

St Alban's C.E Primary School



Admissions Policy

2025-2026

Renewed: September 2023

Faith

Hope

Love

Our school vision



Our vision is that all our pupils should grow in:

Faith in God, or be inspired by faith, and in their own ability to fulfil their potential,

Hope to be the best of examples, to work to change themselves and the world for the better, and

Love, reflecting God's love in unselfish love for others.

Our vision is based on the God given virtues of:

*FAITH, HOPE AND
LOVE*

1 Corinthians 13:13



Faith

Hope

Love

**St Alban's Church of England Primary and Nursery School
Baldwin's Gardens
Holborn
EC1N 7SD
0207-242-8585**

**Criteria for Admissions
2025-2026**

St Alban's has a long and great tradition of serving and being an important part of the local community. A warm welcome is extended to all children whose parents live or work in the area.

St Alban's School is a Church of England Foundation. As such, the Governors welcome applications from all those who are in sympathy with the character and values of a Church of England School. The school's authorised admission number is 30 places, with 26 full-time equivalent places in the Nursery class.

St Alban's admits children **twice** a year in Nursery, September and January and once a year in Reception classes in September. However, where there are spaces in Nursery and Reception class, children may be admitted during the year.

Nursery

- Children who have their 4th birthday between Sept 1st and August 31st will be admitted in the September before their 4th birthday. Where there are spaces in the Nursery class, children may be admitted in the term they turn 3 years old.

Reception

- Children start in the September before they are 5.

Admissions at this Church of England VA school are the responsibility of the Governors. If the school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan where the school is named in the Plan, priority for admission will be given to those children who meet the criteria set out below, in order:

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 order⁹⁰ 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).
2. Children whose parent(s) worship at the church of St Alban the Martyr, Holborn, having attended **a public worship service** at least once a month for a minimum of six months prior to the date of application.

Applicants should provide written evidence of their church attendance with the supplementary form. This should be a letter from the priest of the church or equivalent.

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3. Children with a sibling attending the school at the time of application. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
4. Children who live in the parish of St Alban the Martyr, Holborn.
5. Children who do not live in the parish but whose parent(s) worship at any other Christian church of the Churches Together in England and the Evangelical Alliance, having attended at least once a month for a minimum of six months prior to the date of application.

Applicants should provide written evidence of their church attendance with the supplementary form. This should be a letter from the priest of the church or equivalent.

6. All other children.

General Principles

In each of the numbered categories, if there are more applicants than places, priority is given to applicants living nearest to the main entrance of the school on Baldwin's Gardens measured by a straight line –“as the crow flies.” In cases where two or more distances tie for the last available place, a decision will be made using random allocation. In cases where a twin or a sibling from a multiple birth tie for the last available place, then all will be offered a place, even if this exceeds the planned admission number.

Deferred entry to Reception; Part-time attendance; Admission out of the normal age group

Places offered for Reception class are offered for full-time places from the September following the child's fourth birthday. Parents can request that the date their child is admitted to the school is deferred until later in the academic year, but not beyond the point at which the child reaches compulsory school age (the term after their fifth birthday):

- *Children whose fifth birthday falls between 1 September 2025 and 31 March 2026 may request that their child is not admitted until later in the school year 2025/2026, but no later than the term after the child's fifth birthday (compulsory school age).*
- *Children whose fifth birthday falls between 1 April 2026 and 31 August 2026 can start no later than the beginning of the final term of the school year 2025-26.*

Parents can request that their child attends part-time until they reach compulsory school age. In some circumstances, it may be appropriate for parents/carers to request that their child be admitted to a class outside their normal age group – eg parents/carers of children whose fifth birthday falls between 1 April 2026 and 31 August 2026, may wish for them to be admitted in September 2026: parents should discuss this with the school at the earliest possible stage.

Requests must be made in writing to the School Governors' Admissions Committee following this discussion with the school. The committee will make the decision based on the circumstances of each case and in the best interests of the child. This will include taking account of the parent's/carer's views, the head teacher's views, information about the child's academic, social and emotional development, where relevant their medical history and the views of a medical professional, whether they have previously been educated out of their normal age group, and whether they

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may naturally have fallen into a lower age group if it were not for being born prematurely. The committee's decision and explanation will be given in writing to parents/carers.

Application for deferred place requests are made in the same way as all other applications.

In-Year Admissions

Applications for in-year admissions are made in the same way as those made during the normal admissions round. If a place is available and there is no waiting list then the local authority will communicate to the Governors' to offer a place to the family.

Late Applications

Late applications will be considered after all other applications.

Waiting List

Unsuccessful applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the criteria set out above and not in the order that applications are received or added to the list. If a place becomes available the criteria above are reapplied to all those on the waiting list and a subsequent reordering of the waiting list may take place.

Admission Appeals

The Department for Education has released a new Admission Appeals Code, which will take effect on 1 October 2022 and will apply to all admission appeals lodged on or after that date. The new Code allows appeal hearings to be held remotely by video conference and in limited circumstances by telephone conference, as well as in person.

Definitions

- 1. In order to be given highest priority for admission, a child has to fall within the definition of 'looked after' in section 22 (1) of the Children Act 1989. As this Act applies to England and Wales, a child has to be looked after by an English or Welsh local authority in order to be given highest priority. Paragraph 1.7 of the School Admissions Code gives equal highest priority to 'previously looked after children'. Given the definition of a looked after child, a child will have to have been looked after by an English or Welsh local authority in order to be considered previously looked after. Under paragraph 1.7 of the Code, a child has to have been looked after immediately before they were adopted or became subject to a child arrangement order or special guardianship order.*