



Consultation on Proposal to Change Admission  
Arrangements Christ Church CE Primary School

November 2022

Dear Sir/Madam,

Please find attached the proposed Admissions Policy for 2024-25 and the proposed Supplementary Information Form 2024-25 for Christ Church CE Primary School. Please note that the school propose the following changes:

1. Children of staff priority to be added at position 3 (3 Category)
2. Ask for variation to be taken off applied Autumn 2020.
3. Parish Boundaries will no longer be used.

The consultation period is from Monday 14th November 2022 to Sunday 25th December 2022.

Please address any comments to Father Brian Leathard, Chair of Governors. Contact details below.

Address: Christ Church Christchurch Street,  
London SW3 4AS.

E-Mail: [brianleathard@chelseaparish.org](mailto:brianleathard@chelseaparish.org)

Yours sincerely,  
Avis Hawkins- Federation Head Teacher  
Federation of Christ Church and Holy Trinity CE Schools  
Christ Church CE Primary School, 1, Robinson Street, London, SW3 4AA



# Christ Church CE Primary School, Chelsea

1 Robinson Street  
London  
SW3 4AA

## Arrangements Admission for September 2024

### (Academic Year 2024-25)

#### Governors' Criteria for Entry to Reception Class

Christ Church CE Primary School is comprised of seven classes which cover each of the seven year groups in the School. The Governors are responsible for this Church of England Voluntary Aided primary school and until further notice will admit 30 children who reach statutory school age each year. Children are admitted into Reception Class in one intake in September of each academic year.

Parents who wish their child to be considered for a place at the school should complete a Common Application Form from their home LA naming the school. Parent(s) who are applying under criteria 3a to d and 4a & b should complete the school's Supplementary Information Form so that the Governors may consider their application fully. Parents/carers are welcome to make an appointment with the Head for a visit to be shown around the school, but are encouraged to do so AFTER making their application.

Children who are not offered a place at the start of the Reception year will automatically be added to our waiting list. If places arise during the year, they are awarded according to the waiting list admissions criteria detailed below. Applicants with a signed Education, Health and Care plan, which names Christ Church, will be placed at the school via the Education, Health and Care process as set out in Section 43 of the Children and Families Act 2014.

Applicants may defer entry to school up until statutory school age i.e. the first day of term following the child's fifth birthday. The application should be made in the usual way and then a deferment requested. The place will then be held until the first day of the Spring or Summer Term. 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. Applicants whose children have birthdays in the summer term should be aware that, if they wish to defer, they will need to apply for a Year 1 place for the following September and if the school is oversubscribed, they are unlikely to gain a place.

The process for requesting admission out of the normal age group is as follows:

For children whose fifth birthday falls between 1 April 2025 and 31 August 2025, parents who do not wish them to start school in school year 2024-25, but to be admitted in September 2025 for school year 2025-26, should discuss this with the school at an early stage. 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 will also be taken into account. The reasons for the decision will be clearly set out.

Parent(s) may decide not to apply for a Reception place in the school but to apply for a Year 1 place in September 2025. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2024-25 Reception Year group. Alternatively, they may decide to apply in the normal round (no later than 15<sup>th</sup> January 2024) for a Reception Year place in September 2025 but would need to provide strong supporting reasons for seeking a place outside the normal year group and apply via the process outlined above.

The admissions arrangements and the admissions criteria below are reviewed annually. When there are more applicants than places, places are allocated in accordance with these criteria as they are listed, in order of priority.

**ALL APPLICATIONS ARE CONSIDERED FOR ONE CATEGORY ONLY, IN THE FOLLOWING ORDER:**

**Category 1** Children 'Looked after' by the Local Authority<sup>i</sup>

**Category 2.** Children having brothers or sisters<sup>ii</sup> at the school at the time of entry. (Children may only be considered for this category when they have brothers or sisters on roll at the school when applying and are expected still to be on roll when a younger sibling starts at the school).

**Category 3.** Children of staff<sup>iii</sup>, where the staff member has been employed on a permanent basis for at least two years at the time of application.

