



St Saviours C of E Primary School
 Verulam Avenue, Walthamstow, London E17 8ER
 Telephone: 020 8520 0612
 E-mail: school@st-saviours.waltham.sch.uk

FOR SCHOOL OFFICE USE ONLY	
DATE RECEIVED	
MINISTER'S REF.	
CATEGORY	

Admission Form for In Year Entry September 2016/17

Part 1 - To be completed by parents/guardians

Please complete (or tick) EACH SECTION OF PART 1 of this form using BLOCK CAPITALS and then pass the form to your Church Minister to complete PART 2, after which both parts should be returned to the school. **If you need help completing this form please contact the School Office on 020 8520 0612.**

Child's Details			
Surname		Christian Name(s)	
Sex	Male <input type="checkbox"/> Female <input type="checkbox"/>	Date of Birth	
Does this child have a sibling who will be attending St Saviour's at the start of the term for which you are applying for entry?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Name:	
Does this child have a Statement of Special Educational Needs where St Saviour's Primary is named in the statement?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is this child looked after by the local authority?		Yes <input type="checkbox"/>	No <input type="checkbox"/>

Parent's/Carer's/Guardian's Details			
Parent 1 Full name		Relationship to child (i.e. Father/Mother/Carer/Guardian)	
Parent 1 Address			
Parent 1 telephone number		Mobile	
Parent 1 email			
Parent 2 full name		Relationship to child (i.e. Father/Mother/Carer/Guardian)	
Parent 2 address (if different from above)			
Parent 2 telephone number		Mobile	
Parent 2 email			

Church Details (if appropriate)	
Name of church currently attended by your family	
Address of church	
Name of Clerical Referee	
Telephone number of Minister	
Name of Diocese/Parent Body	

Declaration – please sign

- This declaration must be signed by one of the parents named at the start of the form.
- I believe the information given above is true and correct.
- I understand that any statement subsequently revealed to be incorrect may affect the chances of my child being awarded a place.
- I understand that this is a Church of England School and consent to my child participating in all activities of the School including Religious Education and worship.

Signature

Name (BLOCK CAPITALS PLEASE)

DATE

Thank you for completing this form

What to do next

Please note that an application for St Saviour's can only be considered if you submit both this form and the Waltham Forest Primary Application Form.

1. Give **both parts** of this Application Form to your Church Minister and ask for PART 2 to be completed.
2. Return **both parts** of this Application Form to the school.
3. Complete the Waltham Forest Primary Admissions Form and return it to; School Admissions Service, Waltham Forest Town Hall, Forest Road, London E17 4JF or send by email to; admissions@walthamforest.gov.uk. Your email will be acknowledged by an automatic reply message. You are responsible for ensuring that your application reaches Admissions before the deadline. Please. If your application form is received after the closing date it will be considered as a late application.

N.B. Failure to complete the Waltham Forest Form and return it to them at the above address on time will result in your child not being considered for a place by the school's Admissions Subcommittee.



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Admission Form for Entry 2016/2017

Part 2 – To be completed by the Church Minister

St Saviours's Governors have the responsibility to decide which children are admitted to the school each year. In order to assist us in our decision when the number of applications received exceeds the number of places available, we ask for a ministers reference to confirm the church allegiance and attendance of applicants. We would be very grateful if you would kindly answer the questions below. In the case of a child where parental involvement in your church varies markedly from one parent to the other, please answer the questions in relation to the parent who is more involved in Church life. Please note the definitions we use in our Admissions Policy are explained overleaf; please refer to them before completing the form

Should the Governors decide not to offer a place at the school to the child (for whatever reason), the parents do have the right of appeal against that decision. If such an appeal is lodged, you should be aware that the contents of this reference are likely to be disclosed both to the Appeal Panel and also to the parents. Thank you in anticipation of your co-operation in this matter.

Child's Full Name			
Name of your Church			
Is your Church part of a Church in membership of, or holding observer status with any of the following organisations? (please tick the appropriate response)			
	YES	<i>Please note: If none of the boxes to the left are ticked, this will be taken to indicate that NO membership with any of the above bodies exists, which may result in this application being categorised incorrectly</i>	
Churches Together in England	<input type="checkbox"/>		
The Evangelical Alliance	<input type="checkbox"/>		
Affinity (formerly The British Evangelical Council)	<input type="checkbox"/>		
		Parent 1	Parent 2
Are the child's parents/guardians on the electoral roll of your parish? <small>NB The question re electoral roll relates only to the Anglican Parishes (Admissions categories 3&4)</small>		YES/NO	YES/NO
Do the child's parents/Guardians attend public worship in your church at least twice a month?		YES/NO	YES/NO
Please state anything you wish to say in support of this application which has not been mentioned earlier that you feel the Governors ought to be aware of and which may help them in their decision:			
Signed			
Name (PLEASE PRINT)			
Date Signed			
Position Held			
Contact telephone number			

SUPPLEMENTARY ADMISSION INFORMATION

Before completing the Form Parents/Guardians are advised to read carefully the following notes. A second copy is enclosed for your reference.

