ELTHAM
CHURCH OF ENGLAND
PRIMARY SCHOOL
SINCE 1814

ADMISSIONS POLICY / ARRANGEMENTS
Academic Year: 2027 / 2028

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Reviewed: September 2026



The Governing Body is responsible for the admission of pupils to Eltham Church of England Primary School and admits 60 pupils annually to the reception classes and 26 Full Time Equivalent nursery places. This admission limit has been agreed between the Governing Body and the Local Education Authority and applies to the year 2025/2026.

Ethos Statement

Eltham 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.

For pupils joining the Reception cohort, there is a one-point entry arrangement. Pupils are admitted to our school in September at the beginning of the academic year during which they have their 5th birthday; children with birthdays falling between the 1st September and 31st August of the following year, will all be admitted in September (see note on deferred entry below).

Under the Primary School Co-ordinated Admissions Scheme, parents will need to complete their home **LA Common Application Form (CAF)**.

Parents applying under the church criteria will **also** need to complete an **Eltham CE Supplementary Information Form (SIF).** This includes religious commitment information which the school will forward to the Vicar/Minister for verification.

Failure to complete the Eltham CE Supplementary Information Form (SIF) will mean that the school cannot consider the application under the church criteria. In this case the application will be considered under the next most appropriate criteria based on the information on the Common Application Form.

The Supplementary Information Form is available from the local authority website as well as the school and local authority offices. The deadline for the Supplementary Information Form is the same as the Common Application Form.

Parents should return the completed forms as follows:

CAF to their home local authority by no later than the 15th January 2027
SIF to Eltham Church of England Primary School no later than 15 January 2027

The governing body is required to abide by the maximum limits for infant classes: Reception, Year 1 and Year 2, have a legal limit of 30 pupils per class teacher.

Admission to Nursery

Children will be eligible for admission to our nursery the term after their third birthday. Free nursery entitlement is 15 hours a week. Some children may be able to access additional hours, depending on need and availability. Where additional hours are offered, they will be at a cost per session (3 hours) and must be paid in advance.

1 Looked after children or previously looked after children, including those children who appear to have been in state care outside of England and cease to be in state care as a result of being adopted (see note 1).

2 Children with an exceptional and professionally supported medical or social need for a place at this school (see note 2).

3 Children who, with a parent/carer, are faithful and regular worshippers at Eltham Parish Church - St John the Baptist (see note 3).

4 Children who, with a parent/carer, are faithful and regular worshippers at another Anglican church and reside within the Deanery of Eltham and Mottingham (see notes 2 and 3).

5 Children who, with a parent/carer, are faithful and regular worshippers of another Christian denomination, as recognised by the Churches Together in England or Evangelical Alliance, and reside within the Deanery of Eltham and Mottingham (see note 3 and 4).

6 Any remaining places will be given in order of proximity to the school (see note 5).

Please note: A place in the nursery class does not guarantee a place in the Reception class. All parents must follow primary admission procedures for admissions to the Reception class.

Admission to Reception

Special Educational Needs

Parent(s)/carer(s) of pupils who have an 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 an 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. The Governors will admit all those pupils whose EHC Plan, names the school.

Oversubscription Criteria

1 Looked after children or previously looked after children, including those children who appear to have been in state care outside of England and cease to be in state care as a result of being adopted (see note 1).

2 Children with an exceptional and professionally supported medical or social need for a place at this school (see note 2).

3. Priority may be given to children of staff at the school in either or both of the following circumstances: a) the member of staff has been an employee at the school for a period of time exceeding two years at the time which the application for admission is made, b) the member of staff has been recruited to fill a position where there is a demonstrable skill shortage.

4 Children who, with a parent/carer, are faithful and regular worshippers at Eltham Parish Church - St John the Baptist (see note 3).