**Places will then be offered as follows:**

**Category 4.**

**Foundation Places – 70% of the remaining places**

**\*Not for families applying for an Open Place**

Category 4a Children of families who regularly attend<sup>iv</sup> St Luke's or Christ Church in the Parish of Chelsea, who provide verification of attendance from the clergy of St Luke's and Christ Church.<sup>iv</sup>

Category 4b Children whose families are regular worshippers\* in a church of another Christian denomination (as defined by Churches Together in Britain and Ireland and the Evangelical Alliance), who provide a letter of verification from their priest or minister, and who live outside the parish of St Luke and Christ Church.<sup>v</sup>

**Category 5.**

**Open places 30% of the remaining places**

**\*Not for families applying for a Foundation place**

Category 5a. Children of other (non-Christian) faiths whose parents desire them to attend the school because of its religious tradition<sup>iv</sup>

Please supply evidence of regular practice in this faith with a reference from your faith leader<sup>v + vi</sup>

Category 5b. Children who live in closest proximity to the school, by the shortest walking route and who live in the parish of St Luke and Christ Church.<sup>iv</sup>

If the number of applicants in ANY category exceeds the number of available places in that category, places will be offered in order according to closest proximity to the school by shortest walking distance<sup>iv</sup>.

**Please note: Where there are vacancies in either category, the other category applications will be considered**

## **HOW TO APPLY**

Parent(s) wishing to apply for a place in the Reception Class must complete the Common Application Form, on paper or online ([www.eadmissions.org.uk](http://www.eadmissions.org.uk)) via the parent's borough of residence naming Christ Church School. This application form must be returned to the parent's borough of residence by the National closing date 15<sup>th</sup> January 2024.

In addition parents wishing for a place at Christ Church School under Criteria 3 or Criteria 4a or b should also complete the School's Supplementary Form. It must be delivered to the school by **15<sup>th</sup> January 2024**. If the form is delivered after this date it will not be considered at the Admissions Selection meeting. The School's Supplementary Form is not compulsory but parents should be aware that failure to fill it in may affect where the child is placed within the oversubscription criteria. The dates for return of forms apply to children seeking entrance to Reception class ONLY.

Parents whose applications are unsuccessful are informed that they are entitled to appeal to an independent committee under the provisions of the 1980 Education Act. Parent(s) wishing to do so should write to the Clerk to the Appeals Committee, c/o Christ Church School, 1 Robinson Street, London SW3 4AA. Anyone wishing to appeal must write **within 20 days of the date of notification of the decision**.

## **ENTRY INTO ANY OTHER YEAR GROUP**

Parents wishing to apply for a place into any other year must fill out the school's In-Year Application Form available from the school or from the Royal Borough website at: [www.rbkc.gov.uk/educationandlearning](http://www.rbkc.gov.uk/educationandlearning). The form must be returned to the school.

Applications for In-Year admissions are considered in the same way as those made during the Reception Class admissions round (see page 2). If a place becomes available and there is no waiting list for that year group then the Governors will communicate an offer of a place to the family. If there are more applicants on the waiting list than places available the applications will be ranked by the Governing Body in accordance with the admissions criteria.

If a place cannot be offered when the application is made then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained by the Governing Body following the same criteria as those for entry to the Reception class and not in the chronological order in which the applications are received. When a place becomes available, the Governing Body will determine which child is at the top of the list and contact the family to make an offer. In accordance with statutory requirements, the Tri-borough Admissions Team will be notified of all applications and offers made to for the school.

## **WAITING LIST**

Those who are not offered a place will automatically join the Waiting List. The above criteria will apply if vacancies arise during the year.

*<sup>i</sup> A 'looked after child' is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions. This includes a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order.*

*<sup>ii</sup> Siblings includes half siblings, adopted sibling, stepsibling or the children of the parent or carer's partner provided these live at the same address.*

*<sup>iii</sup> Staff definition refers to all refers to all members of staff on payroll. The staff member must still be employed when the child is due to start the school and have been on the payroll for two years prior to the application. If they are not or leave after the offer has been made the application will be considered under the remaining criteria.*

*<sup>iv</sup> Regular attendance/worshippers at church must have been for at least two years, with a minimum of 24 attendances per year. A Vicar's/Minister's letter will be required. The only exception will be those families who have moved into the area within the previous year and can provide a Vicar's/Minister's letter to confirm that they were committed and regular members of a church in the place where they used to live.*

*<sup>v</sup>The shortest walking route will be calculated from the child's home "address point" determined by Ordnance Survey Data to the main entrance of the school using the Royal Borough using its computerised measuring system, The child living closest to the school will receive the highest priority. Accessibility by car or public transport will be disregarded. If children live equal distance from the school a decision will be made by using random allocation.*

*Where there are more applications within a criterion than places available, distance from home to school will be used as a tie break as set out above.*

*vi The expectation is that the family would attend their place of worship a minimum of 24 times per year for two years, in line with the category 4a criteria expectations.*

Applicants with a signed Education, Health and Care plan, which names Christ Church, will be placed at the school via the Education, Health and Care process as set out in Section 43 of the Children and Families Act 2014.

