



CHRIST'S SCHOOL



CHRIST'S SCHOOL, RICHMOND ADMISSIONS POLICY FOR ENTRY IN SEPTEMBER 2019

Christ's Church of England School welcomes applications from all members of the community. Christ's is a Church of England school that provides an inclusive and supportive environment where children learn and flourish in a setting shaped by Christian values.

We ask all parents to respect the Christian ethos of our School and its importance to our community. Parents applying for places for their children do so knowing that Christ's School provides an education based on Christian principles, and therefore the Governing Body expects that all students will take part in the Christian worship at the School and will attend religious education lessons.

ADMISSIONS CRITERIA FOR YEARS 7 - 11

150 places will be offered in Year 7 split 50 Christian Foundation and 100 Open places

Looked after children or previously looked after children (a) will be admitted as a first priority. Priority will also be given to any children whose Education Health Care Plan (b) names Christ's School. This may mean that the number of places under each category below is reduced.

Category 1 Christian Foundation Places

A maximum of 50 Christian Foundation Places will be offered for Year 7.

Christian Foundation places are offered to children whose family (parents or legal guardians) can demonstrate their commitment to a church that is part of the Church of England or is a full member of one of the following bodies:

- Churches Together in Britain and Ireland
- The Evangelical Alliance
- Affinity
- The Federation of Independent Evangelical Churches
- The Anglican Communion (worldwide)

Priority is given as follows:

- 1.1 Children and/or parents or legal guardians who are regular worshippers (c) in a Church of England Church and are resident in the Deanery of Richmond and Barnes, Deanery of Kingston, the Deanery of Hampton or the Deanery of Hounslow

Headteacher Mrs Helen Dixon MA

- 1.2 Children and/or parents or legal guardians who are regular worshippers (c) in one of the above named bodies and are resident in one of the above named Deaneries
- 1.3 Children and/or parents or legal guardians who are regular worshippers (c) in a Church of England Church who live outside of the above named Deaneries
- 1.4 Children and/or parents or legal guardians who are regular worshippers (c) in a one of the above named bodies who live outside of the above named Deaneries.

Category 2 Open Places

100 Open Places will be offered for Year 7

Oversubscription

In the event of oversubscription the Governors will give priority in the following order:

1. Looked after children or previously looked after children (a)
2. Applicants whose child's medical or social circumstances require attendance at Christ's School rather than any other school (d)
3. Applicants with a sibling attending Christ's School at the time of application, including the Sixth Form (e)
4. Applicants with a parent permanently employed by Christ's School at the time of application (f)
5. Children living closest to the School (g)

Waiting list

All unsuccessful applicants will be placed onto a waiting list in the order of the School's oversubscription criteria. The waiting list will be maintained until 31 July 2020. Any parent wishing their child to remain on the waiting list after this date should advise the school in writing during the summer term in 2020.

Places are offered to children from the top of the waiting list as vacancies arise. A child's position on the list can move down as well as up. Subsequent in-year applications will be considered as they arise.

In-year Admissions

All admissions aside from entry into Year 7 in September 2019 are classed as In Year Admissions. All in-year applications must be made using an In-Year Application Form on which applicants can list up to four schools in order of preference. The in-year form is available from Richmond School Admissions at <http://www.richmond.gov.uk> or by calling 020 8547 5569 or via email at richmond.admissions@achievingforchildren.org.uk.

The admissions criteria stated above also apply to in-year admissions.

Admission of children outside their chronological age group

Applicants may request a place outside of their child's normal age group. The Governing Body will consider each request individually based on the circumstances of the case and the best interests of the child. Ordinarily a child is placed in their correct chronological year group so that a full assessment can be made by the school to determine the appropriate year group based on the child's educational, social and emotional developmental needs. Parents/ carers should contact the School to discuss such a request.

