ARCHDEACON CAMBRIDGE'S CHURCH OF ENGLAND PRIMARY SCHOOL ADMISSION POLICY AND APPLICATION FOR ADMISSION TO THE NURSERY 2027/28

"Be happy and love learning, confident in our faith. Do everything in love."

1 Corinthians 16: 13-14

Archdeacon Cambridge's is a Church of England Voluntary Aided school founded in 1842. *Archdeacon Cambridge's Church of England Primary School has a distinctive Christian character and ethos which is at the heart of this School and provides an inclusive, caring and supportive environment where children learn and flourish. This is driven by our school's distinctive Christian vision. We welcome applications from all members of the community, families of all faiths and none, and we ask all parents to respect the Christian character of our school and its importance to our community.*

The responsibility for admissions rests with the Governors.

We currently offer part time universally funded 15 hour nursery places to children aged 3 and 4 years. We also offer a limited number of school day places for working families using either 30 hour funding from the government or those who wish to pay for additional hours.

If there are more applicants than places available, places will be allocated according to the over subscription criteria set out below. The oversubscription criteria will be followed in descending order of priority.

1. Looked After Children (LAC) i.e. children who are in the care of a local authority or being provided with accommodation by a local authority, in their exercise of their social services functions as defined in The Children Act 1989 Section 22 (1), and previously looked after children who were adopted, or subject to a child arrangement order, or special guardianship order, immediately following having been looked after. Applications made under this criterion must be accompanied by details or circumstance and professionally supported evidence (e.g. from a social worker). This category includes children who appear to the admissions authority to have been in state care outside of England and ceased to be in state care as a result of being adopted. Evidence will be verified by the Local Authority.
2. Children who have a sibling at the school at the time of entry and live within 2.5km of Archdeacon Cambridge's School. (This includes full, step-, half- and adopted siblings living in the same household).
3. Places will then be offered to children of members of staff who have been employed at the school for two or more years at the time of application, and will continue to be employed at the school at the point of admission, or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Once places have been allocated according to criteria 1, 2, and 3, the remaining places will be divided as follows:

<u>Foundation Places (50%)</u>

50% of the remaining places will be offered to children of whom one or both parents are regular worshippers (see note 1) at a Christian church which is a member of Churches Together in England (CTE) or the Evangelical Alliance (EA) and live within 2.5km of Archdeacon Cambridge's School. These are designated as Foundation Places *and will be allocated in the following order:*

a. Parent(s) who are regular worshippers at Holy Trinity Church and live within 2.5km of the school.

b. Parent(s) who are regular worshippers at a church or chapel which is a member of CTE/EA and live within 2.5km of the school.

<u>Open Places (50%)</u>

a. Proximity to the school

Percentages of places will be rounded to the nearest whole number with the advantage falling to the Foundation places in the event of an even split of a place.

If there are fewer applicants for a Foundation Place than Foundation Places available, the unfilled places will become additional Open Places. Similarly if there are fewer applicants for an Open Place than Open Places available, the unfilled places will become additional Foundation Places.

Any child who qualifies to be considered for a Foundation Place but is not successful, will automatically be considered for an Open Place on an equal basis with non-foundation applications.

Children who will have a sibling on roll at the time of entry but live more than 2.5km from the school will be considered for an Open Place.

Notes for Nursery Applications

Parents applying for foundation places will need to submit written evidence of commitment to their place of worship at the time of their application (in the form of a clergy reference completed by their minister – form available on the school website). **This must be submitted in hard copy to the school by the deadline of 5th March 2027. Regular worship is defined as attendance at a Sunday or mid-week service at church at least twice a month, over a minimum period of 12 months, immediately prior to the deadline for applications.** Families who regularly attend Holy Trinity Church in Twickenham following a move into the area within 12 months of the application deadline must provide evidence of regular worship from their previous Anglican vicar in order to be considered under point (a) of the Foundation place criteria.

1. In each category places are awarded in order of proximity of the child's home to the school. Any offer of a place on the grounds of proximity of home to the school is conditional on the child being resident at the address provided at the closing date for application. A business address, a childminder's address, or any address other than the child's home will not be accepted. Proof of address will be sought by the Local Authority and may be subject to further investigation. Proximity to the school is measured by the shortest route by road or publicly maintained footpath, accompanied as necessary, from the child's home to the nearest public gate used by the relevant year group. Accessibility of private or public transport will not be considered. All distances will be measured using a computerised Geographical Information System (GIS). In the event of a tie-break for the same place this place will be allocated by random allocation.

Admissions procedures

Applications to the Nursery for the 2027/28 academic year should be made using the online application form. **This application form must be completed and submitted online to the school by 1st March 2027. Letters notifying parents of the outcome of their application will be sent on or after 30th April 2027**. The deadline for the acceptance of the offer of a Nursery place will be confirmed in the offer letter.

A maximum of 16 full time and 20 part time (i.e. 10 morning and 10 afternoon) places will be available in Archdeacon Cambridge's CE Primary School Nursery during the academic year. The table below shows the pattern of entry for the academic year 2027/28.

Date of Birth	Autumn Term 27 September- December	Spring Term 28 January-April	Summer Term 28 April-July
1 September 2023- 31 August 2024	Nursery Class *Full time/Part time AM/PM*	Nursery Class *Full time/Part time AM/PM*	Nursery Class *Full time/Part time AM/PM*
1st September 2024- 31st December 2024*		Nursery Class *Part-time(AM or PM)*	Nursery Class *Part-time(AM or PM)*

*** Children can apply to join the Nursery the term after they turn 3 years.** The deadline for the receipt of applications to join the Nursery in the Spring Term 2028 is Monday 4th October 2027. The deadline for applications for the Summer Term 2028 will be Monday 31st January 2028. Applications for Spring Term and Summer Term admission will be prioritised by date of birth within each category of the Admissions Policy. In recent years, mid-year availability has been in the afternoon session of the Nursery.

Children with an Education and Health Care Plan (EHCP)

An Education, Health and Care Plan is a plan made by the LA under Section 37 of the Children and Families Act 2014 specifying the special education provision, health and social care required for that child. Children who have an Education, Health & Care (EHC) Plan in which the school is named in Section I will be admitted. It is usual for parents to work in partnership with the school during the application process.

Waiting List

The names of children to whom we cannot offer places at the initial allocation stage will automatically be placed on our waiting list. The waiting list will be prioritised in the same order as the admission over subscription criteria for the Nursery. Parents must ensure that any change of address is notified to the school in writing.

Visiting the School

Regular tours of the school take place throughout the school year. Prospective parents are welcome to telephone the school office and arrange a place on a tour.

Out-of-year-group applicants

Children outside this year group will only be considered if the child has exceptional circumstances that have been supported by the Special Educational Needs Panel of any LA.

Late Applications

Late applications will not be handled until all on time applications have been dealt with.

Arrangements for the Admission of Older children

Older children whose parents choose to send them to Archdeacon Cambridge's School can be admitted to the school at any time providing there is a vacancy in the appropriate year group. Any waiting list, which will held until the end of the academic year, will be prioritised in the same order as the admission oversubscription criteria for the Reception Class. In year admissions will be co-ordinated by Richmond upon Thames Local Authority and parents should complete a Common Application Form (available from the local authority in whose area they live), naming the school as a preference, and also complete a Supplementary form if applying under the faith-based criteria. Children without an offer of a school place will be given priority immediately after other 'looked after' children. It is understood that all parents who send their children to Archdeacon Cambridge's School will be sympathetic to the Christian character and ethos of the school.