



**Bishop John Robinson**  
Church of England Primary School

## Admissions Policy

**B**e the best we can;

**J**oin in Learning, Play and Prayer;

**R**emember God's Word

*"Jesus is the Anchor of my Soul." Hebrews 9:16*



The Diocese of  
Southwark

  
**ROYAL** borough of  
**GREENWICH**

## Mission Statement

We want all adults and children to: **Be the best they can** in order to have best possible start in life and to make the most of the gifts God has given. To achieve this, we teach everyone *"Whatever you do, work at it with all your heart"* (Colossians 3:23) by;

- Set ambitious targets for all pupils and staff
- Continually look for ways to improve
- Have high expectations of behaviour for all

We encourage children to: **Join in Learning**, to promote academic excellence and to inspire everyone to value the importance of education in wider society. The bible teaches us God will *"Instruct us in the way of knowledge and wisdom and lead us along straight paths"* (Proverbs 4:11). To achieve this we;

- Provide an engaging curriculum with opportunities for learning in a variety of contexts
- Strive for all lessons to be focussed and engaging to allow all children to achieve
- Support deeper levels of understanding so that children can apply learning to different settings

For children to: **Join in Play** is important at BJR because Play is essential for everyone's social and emotional development. It is a vital life skill which helps children to form the adult they will become building trust, forgiveness and resilience. Play is the foundation for learning compassion and the Golden Rule *"Do to others as you would have them do to you"* (Luke 6:31). To promote positive play we;

- Have dedicated staff who promote play EVERY PLAYTIME
- Promote the importance of play through PLAY DAYS
- Invest in the playground as a learning resource

We want the school community to: **Join in Prayer** as Christians believe that this is fundamental to developing a relationship with God as well as giving thanks and praise. We should *"Always be joyful. Never stop praying. Whatever happens, give thanks, because it is God's will."* (Thessalonians 5:16-18). We encourage this though;

- High quality collective worship for all children
- Daily acts of prayer
- Valuing the essential role of our School Chaplain

We believe that we should: **Remember God's Word**, as this is at the very Foundation of being a Christian school. In promoting a practical understanding and application of Christian Values we strive to; *"Train up a child in the way they should go, And when they are old they will not depart from it"* (Proverbs 22:6) through;

- Providing High quality RE teaching and daily collective worship for all children
- Regular visits to church and other places of worship

In all aspects of school life, our school vision is key to ensuring that Bishop John Robinson CofE Primary School offers the best education money can't buy. Our history and naval links, our entire spiritual and ethical ethos, and our approach to the school's curriculum is rooted in our individual and corporate identity: *"Jesus is the anchor of my soul."* (Hebrews 9:16).

### Admission Policy 2020/2021

The Governing Body is responsible for the admission of pupils to Bishop John Robinson Church of England School and will admit 30 pupils to the reception class in September 2019. This admission limit has been agreed between the Governing Body and the Local Authority and applies to the year 2019–2020. Although the school operates a one point of entry system for admissions, parents reserve the right to defer their child’s admission until they have reached statutory school age. You will need to make your request in writing so that the place can be reserved until the beginning of the term following your child’s 5<sup>th</sup> birthday.

The Governing body is required to abide by the maximum limits for infant classes (5, 6, and 7 year olds), i.e., 30 pupils per class.

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

The Governing Body has designated 15 places to be offered to pupils whose families (see footnote 1) are faithful and regular worshippers in a Christian Church which is a full member of ‘Churches Together in Britain and Ireland’ or the ‘Evangelical Alliance’. Written evidence of applicants’ commitment to their place of worship (in the form of a Faith Supplementary Form) will be required at the time of application. This can be found on the reverse of the Application Form available from the school. Once signed by either St Paul’s Church, William Temple Church, The Church of the Cross or West Thamesmead Community Church it should be returned to the school office. If there are more than 15 applicants, places will be allocated according to the following criteria. These are stated in order of priority:

- 1) First priority will go to children with an education, health and care plan (EHCP) naming the school and Looked after Children in public care. (See footnote 2) Remaining places will be given in the following priority order:
- 2) Children whose parents/carers are faithful and regular worshippers at St Paul’s Congregation, the Congregations of William Temple Church, The Church of the Cross and the Church Plant in West Thamesmead (see footnote 3)
- 3) Children whose parents/carers are faithful and regular worshippers at St Paul’s Roman Catholic congregation in Thamesmead or another Christian church (as defined above) which is within the Thamesmead and Abbey Wood estate (i.e. North of the railway line.)
- 4) Children who will have a brother or sister in the main school at the time of admission. Siblings must live at the same address (see footnote 4).
- 5) The nearness of the home (See footnote 5) to the school.