The Admissions Committee will consider each request taking into consideration the following:

1. the views of the parent/ carer as to why it would be beneficial for the child to be educated out of their normal age group; this may include information about the child's individual needs and abilities and the potential impact on the child of being admitted to their normal age group. The Governors will also take account of the professional views of the Headteacher
2. any information about the child's academic, social and emotional development, medical or special education needs, if relevant. Professional evidence will normally be required
3. whether the child has been educated out of their normal age group prior to their request and any evidence provided by the child's previous school.

If the child is offered a place, but it is not in the year group requested, there is no right of appeal. The parent/ carer may, however, make a complaint, following the Governing Body's complaints procedure, which is available from the school.

Appeals

Parents who are not offered a place for their child at the School have the right of appeal to an independent appeal panel established under Section 94 of the School Standards and Framework Act 1998. Parents wishing to appeal should complete a form which can be found online at:

http://www.richmond.gov.uk/home/services/children_and_family_care/schools_and_colleges/school_admissions/admission_appeals#important_dates.

This must be returned within 4 weeks of date on the letter notifying the decision not to offer a place.

Appeals are heard by panels of people who have not taken part in deciding how the places that were offered on 1 March were allocated. You will be invited to present your case in person and you will be allowed to bring a friend or representative to help you if you wish.

How to apply

1. To apply for a place at Christ's School parents must name this school as one of their preferences on the Local Authority's Common Application Form (CAF) and return the form to the Local Authority in accordance with their timescales.
2. Parents who wish to apply for a Christian Foundation place must also complete the School's Foundation Supplementary Information Form and Ministerial Reference Form and return these to the School by 31 October 2018. Failure to return these forms will mean that the School cannot consider the application under the Foundation criteria and the application will be considered under Open criteria.
3. Places are divided into 50 FOUNDATION and 100 OPEN places. Priority is given to Foundation places and then Open places according to the criteria outlined above. Unsuccessful Foundation applicants become Open applicants. Unfilled Foundation places become Open places.
4. Where two or more applicants have equal right to a place and there are insufficient places to admit all applicants, priority will be given on the basis of proximity to the School by the shortest route. Should two applicants live equidistant from the school lots will be drawn to decide which child should have the place.
5. Christ's School is committed to taking its fair share of students who are hard to place in accordance with the locally agreed fair access protocol. Students 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.

Clarification of terms

- a. **Looked after children** are children who are in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions as defined by Section 22(1) of the Children Act 1989 at the time of making an application to the school. Previously looked after children are children who were looked after immediately prior to being adopted, or who became subject to a residence order, (now termed child arrangement order under the Children & Families Act 2014), or special guardianship order. 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.

- b. **Special educational needs** 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. The Governors will admit all those pupils whose statement, or EHC Plan, names the School.
- c. **Regular worshipper** a child or parent/ carer who attends church at least twice a month for at least two years before the closing date for applications. If you or your minister has moved recently, you must also obtain a reference from your previous church or minister.
- d. **Exceptional need** applicants whose child's medical or social circumstance require attendance at Christ's School rather than any other school. In such cases, parents must provide written evidence together with supporting documentation such as a medical/social report from a suitable professional. This evidence must be provided at the time of application and must set out the reasons why Christ's School is the most suitable school and the difficulties that would be caused if the student had to attend another school. The information will be considered by a panel of Governors who may seek independent advice before reaching a decision.
- e. **Siblings** include full, half-, step-, adopted and legally fostered children living at the same home address.
- f. **Staff** a member of staff is someone who has or has been offered a permanent contract with the school at the time at which the application is made.
- g. **Measuring home to school distance** in order to be fair to all applicants, the Local Authority has a standard method of measuring home to school distance. This is done by using a geographical information system that measures the home to school distance using routes by road and/or maintained footpath.

The starting point is a point in the property determined by address point data supplied by the Ordnance Survey. This will always measure using the centre of the road nearest to this point even if your home address is on the corner of two roads or has more than one entrance or exit. Residents of every floor level in a particular block of flats are given an identical start point, regardless of the distance to ground floor level.

