Admission Policy
2027 - 2028
St Luke's C of E Primary school

Reviewed December 2025 by the Full Governing Body

THE GOVERNING BODY OF
ST LUKE'S CHURCH OF ENGLAND PRIMARY SCHOOL

The Governing Body is responsible for the admission of pupils to St. Luke's Church of England Primary School. In accordance with the Government's policy to limit class sizes, a maximum equivalent of 26 places is available to the Nursery class, 30 pupils will be admitted to the Reception, Year 1 to Year 6 classes.

St Luke's is a Church of England voluntary aided Primary School. We welcome children and families of all faiths and no faith. The ethos and practice of the school is centred around Christian values and the partnership between home, school, churches and the local community which we value and nurture.

Applications for places

Application for admissions to all year groups will be considered in accordance with the order of priority in the Admissions Criteria *(see below).*

Notes:

Children with an Educational, Health and Care plan (EHCP) where the school is named on plan, may have automatic admission after consultation between the school and the local authority, and are not subject to the usual admissions protocols.

Admissions Criteria

When there are more applications than there are places available the governors will admit pupils in order of priority according to the following criteria:

(a) Children who are in public care ("looked after" children) [(1)]. This includes children who were previously looked after, but cease to be so because they have been adopted or became subject to a child arrangement order or special guardianship order.

(b) Children who will have a sibling [(2)] attending the school at the time of admission.

(c) Children of teaching staff and support staff at the school where the member of staff [(3)] has been employed at the school for two or more years at the time at which the application for admission to the school is made.

(d) Children whose families live within the Diocese of London and have worshipped regularly [(4)] at a Christian Church which is a member Church of "Churches Together in England". Written evidence, in the form of a clergy reference, of the applicants' commitment to their place of worship is required.

Within this criterion, places will be awarded in the following order of priority:

i) Children whose families worship at either St. Giles' Cripplegate with St. Luke's Old Street or St. Clement's, Kings Square.

ii) Children whose families worship at an Anglican Church in the Deaneries of the City of London or Islington.

iii) Children whose families worship at a Christian Church.

(e) Any other applicants. [(5)]

(f) Tie-breaker

In the event of there being insufficient vacancies to admit all applicants in any of the categories listed above, priority will be given to children whose parents/legal guardians' residential address is the shortest distance from the school's main entrance in Radnor Street, EC1, when measured in a straight line. If only one place is available and two or more families live an equal distance from the school or tie within any of the other criteria, then the allocation of that place will be determined by random allocation using a computerised system

Nursery Class admissions

Applicants should be aware that Nursery education is a non-statutory service and that a child's attendance in the School's Nursery Class does not guarantee a future place at St Luke's. A fresh application must be made by those seeking places in the Reception class and Years 1 – 6.

Unsuccessful Applications: There is no legal right of appeal against the Governing Body's decision not to offer a place in the Nursery Class, if there is no Nursery place available at the school.

Reception Class application forms

All applications must be submitted by the stipulated date to your home authority. Islington residents you can apply for a school place on line at www.islington.gov.uk/admissions. If it is late your chances of getting a place at your preferred school may be reduced.

In addition**, *Reception & Years 1 to 6*** parents/carers applying under criteria b and d will need to fill in a supplementary and clergy form to ensure the school has the correct information to apply the Admissions Criteria *(see below).* Failure to fill in these forms may affect priority afforded to the application. Supplementary Information forms and clergy forms are available to download on the school website or from the school office and must also be returned to the school by the stipulated date.

Parents/ carers must provide the school with proof of date of birth and residential address in the form of a Council Tax/utility bill or most recent rent or mortgage statement (no older than 12months) once a place has been offered. If either is not provided, governors reserve the right to withdraw their offer of a place.