**Updated Information:** *Added December 2020*

### **Deferred Place Application**

If a parent is offered a place at Christ Church CofE Primary School and requests to defer that place to the next academic year, the governors will consider this request.

The parent will then need to reapply in the following year's round of applications and their application will be considered alongside all others that year. The governors can agree to accept a child out of year group but are not able to hold a place for that child in the coming year.

# Admissions Supplementary Information Form 2024-25

1 Robinson Street, London SW3 4AA  
T 020 7352 5708  
E mail [info@ccht.rbkc.sch.uk](mailto:info@ccht.rbkc.sch.uk)  
[www.ccht.rbkc.sch.uk](http://www.ccht.rbkc.sch.uk)



## **IT IS VITAL THAT YOU READ THE ADMISSIONS ARRANGEMENTS BEFORE YOU COMPLETE THIS SUPPLEMENTARY APPLICATION**

Christ Church CE Primary is a successful, over-subscribed school for entry to the Reception Class. When places are over-subscribed the Governors admissions criteria are used to prioritise places.

### **ENTRY TO RECEPTION CLASS** (when your child is rising 5 years old).

You need to complete the Common Application Form, where you will need to name the school. In addition, if you are applying for a foundation place (Category 3a-d) you should also complete this Supplementary Information Form so that the Governors may consider your application fully.

This should be returned to the school along with the Priest, Minister, or religious Leader's signed verification of your attendance.

### **ENTRY AT ANY OTHER POINT** (when your child is 5 years or over).

You may apply whenever your child needs a place.

If you would like to visit the school, please ring the school to make an appointment. The Head teacher will show you around the school and answer any questions you may have. Please telephone the school office on 020 7352 5708

When this form is completed would you please return it to:

Admissions  
Christ Church CE Primary School  
1 Robinson Street  
London SW3 4AA



Please complete this page and pass it to your Priest, Minister or religious leader to verify.  
When they have completed their section they will send it back to the school.

Surname of child:		
First name of child:		
Date of Birth:		
Parent/Carer name:		
Address and telephone number:		
Email address:		
At the point of the child's entry to school, will they have a sibling in the school? Please supply their name.		
Place of worship attended:		
We have attended worship at least 24 times a year for a minimum of two years: <i>circle as appropriate</i>	<b>YES</b>	<b>NO</b>
Signed: (one parent/carer please)		
Date:		



Please complete this page and pass it to your Priest, Minister or religious leader to verify.  
When they have completed their section they will send it back to the school.

**Christ Church CE Primary School**

**CONFIDENTIAL CHURCH/FAITH COMMUNITY ATTENDANCE REFERENCE**

Full name of child \_\_\_\_\_

Date of birth \_\_\_\_\_

Full address \_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Name and address of usual place of worship and of Minister/Priest:

\_\_\_\_\_

Post Code: \_\_\_\_\_

**This family has attended worship at least 24 times a year for a minimum of two years.**

Minister/Priest's signature verifying the information given above

\_\_\_\_\_

Minister/Priest's name and telephone number (please print)

\_\_\_\_\_



## Objections to the Schools Adjudicator

In accordance with Regulation 21 of the Regulations and Section 88 of the SSFA 1998, any person or body who considered that any maintained school or Academy's arrangements are unlawful, or not in compliance with the Code or relevant law relating to admissions, can make an objection to the School Adjudicator. The following types of objections cannot be brought:

- a) objections that seek to remove selective arrangements at a maintained school(which are permitted under Section 105 to 109 of the SSFA 1988) or a selective Academy;
- b) objections about own authority admission's decision to increase or keep the same PAN;
- c) objections about a decision by the admission authority of a voluntary controlled or community school to increase or keep the same PAN, unless the objection is brought by the governing body of the school;
- d) objections in respect of an agreed variation from the Code in relation to admission arrangements for an Academy;
- e) objections to arrangements which raise the same or substantially the same matters as the adjudicator has decided on for that school in the last 2 years; and
- f) anonymous objections

Objections should be sent to: OSA, Bishopsgate House, Feethams, Darlington, DL1 5QE or emailed to [osa.team@osa.gsi.gov.uk](mailto:osa.team@osa.gsi.gov.uk). Objections must be submitted by **15 May 2023**.

Further information can be located on the OSA website:  
[www.schoolsadjudicator.gov.uk](http://www.schoolsadjudicator.gov.uk)