St. Saviour's School aims to give a thorough education in the context of the Christian Faith. Education within a Voluntary Aided Anglican School is a privilege. It is also a partnership between Church, School and Home and, as such, parents/guardian are expected to set an example to their children by supporting the Parish and the school as much as possible to reflect the Christian Ethos.

The Governors intend to admit 60 pupils to the Reception class during each academic year. It is not possible to "reserve" places and parents/guardians who wish to apply for a place at the school for their child should complete the application form between 1st September 2015 and 15th January 2016 in the school year before the child is due to be admitted. Applications outside these times will be considered as casual applications.

Should the number of applications received exceed the number of places available, the Governors will apply the following criteria in order of priority.

- 1. Children with a statement of special educational need that says the child should go to a mainstream school.**
- 2. Children in Public Care (Looked after Children) and children recorded in the Child Protection Register or who are 'at risk' as advised by the Local Authority's Child Protection Officer.**
- 3. Children whose parents/guardians are on the Electoral Roll of the Ecclesiastical parish of Walthamstow S. Saviour* and who are regularly involved in the work and worship of the parish church.**
- 4. Children whose parents are on the Electoral Roll and are regularly involved in the work and worship of another Anglican Parish in the deanery of Waltham Forest.**
- 5. Children who have siblings who are on the roll of the school at the intended time of admission.**
- 6. Children whose parents are resident in the Ecclesiastical Parish of Walthamstow S. Saviour.**
- 7. Children whose parents are regularly involved in the work and worship of non-Anglican communities in the borough of Waltham Forest, whose parent bodies are members of "Churches together in England.**
- 8. If any places remain available then children who live closest to the school based on the shortest measured walking distance from the school using public road or footpath.**

*details of the parish are available at the school office

** Please do not complete this form if your child has a statement of special educational needs, you should contact your local authority (SEN Unit) for advice and information – this applies only if you are applying to transfer to St. Saviour's.

Note one: In category 1 if a parent names the school on the application form, the school has a duty to admit the pupil with a statement.

In category 2 – The school is committed to giving overriding priority to Children in Public Care or who are 'at risk'.
In categories 1 - 4 if the number of applicants who fulfil the criterion exceed the number of places available then, having a sibling who is on the roll of the school at the intended time of admission will take priority. If the number of applicants within that category who have a sibling on the roll at the time of admission exceeds the number of places available priority will be given to children who live closest to the school using defined guidelines published by the London Borough of Waltham Forest to establish distance from the home to the school.

Note two: In categories 5 –6 . If the number of applicants within that category who have a sibling on the roll at the time of admission exceeds the number of places available priority will be given to children who live closest to the school based on the shortest measured walking distance from the school using public road or footpath.

Note three: In categories 3,4&7 "regularly involved" means that at least 1 parent attends the church for public worship a minimum of twice a month.

Note four: Please enclose two official documents showing proofs of the parent/s' or guardian/s' residence at the address on this form. One of these must be a council tax document, the other may be a gas or electricity bill, bank or building society letter or similar.

Note five: It is your responsibility to return the form to the School Office by five o'clock on the 15TH January in the relevant year. If you wish to have your involvement in the work and worship of your church considered by the Governors then you must take this form to your Clerical Referee and ask them to complete the form on page 4.

Note six: If you are unsuccessful in obtaining a place, or you are submitting it after the normal closing date, but you wish the application to be kept at the school and considered along with all others if a "casual" place later becomes available. These "casual" applications will be kept on file for 12 months from the date of receipt.

Right of Appeal

The 1980 Education Act gives you the right to appeal if your application is unsuccessful. To do this you must make sure that your written appeal is received at the school by the date mentioned in the results letter, (ie 21 days after that letter) and copied to the Borough Solicitor of the London Borough of Waltham Forest.

PLEASE NOTE THAT WHEN APPLYING FOR RECEPTION YOU WILL ALSO BE REQUIRED TO COMPLETE AN APPLICATION FORM FOR THE LONDON BOROUGH OF WALTHAM FOREST. FAILURE TO COMPLETE THIS FORM WILL RESULT IN YOUR APPLICATION BEING INCOMPLETE AND WILL NOT BE CONSIDERED.