



**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](mailto:school@st-saviours.waltham.sch.uk)

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

## Admission Form for Reception Entry September 2019/2020

### 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](mailto: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 2019/2020

### Part 2 – To be completed by the Church Minister

St Saviour'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.

<b>Child's Full Name</b>			
<b>Name of your Church</b>			
<b>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)</b>			
	<b>YES</b>	<i>Please note: If none of the boxes to the left are ticked, this will be taken to indicate that <b>NO membership with any of the above bodies exists</b>, which may result in this application being categorised incorrectly</i>	
Churches Together in England			
The Evangelical Alliance			
Affinity (formerly The British Evangelical Council)			
		<b>Parent 1</b>	<b>Parent 2</b>
<b>Are the child's parents/guardians on the electoral roll of your parish?</b> <small>NB The question re electoral roll relates only to the Anglican Parishes ( Admissions categories 3&amp;4)</small>		<b>YES/NO</b>	<b>YES/NO</b>
<b>Do the child's parents/Guardians attend public worship in your church at least twice a month?</b>		<b>YES/NO</b>	<b>YES/NO</b>
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:			
<b>Signed</b>			
<b>Name (PLEASE PRINT)</b>			
<b>Date Signed</b>			
<b>Position Held</b>			
<b>Contact telephone number</b>			

**St. Saviour's Church of England (Voluntary Aided) School**  
**Verulam Avenue, Walthamstow, London E17 8ER**

**Telephone: 020 8520 0612**

***ADMISSION CRITERIA***

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 1<sup>st</sup> September 2017 and 15<sup>th</sup> January 2018 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 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. Children with a statement of special educational needs that says the child should go to a mainstream school. (see Notes 1 & 2)**
- 2) **Children who have siblings who are on the role of the school at the intended time of admission.**
- 3) **Children of parents who are active members of St. Saviour's in the Ecclesiastical Parish of Walthamstow\*. (See Note 3)**
- 4) **Children of parents who are staff of The C of E Federated Schools of St Mary's & St Saviour's in the following circumstances:**
  - a) **Where the member of staff has been employed at the school for two or more years at the time at which the application for admissions to the school is made, and/or**
  - b) **the member of staff is/has recruited to fill a vacant post for which there is a demonstrable skill shortage**
- 5) **Children whose parents are active member of another Anglican Parish in the deanery of Waltham Forest or of non-Anglican communities in the Borough of Waltham Forest, whose parent bodies are members of "Churches together in England"\* (See Note 3)**
- 6) **If any places remain available then places will be awarded using defined guidelines published by the London Borough of Waltham Forest to establish distance from the home to the school.**

**Note 1:** Under the Children Act 1989, a child is looked after by a local authority if he or she is in their care or is provided with accommodation for more than 24 hours by the authority. They fall into 4 main groups:

- (i) children who are accompanied under a voluntary agreement with their parents (section 20)
- (ii) children who are subject to a care order (section 21) or interim care order (section 38)
- (iii) children who are the subject of emergency orders for their protection (section 44 and 46)
- (iv) children who are compulsorily accommodated. This includes children remanded to the local authority or subject to a criminal justice supervision order with a residence requirement (section 21).

The term 'looked after children' therefore includes: children in children's homes, foster care, unaccompanied minors, and other emergency provisions. For 'looked after children', late applications or mid term transfer requests will receive the highest priority, second only to a Statement of Educational Need for vacant places at St. Saviour's. Where the request is for a place where a sibling attends, including the foster carer's own children and other unrelated children resident in the same foster home, the School will consider the request even in cases where admission would result in the School exceeding the published admissions limit, in order to accommodate the child.

**Note 2.** Applications for places from children with a Statement of Educational Needs will be considered under category 1 above (i.e. prioritised along with 'looked after children' above all other admissions categories).

**Note 3:** In categories 3 and 5 "active members" means that at least one parent attends the Church for public worship a minimum of twice a month. **A Supplementary Information Form (SIF) must be submitted directly to the school, in addition to the Local Authority process. This is available via the school office or the school website.**

**Note 4:** Under the co-ordinated admissions scheme, the admissions committee requires THREE official documents showing proof of parents' or guardians' residence at the address shown on the application form. These must be:

1. the most recent Council Tax bill or tenancy agreement  
**and**
2. your most recent Child Benefit/Child Tax Credit letter showing your child's name and your address  
**and**
3. the most recent utility bill for the address showing your name (this must be one for Gas, electricity or Water, no other bill will be acceptable).

**Note 5.** Where the offer of places to all applicants in any sub category listed above would lead to over subscription, the places will be offered to those living closest to the school. Distance measured in a straight line and sourced from the Local Authority.

## **Definitions**

**Actively Involved** is defined, in accordance with national Church of England guidance as being 'at the heart of the church'. This means attending Sunday services at least twice a month or/and involved in weekday worship, with the exception of holidays and illness,

A **Christian Church** is defined as one which is part of a church in membership of, or holding observer status of, 'Churches Together in England' and/or has church membership of the 'Evangelical Alliance' and/or is a member of Affinity (formerly the British Evangelical Council).

**Neighbouring Parishes:** St. Peter-In-The-Forest, St John, St. Michael and All Angels, St. Mary's, St Barnabas with St James the Greater, St. Andrew (Higham Hill), Emmanuel (Leyton), All Saints (Leyton), St. Catherine and St. Paul (Leyton) known as '*Cornerstone*'. All churches mentioned are those in Walthamstow, unless stated differently.

A **sibling** is defined as a child living at the same address who is also: a full brother or sister related by blood or adoption, or half brother or sister related by blood or adoption, or step-sibling (for children in foster care please see Note 1 above).

**The Parish of Walthamstow** refers to the boundaries of the Church of England ecclesiastical parish, as defined by the Diocese of Chelmsford. A map outlining the boundaries may be obtained from the school office.

## **Unsuccessful Applications and the Outstanding Application Pool**

In addition to their right of appeal, unsuccessful applicants will be offered the opportunity to be placed in an outstanding application pool. This outstanding application pool will be maintained in order of the over-subscription criteria set out above and not in the order which the applications are received or added to the pool.

## **The Appeals Procedure**

St. Saviour's is a popular School and parents will appreciate that, owing to over-subscription, it may not be possible to offer a place to everyone who applies. The 1980 Education Act gives parents the right to appeal against decisions of the Governors regarding admissions. Parents wishing to do so should notify both of the following:

- a) The Education Appeals Committee,  
Democratic Services,  
Town Hall, Forest Road,  
Walthamstow, LONDON E17 4JF.
- b) Chair of Governors,  
St Saviour's C of E Primary School,  
Verulam Avenue,  
Walthamstow, LONDON E17 8ER.