



## **All Saints' Church of England Primary School**

### **Admissions Policy 2025-2026**

---

Our vision is to be a nurturing and inclusive school, proudly reflecting the diversity of our community, where every child is treated like an individual and no matter what their starting point will achieve their true potential, within a safe and secure environment.

By the end of their journey, we want our children to be respectful, resilient role-models, having a self-belief in themselves and abilities, ready to go from strength to strength.

---

All Saints Church of England Primary School has a distinctive Christian ethos which is at the heart of this school 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 we ask all parents to respect the Christian ethos of our school and its importance to our community.

All Saints' is a Church of England Voluntary Aided School split across two sites in South Wimbledon. Early Years and years one to three will be on the Hanover Road campus, while Haydons Road campus will have years four to six. The Governors of Aided schools are responsible for the admissions arrangements but are required to consult the Local Education Authority before and when changes are made.

In September 2023 the Governors will be admitting 60 pupils into the Reception Classes. This admission limit is agreed between the Governors and the London Borough of Merton.

The school is part of the locally agreed co-ordination scheme and the timescales for applications to be received and processed are those agreed with the local authority. Parents must complete the Local Authority's Common Application Form (CAF) and return the form to the authority; if applying for a place at this school, parents must name this school as one of the preferences on the CAF. Parents who wish to apply for

a foundation place must also complete the school's supplementary form and return this to the school.

### **(A) Foundation Places**

The Governors have designated 10 places as Foundation Places for **2023/24** to be offered to pupils whose parents or guardians are faithful and regular worshippers in a Christian Church (see Note 2).

If there are more than 10 qualified applicants, places will be allocated according to the following criteria, which are stated in order of priority:

- (1) Looked after children or previously looked after children.  
See Note (1)
- (2) Children with an exceptional and professionally supported medical or social need for a place at this school (as defined in (J) below).
- (3) Children whose parents or guardians are faithful and regular worshippers in the Church of All Saints', South Wimbledon.
- (4) Children whose parents or guardians are faithful and regular worshippers at other Christian Churches. See note (2)
- (5) The presence of a sibling in the school at the time of application.  
See note (3)
- (6) The nearness of the home to the school at the expected time of admission,  
See note (4)

In the event of over-subscription in any of the above criteria, distance (as measured in (6) above) will be used to determine between applicants. In the event that two or more applicants live the same distance from the school and there are insufficient places to admit all applicants, places will be allocated by drawing lots (as explained in (C) below ).

Applicants for Foundation Places will be required to provide a Minister's reference and to complete the school's supplementary form. See note (5)

If there are fewer applicants for Foundation Places, any unfilled places will become additional open places. Unsuccessful applicants for Foundation Places will automatically be considered equally as applicants for Open Places.

### **(B) Open Places**

The Governors have designated 50 places as Open Places in **2023/24** to be offered to pupils who do not qualify for a Foundation Place but whose parents or guardians have chosen All Saints' school for the type of education it provides. Parents or guardians applying for a place do so knowing that the school aims to provide an education based

on Christian principles and teachings and therefore the governors hope that all pupils will take part in the Christian worship of the school and will attend religious lessons.

If there are more applicants than places available, places will be offered strictly according to the following criteria, which are stated in order of priority:

- (1) Looked after children or previously looked after children. Proof must be provided. See note (1)
- (2) Children with an exceptional and professionally supported medical or social need for a place at this school (as defined in (J) below).
- (3) The presence of a sibling (see note 3) in the school at the time of application.
- (4) The nearness of the home to the school at the time of admission. (See note 4)

In the event of over-subscription in any of the above criteria, distance (as measured in (4) above) will be used to determine between applicants. In the event that two or more applicants live the same distance from the school and there are insufficient places to admit all applicants, places will be allocated by drawing lots (as explained in (C) below).

#### **(C) Tie Breaker**

If applicants live equidistant from the school the Governing Body will draw lots to decide between applicants, which will be supervised by someone independent of the school.

