St Augustine’s C.E. Primary School
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ST AUGUSTINE’S CE PRIMARY SCHOOL
ADMISSIONS CRITERIA & PROCEDURE 2009 – 2010

St Augustine’s Primary School welcomes children from all faiths and of no faith. As a voluntary aided Church of England school, we aim to provide an education based on Christian principles, and have close links with our parish church where whole-school worship takes place on special occasions. Governors hope that parents who have chosen this school for their child 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 and hope that all children will attend acts of collective worship and take part in the religious education curriculum offered by the school. This does not remove the right that parents have according to the Educational Reform Act 1988 s9(3).

The governors of St Augustine’s offer 50 part-time places to Nursery children (25 in the morning and 25 in the afternoon) and 30 full-time places to children in each year group from Reception to Year 6. This is in accordance with government legislation which limits infant class sizes. Where there are more applications than places available, the Governors will admit children according to the following criteria:

1. Children who are in public care (“looked after children”).
2. Children whose parents or guardians worship regularly (see note a) at St Augustine’s Church, Kilburn Park Road or another Anglican (Church of England) church.
3. Children whose parents or guardians worship regularly (see note a) at another Christian church or chapel which is a member of, or is in association with, Churches Together in Britain or Ireland or the Evangelical Alliance.
4. Children whose parents or guardians live in the local community (see note b) and attend St Augustine’s Church, Kilburn Park Road or another Anglican (Church of England) church less than twice a month.
5. Children whose parents or guardians live in the local community (see note b) and attend another Christian church or chapel which is a member of, or is in association with, Churches Together in Britain or Ireland or the Evangelical Alliance, less than twice a month.
6. Children who will have a brother or sister (including ‘step’ and ‘half’ brothers or sisters) living at the same address, attending St Augustine’s Primary School at the time they start attending Reception class.
7. Children of other faiths whose parents or guardians live in the local community (see note b) and worship regularly (see note a) in other places of worship and who would value the education and ethos of a Church School.
8. Children whose home address is closest to the school (see note c).

Notes
a. Regular attendance is taken to be at least twice per month over a period of at least the past year. The school will seek confirmation of attendance at a place of worship from the priest, minister or church leader or other faith leader. Where a family has not lived in the area long enough to meet this criterion, confirmation of regular attendance at their previous place of worship will be accepted.
b. The local community is taken to be the area defined as follows:
   Kilburn High Road from Willesden Lane to Quex Road; Quex Road from Kilburn High Road to Abbey Road; Abbey Road from Quex Road to Abercorn Place; Abercorn Place from Abbey Road to Maida Vale; Elgin Avenue from Maida Vale to Shirland Road; Shirland Road from Elgin Avenue to Fernhead Road; Fernhead Road from Shirland Road to Carton Vale; Salisbury Road from Carlton Vale to Winchester Avenue; Winchester Avenue from Salisbury Road to Willesden Lane; Willesden Lane from Winchester Avenue to Kilburn High Road (please see attached map).
c. The distance will be determined by the shortest walking distance to the school gate.
Each criterion will be applied in the order given above. Where there are more applications in any category than places available, the next criterion will be taken into account. The governors reserve the right to give priority to children who themselves have a documented social or medical need to attend this, rather than any other, school. A letter from a doctor, social worker or other relevant professional worker must support such applications.

THE GOVERNORS REVIEW THE ADMISSIONS CRITERIA EACH YEAR, SO APPLICANTS FOR PLACES FOR FUTURE YEARS SHOULD ENSURE THAT THEY ARE AWARE OF THE LATEST CRITERIA.

NURSERY ADMISSIONS
Children will be admitted to the Nursery in the term following their third birthday. Applications for Nursery places should be received by the preceding half-term holiday. The school offers 50 part-time Nursery places; 25 in the morning and 25 in the afternoon. Children with a place at St Augustine’s Nursery School are NOT guaranteed admission to our Reception class. Applications must be made for ALL children from the Nursery and these will be considered with all other applications.

RECEPTION ADMISSIONS
Children start in Reception class in the school year (1st September – 31st August) during which the child has his/her 5th birthday. The process of admission to Reception classes in Westminster primary schools is co-ordinated by the Local Authority. Therefore, applicants to St Augustine’s must complete BOTH the St Augustine’s Supplementary Information Form AND the Westminster Common Application Form (CAF). You may use the same CAF to apply to up to six Westminster Primary Schools. You should think carefully about the order in which you name the schools on the form because, even if more than one school is prepared to offer you a place, you will ONLY be offered a place at the school which you placed as your higher preference on your CAF. Therefore, you will have a better chance of being offered a place at St Augustine’s if it is first on your list of schools. However, because we have more applicants than places available, we strongly recommend that you also include your nearest community school in your list.

The Westminster form (CAF) can be returned to the school OR to The School Admissions Team, Westminster City Council, 13th Floor, City Hall, 64 Victoria Street, London, SW1E 6QP. The St Augustine’s form MUST be returned to the school. Both forms MUST BE RETURNED BY 5.00 p.m. on Monday 2nd March 2009 which is the closing date for applications for admissions to the Reception class in the school year beginning September 2009. Parents will receive a written acknowledgment of receipt of their form from the Local Authority admissions team shortly after this date. Late applications will not be accepted until after all the other applications have been processed in May.

On Friday May 8th 2009, the Local Authority admissions team and the school will send out letters to parents to inform them of the outcome of their applications. Parents who wish to accept an offer from St Augustine’s must bring documentary proof of the child’s home address and date of birth when returning the acceptance slip to the school by Monday 18th May 2009. Where parents are unable to provide satisfactory evidence of address and date of birth, the offer may be withdrawn. On receipt of the acceptance slip parents will be given details of term dates, induction meetings, uniform and school meals etc. All children who are offered places are admitted to our Reception class in one staggered intake in September. Parents who are not offered a place in Reception will be informed why their application was unsuccessful and how they can exercise their right of appeal to an independent appeals panel (see below). They will also be given the opportunity for their child’s name to be placed on the school’s waiting list.

CASUAL ADMISSIONS
Casual admissions are those which take place at times other than normal admission to the Nursery or Reception class. If there are no children waiting for places, admission will be on a first-come, first-served basis. Where we have more applicants than vacancies, admissions will be made from the waiting list in accordance with our admissions criteria. Unsuccessful applicants can choose to be placed on our waiting list; however parents are advised that the length of time on the waiting list does not determine admissions decisions. Our waiting list is reviewed and updated regularly.

VISITS
Parents considering sending their child to St Augustine’s are strongly encouraged to make an appointment to meet the Headteacher and take a tour of the school. This is to help you to make an informed choice about whether the school is right for you and your child, but plays no part in determining who is admitted.

APPEALS
If you are not offered a place at St Augustine’s CE Primary School, you have the right of appeal to an independent appeals panel. The school will provide details of the procedure. Please note that there is no right of appeal for nursery places.