In the event that two or more applicants have equal right to a place under any of the above criteria, the Governing Body will apply the criteria, in order of priority, to these applicants. Should there be a need for a tie-breaker to be used, this will be decided by names drawn from a hat.

If there are less than 15 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 15 places each year as open places, to be offered to pupils 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 encourage all pupils to take part in the Christian worship of the school and will attend religious education lessons.

If there are more than 15 applicants, places will be allocated according to the following:

1. First priority will go to children with an education, health and care plan (EHCP) naming the school and Looked after Children in public care. Remaining places will be given in the following priority order:
2. Children who will have a brother or sister in the school at the time of admission. Siblings must live at the same address (see footnote 2).
3. The nearness of the home (See footnote 5) to the school.

In the event that two or more applicants have equal right to a place under any of the above criteria, the Governing Body will apply the criteria, in order of priority, to these applicants. Should there be a need for a tie-breaker to be used, this will be decided by names drawn from a hat.

## **PROCEDURE FOR APPLICATIONS**

Parents/carers who wish to have their child considered for admission to our school must complete a Common Application Form (CAF) which can be obtained and returned to the applicants home Local Authority. Parents who wish to apply under the Foundation criteria must also complete the school's Supplementary Information Form (SIF) which is available in hard copy or on either the school's or home LA's website. Once signed by either St Paul's Church, William Temple Church, The Church of the Cross or West Thamesmead Community Church it should be returned to the school office. **Failure to return the supplementary information form (SIF) will result in the application being considered under the open places.** The closing date for applications for places in the academic year starting in September 2019 is as advertised in the Local Authority Booklet "Primary Schools in royal Greenwich".

## **LATE APPLICATIONS**

We follow the Local Authority policy for late applications as stated in the booklet "Choosing a Nursery and Primary School in Greenwich."

## **APPEALS**

Parents/carers of children who are not offered a place have the right to appeal to an Independent Appeal Committee under the 1998 School Standards and Framework Act. Parents wishing to appeal should obtain an appeal form from the school. The form should be sent to the Clerk to the Appeal Committee, c/o the school, within 14 days of the notification of the decision.

Should some appeals be unsuccessful, the Governing Body will not consider further applications from those parents/carers within the same academic year unless there have been significant and material changes in their circumstances.

## **WAITING LIST**

The school keeps a waiting list and it is ordered in accordance with our Admission Criteria. This will be kept for the academic year. Where possible, in year vacancies will be filled to maintain the designated balance of each cohort.

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 this to the School.

Procedures for late applications and in year admissions will be in accordance with the Local Authority scheme for the co-ordination of primary school admissions and Fair Access Protocol.

Parents/carers considering sending their child to Bishop John Robinson CE Primary School are welcome to visit us after arranging an appointment with the Head Teacher.

## **STARTING SCHOOL**

### **Nursery Admissions**

The school offers 15 hours a week free nursery entitlement. Families have the option to purchase additional hours depending on need.

For the academic year 2019-2020, parents will be charged **£98.20** for the 20 additional hours per week if they wish to. This does not include the cost of a school meal which from September 2019 will be £2.00 per meal. This charge reflects the **£4.91** per hour 'Base Rate' for nursery that schools will receive from the Department of Education.

### **TERMS AND CONDITIONS**

- Requests to change nursery hours will be considered at the end of each term to take effect from the following term. Please do not request changes during a term for that term.
- In the event that hours requested are not available we will offer alternative hours, where possible.
- Unallocated hours remaining will be allocated according to our Admissions Policy, for funded hours.
- If your child is absent from school, for any reason, you will still be charged for that session.
- If your child is absent from the nursery for longer than two weeks and you have not contacted the school to give a reason your child's place may be withdrawn and hours will be re-allocated.
- **Any sessions additional to the 15 funded hours must be paid half termly, in advance.**
- If payments are in arrears you will forfeit your additional hours and these will cease immediately and be reallocated to another child.