#### **(D) Late Applications**

The Governors will consider late applications in accordance with procedure in the local authority's admission booklet. In essence, this means that late applicants will be considered after the initial round of offers is made; where the school is oversubscribed this is likely to reduce considerably your chance of gaining a place.

#### **(E) Waiting Lists**

The school operates a waiting list which is ordered in accordance with the admission criteria. The waiting list is held until the end of the autumn term. Parents may request in writing to join the waiting 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 over-subscription criteria.

#### **(F) Nursery Places**

The Governors will apply these oversubscription criteria in allocating places in the Nursery Class. The number of termly places may vary, but the same ratio of Foundation Places to Open Places will be used.

### **(G) Appeals Procedure**

Unsuccessful applicants will have the right of appeal against the decision of the Governors. Parents or governors wishing to appeal should obtain an appeal form from the school. The completed form should be sent to the Clerk to the Appeal Committee, care of the school within 20 school days of the letter confirming the governors' decision not to offer a place.

The Headteacher will forward the appeal to the clerk of the Independent Appeals Committee.

The Committee will meet to review the appeal on a date fixed by the clerk. The parents and a representative of the Governors will be invited to attend. The decision of the Appeals Committee is final and binding on both parents and governors.

Please note there is no right of appeal against the Governors' allocation of Nursery places.

### **(H) Pupils with special needs and physical disabilities**

The school does not have any specific units or facilities for pupils with particular special needs and there are no specific facilities apart from a disabled toilet for pupils with physical disabilities. The school is however on a level site and all the accommodation is on one floor. Ramps give access both to the building and to the playground. All classrooms may be entered without steps. As far as possible the school will ensure that pupils with disabilities have access to the same opportunities as other pupils.

Parents of pupils who have a statement of special educational needs or Education, Health and Care (EHC) Plan are required to apply for school places separately through the local authority from whom advice is available. If a child with a statement or EHC Plan 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.

### **(I) Children with an exceptional and professionally supported medical or social need for a place at this school**

The governors may offer places to children with acute medical or social needs, which All Saints' may satisfy. The application must be supported by written evidence at the

time of application e.g., from a specialist health professional, social worker or other care professional, which sets out the reasons why this school is the most suitable school and the difficulties that would be caused if the child had to attend another school.

The application must include Form 1 : Admission to school - exceptional medical grounds, which can be obtained from the Local Authority.

#### **(J) In-Year admissions**

The Governing body is responsible for in-year admissions to this school. Parents / carers wishing to apply in-year must complete an application form and return it to the local authority.

#### **(K) Withdrawing offers**

An offer will only be withdrawn if it has been offered in error, a parent has not responded within a reasonable period of time (though a further opportunity will be given), or it is established that the offer was obtained through a fraudulent or misleading application.

#### **(L) Deferred entry**

The School admits children to the reception class in the September of the school year in which a child attains the age of 5 years. (The school year runs from 1<sup>st</sup> September to the 31<sup>st</sup> August.) All parents/ carers are entitled to a full-time place for their child in the reception class from September, but may defer entry until the beginning of the term after their child is five years old (ie when the child reaches compulsory school age) or until the beginning of the summer term whichever is earlier. Children may attend part-time until their child reaches compulsory school age. Parents/ carers who have been offered a place at the School and wish to defer entry for their child and/or attend part-time must put this in writing to the headteacher at the earliest opportunity and before the start of the autumn term.

#### **(M) Education out of normal (chronological) age group**

Children are normally educated in school with others of their age group; however, in exceptional circumstances parents / careers may seek a place outside of their child's normal age group. Decisions will be made on the basis of the circumstances of each case. Parents / carers must state clearly why they feel admission to a different year group is in the child's best interests and may provide recent professional evidence to support this. Further details of how to make such a request are available from the school.

**(N) 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 planned admission number.

There is no automatic entry to the reception class from the nursery: parents / carers must apply separately to reception, using their home local authority's common application form.

