



# Saint Cecilia's Church of England School Application for a Foundation Place

Please complete this form in block capitals using black ink

I have read the admission criteria on the back of this form and wish to apply for a Foundation place for my child.

## 1. Details of child

Surname	<input type="text"/>	First name	<input type="text"/>				
Date of Birth	<input type="text" value="DD / MM / YYYY"/>	Boy	<input type="checkbox"/>	Girl	<input type="checkbox"/>	(please tick)	
Address	<input type="text"/>					Post Code:	<input type="text"/>

## 2. Details of parent or carer with whom child lives

Surname	<input type="text"/>	Initials	<input type="text"/>	Mrs/Mrs/Miss/Ms	<input type="text"/>
Contact Telephone no.	<input type="text"/>	Email	<input type="text"/>		

## 3. Details of your church

Name of church and address	<input type="text"/>					Post Code:	<input type="text"/>
Minister's name	<input type="text"/>						
Minister's email	<input type="text"/>						
Minister's telephone no.	<input type="text"/>						

The school will write to the minister of your church for a reference.

*Please note that all unsuccessful Foundation Place applications will automatically be considered for an Open Place*

I confirm that I have included Saint Cecilia's Church of England School in the list of schools for which I have applied on my local council's application form.

Signature of Parent/Carer	<input type="text"/>	Date	<input type="text"/>
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**PLEASE RETURN THIS FORM BY FRIDAY 30<sup>th</sup> OCTOBER 2020**

**You should return this form to:**

The Admissions Manager  
Saint Cecilia's Church of England School  
Sutherland Grove  
London  
SW18 5JR

Under the Data Protection Act 2018 and GDPR, this academy is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. Please refer to the Privacy Notice on our website.

# Saint Cecilia's Church of England School

## Admission Policy

### Foundation places:

80 places will be offered to children who themselves or whose parents/carers are practising members of a Christian church [see Note a)] in the following order of priority:

1. Children in public care (looked-after children) and those who ceased to be looked-after children because they were adopted, or because they became subject to a residence order, child arrangements order or a special guardianship order [see Note c)].
2. Those who attend Anglican churches.
3. Those who attend other Christian churches.

### Within each of the above criteria, priority will be given in the following order to:

- i) children who have a sibling on the roll of the school at the time of application [see Note f)].
- ii) children of staff [see Note h)].
- iii) children living nearest to the school, using a straight line measurement [see Note i)].

### Open places:

70 places will be offered to children irrespective of their religious background. Priority will be given in the following order to:

- i) children in public care (looked-after children) and those who ceased to be looked-after children because they were adopted, or because they became subject to a residence order, child arrangements order or a special guardianship order [see Note c)].
- ii) children who have a sibling on the roll of the school at the time of application, providing the sibling accepted an Open Place [see Note f)].
- iii) children of staff [see Note h)].
- iv) children living nearest to the school, using a straight line measurement [see Note i)].

### Specialist music places:

8 Foundation and 7 Open places will be offered to children who demonstrate that they have the aptitude to benefit from a specialist course in music. Places will be allocated on the basis of an aptitude test carried out in the autumn term to include performance either as a vocalist or instrumentalist and a test of aural perception and awareness. Applicants will be placed in rank order according to their total score in the aptitude test.

Applicants will need to complete an additional information form if they wish to be considered for a specialist place. Those not offered a specialist place will automatically be considered for a place under the general admission criteria.

Where the number of Foundation music place applicants who meet the aptitude criteria for a specialist music place is less than 8, any unfilled specialist music places will be offered to Open place applicants who meet the aptitude criteria (in rank order according to their total score in the aptitude test as above).

### Notes:

- a) Attendance at a Christian church which is either a full Member of "Churches Together in England", The Evangelical Alliance, The Federation of Independent Evangelical Churches, The Association of Grace Baptist Churches, or, Affinity, at least twice a month for a continuous period of two years immediately prior to application is required to be eligible to apply for a Foundation place. Governors do not give priority to families where both parents worship.
- b) A reference will be sought from the minister or church leader at the place of worship for applicants for Foundation places.

- c) 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.
- d) Any unfilled Foundation places will become additional Open places.
- e) All unsuccessful applicants for Foundation places will be considered for Open places. Where the applicant does not meet the criteria for eligibility for a Foundation place but has a sibling in the school on the date of application who accepted a Foundation place, the sibling link will be disregarded.
- f) A sibling is defined as a full brother or sister, a step/half/adopted brother or sister living at the same address, a child who is living at the same address as part of the family by reason of a court order, or a child who has been placed with foster carers as a result of being looked after by a Local Authority.
- g) The school is organised under one roof with a lift providing access to the upper floors. All classrooms may be accessed without steps and there is a ramp at the entrance to the playground. The school has six toilets designed for use by pupils with disabilities, including one with shower facilities. The school will take all reasonable steps to ensure that pupils with disabilities have the same opportunities as other pupils.
- h) The member of staff must have been employed by the school for two or more years at the time at which the application for admission to the school is made, or be a member of staff who was recruited to fill a vacant post where there is a demonstrable skill shortage.
- i) Distance will be measured from home to school using a straight line measurement. This commences at the location of the property and terminates at the central point of the school site as determined by Wandsworth Council's Geographical Information System. Measurements by alternative systems and/or to other points will not be taken into account in any circumstances.

### Tie-breaker

In the event that two or more applicants have equal right to a place under any of the above criteria and there are insufficient places, the Governing Body will use distances in the first instance, to decide between applicants; where applicants have identical distance measurements, priority amongst them will be determined by the drawing of lots supervised by someone independent of the school.

### Appeal Arrangements:

Applicants refused a place at the school will have the right to appeal against the decision to an independent admission appeal panel established under the School Standards and Framework Act 1998. Appeals must be received within 20 school days of receipt of the letter refusing a place at the School. Should an appeal be unsuccessful, the Governing Body will not consider further appeals from those applicants within the same academic year unless there have been significant and material changes in their circumstances.

If you wish to appeal, please download an Appeal Form from the Admissions section on the school's website.