### **30 Hours Free Early Education and Childcare for Working Parents of 3 and 4 year-olds.**

From 1 September 2017, the Government will be extending the free childcare entitlement for some working parents of 3 and 4 year-olds, to 30 hours per week for 38 weeks of the year. This is being introduced alongside a new scheme to help working families with the cost of childcare called Tax-Free Childcare. Information about eligibility criteria can be obtained from the [DFE Childcare Bill: policy statement](#)

Parents must apply through an online eligibility checking system. Parents who provide false information about their eligibility can be fined between £300 and £3000. The website is [www.gov.uk/childcare-calculator](http://www.gov.uk/childcare-calculator).

It is optional for child care providers to offer 30 free hours and register of all OFSTED approved providers in Royal Greenwich can be found at <http://www.royalgreenwich.gov.uk/fis>

It is the responsibility of the parent to apply for this fund. **Bishop John Robinson will provide 30 free hours on the following conditions:**

- There is a vacancy in both the morning and the afternoon sessions 5 days per week during term time
- Families use the 30 hours across the usual Nursery school day which is 8:45 till 3:45 Monday to Friday during term time
- Families agree to pay for supervision over the lunch hour at a rate of £4.91 per hour. This does not include £2:00 for the cost of a school meal (please note that the price of the meal may rise) however, parents may choose to provide a packed lunch.
- Families agree to review eligibility every three months and provide school with the necessary voucher in a timely way. There will be a 'grace period' for families whose income drops below the minimum amount and families will be offered to pay for additional hours (see above).
- Families who stop being eligible to receive the 30 hours free childcare will be offered the 15 hours or to pay for the remaining hours.

Children will be admitted to our Nursery between their 3<sup>rd</sup> and 4<sup>th</sup> birthdays. The Admissions Panel meets each year at the start of the Summer Term following which parents will be notified of the decision. All children enter the Nursery on a part time basis for either a morning or afternoon session.

(a) Criteria for admission to the Nursery class are the same as those for the school. In the event of an odd number of places to fill, the 'odd' place will be allocated on alternate occasions to an 'Open' or a 'Foundation' applicant.

- ✓ Children whose 3<sup>rd</sup> birthdays fall between 1 April 2016 and 31 August 2016 are admitted at the beginning of the Autumn Term in 2019
- ✓ Children whose 3<sup>rd</sup> birthdays fall between 1 September 2016 and 31 December 2016 are admitted at the beginning of the Spring Term in 2020
- ✓ Children whose 3<sup>rd</sup> birthdays fall between 1 January 2017 and 31 March 2017 are admitted at the beginning of the Summer Term in 2020

**It must be emphasised that admission to the Nursery in no way guarantees that a place will be available in the school.** If you decide that you would like your child to attend Bishop John Robinson CE Primary School, you will need to complete the Common Application Form (available from the Local Authority) and the Faith Supplementary Information Form (SIF) (available from the school office) if you are applying under the Foundation criteria.

Governors have set a limit of 50 places in the Nursery and the over-subscription criteria will be applied in the same way as for the main school.

#### Footnotes

- 1) As defined in the Local Authority Booklet "Primary Schools in Royal Greenwich" this should be the person with parental responsibility for the named child. For children who reside with a relative or carer other than a parent, a residence order or other court order is also required
- 2) Children who are looked after and are in the care of local authorities as defined by section 22 of the Children's Act 1989. Children who are under an agreed series of short-term placements (such as respite) are excluded.

- 3) If an application under a church criterion is to be considered the Faith Supplementary form must be completed by The Rector, Priest, Pastor, Minister or the Team Vicar of St Paul's Church, William Temple Church, The Church of the Cross or West Thamesmead Community Church in conjunction with the parents and returned to the school by the date identified in the Local Authority Booklet "Primary Schools in Royal Greenwich" in the year prior to admission. The form is available from the school.
- 4) 'Faithful and regular parents/carers' would be members of the above congregations, and who have attended regularly on at least a fortnightly basis for a period of nine months. Parents/carers who recently moved into Thamesmead will need a letter from the incumbent of the church from which they came detailing a similar level of commitment.
- 5) Children with a sibling living at the same address attending the school at the time of the child's admission. Sibling means a full/half/step brother or sister. This does not include siblings attending the school's nursery provision.
- 6) Distance from home to school is measured by the Local Authority, as a straight line from the centre of the home address to the centre of the school.

#### **Update and Review**

This policy was updated in September 2020

It is due for review in June 2021