5 Children with a sibling (brother/s or sister/s, step siblings and half siblings, fostered or adopted siblings living at the same address) attending the primary school at the time of the child's admission.
Please note: Sibling priority will NOT be granted where the child in attendance at the school is in the Nursery class.

Multiple births:
If the last place goes to one twin, the other will be admitted as an Excepted Pupil under the infant class size rules.

An Excepted Pupil is a child who can legally be admitted to an infant class even if this takes the class size above the statutory limit. These exceptions are set out in the School Admissions Code and related regulations.

6 Children who, with a parent/carer, are faithful and regular worshippers at another Anglican church and reside within the Deanery of Eltham and Mottingham (see notes 3 and 4).

7 Children who, with a parent/carer, are faithful and regular (see note 3) worshippers of another Christian denomination as recognised by the Churches Together in England or Evangelical Alliance and reside within the Deanery of Eltham and Mottingham (see note 4).

8 Any remaining places will be given in order of proximity to the school (see note 5).

In-year admissions

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

Late applications

The governors will consider late applications in accordance with the procedure in the local authority's co-ordinated scheme as published in the LA school admissions booklet.

Notes:

Note 1: Looked after children or previously looked after children: 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.

Note 2: Medical/social needs: *Children with an exceptional and professionally supported medical or social need for a place at this school. This must be supported by written evidence at the time of application, e.g. from a specialist health professional, social worker or other care professional. The evidence must set 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.*

Note 3: 'Regular' is where parent(s)/carer(s) and children attend the place of worship at least twice a month for the two years prior to the date of application. In the case of those who have moved to Eltham within that period, the criterion is extended to include a place of worship at the previous neighbourhood. Written confirmation of the applicant's and child's attendance at worship will be sought from the priest or minister of the Church.

Evidence will be based on vicar/minister verification on the SIF. Alternative evidence may be accepted where verification is unavailable.

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

Note 4: The Deanery of Eltham & Mottingham's parishes are St Barnabas, Holy Trinity, St John the Baptist, St Saviour (Eltham) St Luke (Eltham Park), All Saints (New Eltham), St Andrew, St Edward (Mottingham).

Note 5: Measured in a straight line using the local authority GIS from the NLPG address point of the home address to the centre of the school.

Home address is defined as: a real, habitable place that is the primary residence. Address details must be specific and include building number and post code.
If misleading or fraudulent addresses are provided, this could result in a place being withdrawn.

Tie breaker

In the event that two or more applicants have equal rights to a place under any of the above criteria and there are insufficient places, the Governing Body will use distance, in the first instance, to decide between applicants; if applicants live equidistant from the school, the Governing Body will draw lots to decide between applicants. This process will be supervised by a person independent of the school.

Procedures for late applications and in-year admissions will be in accordance with the LA's scheme for the co-ordination of primary school admissions.

The school operates a waiting list which is drawn up in accordance with the admission criteria on which names will be held for 12 months, after which you will be asked if you wish to remain on the list. The waiting list is ordered strictly by the oversubscription criteria and <u>not</u> by the date of application.

Parents who are not offered a place for their child have the right to appeal against the decision to an independent appeal panel in accordance with the School Standards & Framework Act (1998). Parent(s)/carer(s) wishing to appeal should obtain an appeal form from the school. The form should be sent to reach the Clerk of the Appeal Panel using the following email address: schools-admissions@royalgreenwich.gov.uk. This should be sent within 20 school days of the date of the letter confirming the governors' decision not to offer place. In-year appeals will be heard within 30 days of being made. Should an appeal be unsuccessful, the Governing Body will not consider further applications from those parent(s)/carer(s) within the same academic year unless there have been significant and material changes in their circumstances.

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 September to the 31st 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 (i.e. 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.

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.

Education out of normal (chronological) age group

Children are educated in school with others of their age group. However, in exceptional circumstances parents/carers may choose to seek places outside of their child's chronological year 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 interest. They may wish to provide recent professional evidence to support this. Further details of how to make such a request are available from the school.