Deferred entry:

Parents may defer entry to school until statutory school age i.e. the first day of term following the child's fifth birthday. The application is made in the usual way and then a deferment may be requested. The place will then be reserved until the first day of the Spring or Summer term and not offered to another child. Entry will not be deferred beyond statutory school age or beyond the year of application. Parents of children with birthdays in the summer term should note that if you wish to defer, you will need to apply for a Year 1 place for the following September and if the school is oversubscribed, then you are unlikely to obtain a place.

Parents may request that their child may attend part time until they reach statutory school age.

Delayed Entry

For children whose fifth birthday falls between 1 April – 31 August, parents who do not wish them to start school in the school year 2027-28, but to be admitted the following September 2028, should discuss this with the school at an early stage. Decisions will be made on the circumstances of each case and the best interests of the child. Parental views, academic achievement, social and emotional development and where relevant medical views will be taken into consideration. The views of the school's Headteacher will also be taken into account.

Parents may decide not to apply for a Reception place but to apply for a Year 1 place for Sept 2027.Parents should be aware that the Year group may have no vacancies at the time of application.

(1) A 'looked after child' or a child who was previously looked after but 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. 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).

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).

(2) Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of a parent/carer's partner, and in every case, the child should be living in the same family unit at the same address). *If a child admitted in Nursery has a sibling who applies for a place in Reception to Year 6 classes, this sibling criteria does not apply. This is because Nursery children do not automatically get a place in Reception to Year 6 classes- it is a separate admissions procedure. Similarly, the sibling criteria does not apply to Reception class age siblings of children who are currently in Year 6 because they will be leaving the school by the time they enter.*

(3) A member of staff is defined as a person directly employed by Governors of St Luke's and on the school's payroll.

(4) Regular worship is defined as attendance at least twice a month over a period of two years. Written evidence, in the form of a clergy reference, of the applicants' commitment to their place of worship is required.

(5) Distance from the school is determined by the local authority computerized mapping system using a straight-line distance measurement. Routes will be calculated from the home address (as defined by the Land & Property Gazetteer) to the school's main entrance in Radnor Street, EC1.

Admission Appeals for unsuccessful applicants to the Reception Class and Years 1 - 6

Unsuccessful applicants have the right to appeal to an independent panel. Parents wishing to appeal should write to the School. This should be completed and returned to the School, marked for the attention of Clerk to the Admission Appeal Panel, within 20 school days of receipt of the letter confirming that the application has been unsuccessful.

If an appeal is unsuccessful no further appeal may be made within the same school year unless there have been significant and material changes in the applicant's circumstances.

Application waiting list

If there is no place available at the School, parents/carers may have their applications placed on a waiting list. This waiting list will be maintained by the governing body in the order of the oversubscription criteria and not in the order in which applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the governing body will determine who is at the top of the list so that an offer can be made.

Protocols on "hard to place" children

The School is committed to taking its fair share of vulnerable children who are hard to place, in accordance with locally agreed protocols. Accordingly, outside the normal round of admissions, the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol which carries the agreement both of the Governing Body and the Diocese for the current admission year. The Governing Body has this power even when admitting such a child would exceed the normal admission number.

In-Year Admissions

Applications for In-Year (Years 1 to 6) admissions are made via the London Borough of Islington's In year application form available here. If a place is available and there is no waiting list then the Local Authority will communicate the governors' offer of a place to the family. If more applications are received then there are places available then applications will be ranked by the governing body in accordance with the oversubscription criteria with the following modifications: children without an offer of a school place are given priority immediately after other 'looked after- children. If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right to appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the governing body in the order of the oversubscribed criteria and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a

place becomes available the governing body will decide who is at the top of the list so that an offer can be made.

Admissions of children below compulsory school age

The arrangements above do not apply to those children being admitted for nursery provision including nursery provision delivered in a co-located children's centre. Parents of children who are admitted for nursery provision **must** apply for a place at the school if you want your child to transfer to the reception class. **Attendance at the nursery or co-located children's centre does not guarantee admission to the school**. Parents can request that the date their child is admitted to the school be deferred until the child reaches compulsory school age in that school year. Parents can request that their child attends part-time until the child reaches compulsory school age.