The end point is measured to the nearest pedestrian school gate used by the relevant year group.

Shortest route by road or maintained footpath: this is a method for measuring home to school distance for school admissions purposes only. The Local Authority does not promote these routes as actual walking routes and nor should they be interpreted as such. Please note that it is not possible to use another computerised programme or a route finder to match the method of calculating distance used by the Local Authority.

There may be routes and rights of way that are used by pedestrians which are not used for measuring home to school distances. For example, paths through car parks, cemeteries, golf courses, parks and other enclosed spaces will not be used. There may be footpaths that are part of a new housing development, or footpaths and roads within and outside of Richmond Council's area for admissions that are not recognised by the geographical information system that is used. The walking route measured by the Local Authority's geographical information system may therefore be different to an actual walking route.

Admission forms

All applications to Christ's School should be made using your Local Authority's Common Application Form.

To download a Christian Foundation Supplementary Information Form and a Ministerial Reference Form for admission for a church place, please [click here](#).

Deaneries of Richmond and Barnes, Kingston, Hampton and Hounslow

Applicants can check if they reside in one of these parishes by entering their address on the website A Church Near You: www.achurchnearyou.com

Richmond & Barnes Deanery

Barnes, Holy Trinity

Barnes, St Mary

Barnes, St Michael & All Angels

Ham, St Richard

Kew, St Anne

Kew, St Philip & All Saints with St Luke (United Benefice)

Kew, St Philip & All Saints (the Barn Church)

Kew, St Luke

Mortlake with East Sheen Team Ministry
Mortlake, St Mary the Virgin
East Sheen, Christ Church
East Sheen, All Saints

Petersham, St Peter
Richmond, Holy Trinity & Christ Church
Richmond, St Mary Magdalene
Richmond, St John the Divine
Richmond, St Matthias

Kingston Deanery

Ham, St Andrew
Hook, St Paul
Kingston Hill, St Paul
Kingston, All Saints (Kingston Parish Church)
Kingston, St John the Evangelist
Kingston Vale, St John the Baptist
Kingston, St Luke
Malden, St James
Malden, St John the Baptist
New Malden & Coombe, Christ Church & St John
Norbiton, St Peter
Surbiton, St Andrew & St Mark
Surbiton Hill, Christ Church
Tolworth, Emmanuel
Surbiton, St Matthew
Tolworth, St George

Hampton Deanery

Fulwell, St Michael & St George – see Teddington, St Peter & St Paul
Hampton, All Saints
Hampton, St Mary
Hampton Hill, St James
Hanworth, St Richard
Teddington, St Mark with Hampton Wick, St John
Teddington & Hampton Wick, St Mark
Hampton Wick, St John
Teddington, St Mary with St Alban
Teddington, St Peter & St Paul
Teddington, St Peter & St Paul
Fulwell, St Michael & St George

Twickenham, All Hallows
Twickenham, All Saints
Twickenham, Holy Trinity
Twickenham, St Mary
Twickenham, St Stephen
Whitton, St Augustine of Canterbury
Whitton, St Philip & St James

Hounslow Deanery

Bedfont, St Mary
Bedford Park, St Michael and All Angels
Brentford Team Ministry (St Paul's and St Faith's)
Chiswick, St Nicholas
Chiswick, St Paul
Cranford, St Dunstan with Holy Angels
Feltham, Christ Church
Feltham, St Dunstan's
Hanworth, All Saints
Hanworth Park, St George
Heston, St Leonard
Hounslow, Holy Trinity
Hounslow, St Paul's and The Good Shepherd
Hounslow, St Stephen
Isleworth, All Saints
Isleworth, St Francis
Isleworth, St John's
Spring Grove, St Mary
St Margarets, All Souls
Sutton Court, St Michael
Turnham Green, Christ Church