## Notes.

1. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to the school. A previously looked after child is a child who immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians). 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.
2. A Christian Church is one that is a member of Churches Together in England.
3. A sibling means a brother or sister, half or step-brother or sister or a foster or adopted child living at the same address.
4. Distances will be measured in a straight line from the child's home address, with those living closer to the school receiving the higher priority. All distances will be measured by the computerised Geographical Information System maintained by Merton Admissions team. It should be noted that the system measures from a start point plotted within the property at which the applicant lives to the point in Deburgh Road which is equidistant between the schools' two sites, as measured from the entrances in Haydons Road and Hanover Road.  
Proof of address must be provided.  
  
Where parents have shared responsibility but live apart, the address of the parent who looks after the child for the majority of the week will be used as the measure. If there is a genuine equal share custody arrangement between the two parents, the address that will be used will normally be the address of the parent who is claiming Child Benefit for the child.
5. Parents or guardians who attend church once a month in the year before application will be regarded as faithful and regular worshippers. In

exceptional cases a parent / carer for whom unavoidable circumstances have prevented his / her attendance at worship at least monthly for at least one year prior to application may be considered to be a faithful and regular worshipper; the relevant Minister will determine whether, or not, there were unavoidable circumstances.

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 arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

**SUPPLEMENTARY INFORMATION FORM FOR ADMISSION TO  
ALL SAINTS' CHURCH OF ENGLAND PRIMARY SCHOOL**

**Completion instructions:** Parents/carers should fill in this form **only** if they are applying for a foundation place\*. The completed form should be returned direct to the school by the closing date. Failure to return this form will result in any application being considered under the open place criteria.

You should ensure that you have a copy of the admission policy prior to completing the form and returning it to the school by 12.00 hours on 15th January (Reception) / 12 00 hours on 28<sup>th</sup> February (Nursery). You must also complete the Common Application form available from your home Local Authority and name the school on that form. The Common Application Form should be returned direct to your home Local Authority.

**NB: Parents should only complete this form if they are applying for a  
Foundation place.**

**1. Pupil information**

Surname of child:

Other name(s):

Date of birth:

**2. Parent / Guardian Information**

Name of parent / guardian(s):

Home Address:

Post Code:

Home telephone:

Daytime telephone (if different):

**3. Church Commitment**

Name of church which you attend:

If this is not an Anglican Church please state the denomination to which your church belongs:

.....

Do you attend church worship at least once a month?

**No**

**Yes**

Have you worshipped in this church for at least one year prior to application?

**No**

**Yes**

In exceptional circumstances, a parent / carer for whom unavoidable circumstances have prevented his / her attending worship at least once a month may be a faithful and regular worshipper; the relevant Minister will determine whether, or not, there were unavoidable circumstances. **Please provide brief details below.**

.....

.....

.....

.....

If you have worshipped for less than one year at your current church, please supply the name and address of your previous church and minister below, in addition to your current minister overleaf.

.....

.....

#### **4. Church Information.**

Name of Priest / Minister:

Address of Priest / Minister:

Post Code:

I confirm that the information given above is correct and that I have read the admission policy.

Signed:

(Parent / Guardian)

Date:

**Please do not complete the Minister's section below; your minister should complete the following section to verify the information given in paragraphs 3 and 4 above.**

**5. For Minister's reference only:**

Can you confirm that the applicant is a faithful and regular worshipper of your church in the terms of our admission policy, ie. that the child or parent / carer has attended worship at least monthly for the last year? In answering the question above, you may take into account any unavoidable circumstances that have prevented the parent / carer from attending worship in your church.      **Yes / No**

Is your church is a member of:      Churches Together in England?      **Yes / No**

**NB:** If a family is refused a place at the school and appeals against the governor's decision, this form may be used as evidence at the appeal.

---

**Signed:**

**Date:**

**(Minister)**

---