6 places) as Open places, to be offered to children who do not qualify for a Foundation place, but whose parents have chosen the school for the type of education it provides. Parents applying for an Open place do so knowing that the school aims to provide an education based on Christian principles and, therefore, the Governing Body expects that all children will take part in the Christian worship of the school and attend religious education lessons. If there are less than 20% applicants for the Open places, any unfilled places will become additional Foundation places.

Application forms

Applications for the **2027 Reception Class** intake must be made online via the eadmissions portal at www.eadmissions.org.uk

Supplementary Forms

Applicants for Foundation Places should also submit a Supplementary Information Form to ensure that the governors have the requisite information to apply the Oversubscription Criteria *(see below)*. If an applicant for a Foundation place fails to provide a completed Supplementary Information Form the application will be automatically considered to be in oversubscription category 6 "Open Places"

Supplementary Information Forms will be available from the school office and via the school website and must be returned to the School office by the stipulated date.

Oversubscription Criteria

If there are more applications than places available, the Governing Body will award places according to the following order of priority:

1. Looked after children and those who ceased to be looked after because they were adopted, or because they became subject to a residence order or a special guardianship order.

Then: Foundation Places – A Supplementary Information Form must be completed for all applications for a Foundation Place

2. Baptised children whose families are on the Parish Electoral roll as regular communicants of St Peter's London Docks Church and who have attended the church at least once a month for the past year (form completed by the Parish Priest)
3. Baptised children other than those included in criterion 2 above whose families are practicing Anglicans and have attended an Anglican place of worship at least once a month for the past year (*form completed by a Parish Priest*)
4. Children other than those included in criterion 2 and 3 above whose families are practicing Christians and have attended a place of worship at least once a month for the past year. (*form completed by a Parish Priest, Minister, Church Leader or Church Officer*)
5. Children who are baptised Christians and whose parents/carers are in sympathy with the aims and ethos of St Peter's London Docks School *(supported by baptism certificate)*

NOTE

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship

Open Places

6. All other applications.

Within each of the six Oversubscription Criteria:

Within each of the six Oversubscription Criteria first priority will be given to applications on behalf of children who will have a brother or sister attending a Reception, Key Stage 1 or 2 class in St Peter's London Docks Primary School on 1st September 2027. Second priority will be given to applications on behalf of children whose parent is a member of staff who has been employed at St Peter's London Docks for two years or more at the time of the application and/or children of a member of staff who has been recruited to fill a vacancy for which there is a demonstrable skill shortage.

Tie-breaker

In the event of there being insufficient vacancies to admit all applicants in any of the Oversubscription Criteria detailed above, places will be offered to those children whose parents'/carers' residential address is the shortest distance from the main gates of St Peter's School as measured by the local authority. In the incidence of equidistance from the school of children living in flats, the place will be offered to the flat on the lower floor. If both flats are on the same floor, or two or more distances are the same, a place will be offered after random allocation in front of an independent witness.

Twins and Multiple Birth Applications

In the event of a final adjudication the place will be offered by random allocation which will take place in the presence of an independent witness.

Reception Class Admissions

Applicants should be made aware that Nursery education is a non-statutory service and that a child's attendance in the School's Nursery Class does not guarantee a future place in the Reception Class or Years 1 to 6. A fresh application must be made by those seeking places in the Reception Class or Years 1 to 6.

Appeals Procedure

Parents/carers have a statutory right of appeal if they believe that the school admissions criteria have not been applied correctly by the Admissions Committee of the Governing Body of St Peter's London Docks.

Waiting list

If there is no place available at the School, parents/carers may have their applications placed on the School's waiting list. In the event of a vacancy arising in any year group the Oversubscription Criteria *(see above)* will be applied in order to determine the offer of places.

Periodically, those applicants on the waiting list will be contacted and asked to confirm if they wish it to remain on the waiting list. If confirmation is not received by a given date the application will be removed from the waiting list.

Pupils with a Statement of Special Educational Needs

The admission of pupils with an Educational Health care 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 Education Authority. Details of this separate procedure are set out in the *Special Educational Needs Code of Practice*. Priority is given to families who have named the school on the child's EHCP. A place will be allocated under Foundation or Open place based on the information provided in the supplementary form.

Children who are Hard to Place

The school is committed to taking its fair share of vulnerable children who are hard to place, in accordance with locally agreed protocols. Accordingly, outside the normal round of admissions, the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol which carries the agreement of both the governing body and the diocese for the current admission year

Summer born children entering reception classes

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

Parents of a child whose fifth birthday falls between 1 September 2027 and 31 March 2028 may request that their child is not admitted until later in the school year 2027/28 (no later than the term after the child's fifth birthday, when s/he reaches compulsory school age). For children born between 1 April 2023 and 31 August 2023, this is not beyond the beginning of the final term of the school year for which it was made. The school will hold any deferred place for the child. Where parents wish a child may attend part time until they reach compulsory school age.

Admissions out of the normal age group

For children whose fifth birthday falls between 1 April 2028 and 31 August 2028, parents who do not wish them to start school in school year 2027-28, but to be admitted in September 2028 for school year 2028-29, should discuss this with the school at an early stage. Parents and/or carers need to write to the head teacher outlining their request and the reasons for deferring entry. The head teacher will respond by meeting the parents/carers. The final decision will be made by the admissions panel. Decisions will be made on the circumstances of each case and the best interests of the child. Parental views, academic achievement, social and emotional development and where relevant medical views will be taken into consideration. The views of the Head Teacher will also be taken into account. The reasons for the decision will be clearly set out

Parents may decide not to apply for a Reception place in the school but to apply in the second half of the Summer Term 2028 for a Year 1 place in September 2028. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2027-28 Reception Year group. Alternatively, they may decide to apply in the normal round (no later than 15 January 2027) for a Reception Year place in September 2027, but would need to provide strong supporting reasons for seeking a place outside the normal year group via the protocol outlined above.

Applications for places in Years 1 to 6

Application for admissions to all year groups will be considered in accordance with the order of priority in the Oversubscription Criteria *(see above)*

Interpretation of terms used in the Admissions Policy and Oversubscription Criteria

Applicants	The parents and/or carers submitting an application for a place on behalf of a child.
Looked after children	As defined in Section 22 of the Children's Act 1989 and refers to any child, in the care of the Local Authority or provided with accommodation by them, (e.g. Children with foster carers)
"Practicing"	Attend place of worship at least once a month for the past year. If attendance is less than a year, then an additional priest reference will be required from the previous church.
Practicing Anglicans	Families who are currently practicing members of the Church of England. Applicants will need to provide written confirmation of their current religious practice from a Parish Priest.
Practicing Christians	Families who are currently practicing members of a member Church of "Churches Together in Great Britain and Ireland". Applicants will need to provide written confirmation of their current religious practice from a Parish Priest, Minister, Church Leader or Church Officer.
Baptism certificate	Baptism certificate from a member church of "Churches Together in Great Britain and Ireland" For the purposes of this policy, a Dedication or Service of Thanksgiving is not equivalent to a baptism.
Residential address	Applicants must provide the School with proof of their residential address. Independent verification may be sought of the applicant's residential address.
Brother or sister	'Brother or sister' refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address.