



# Determined Admissions Arrangements Policy 2024-2025

BELONGING | BELIEVING | ACHIEVING  
*"You are the light of the world"*

**This policy was ADDITIONALLY REVIEWED by the Governing Body in March 2024**  
**This policy will be reviewed by March 2025**  
*(unless any changes are necessary prior to this date)*

**Closing date for Reception Class applications 2024-2025:** 15th January 2024  
**National offer day:** 16th April 2024

In accordance with the [School Admissions Code](#) (1<sup>st</sup> September 2021) admission arrangements must be formally determined by the responsible admission authority.

The Governing Body of St Matthew's CE Primary & Nursery School, Westminster hereby formally determines the admission arrangements for the academic year of entry 2024-2025.

St Matthew's Primary School is part of the local authority's coordinated process for admissions.

## **School Ethos**

St Matthew's Primary School is a thriving one form entry church school in the centre of Westminster. The care, guidance and support we provide for our children, our high expectations and the excellent educational and inclusive opportunities, supports our belief that every child matters. Children's spiritual, moral, social, emotional and academic development is encapsulated in our motto of 'Belonging, Believing, Achieving' and our vision "You are the light of the world".

All parent(s)/carer(s) applying for a place for their child/ren at St Matthew's are encouraged to respect and support the distinctive Christian ethos of the school.

Our school serves both the local community and other areas of London; there is no formal catchment area. We work in close partnership with St Matthew's Church and other local churches. We are an inclusive school and welcome families of all religious backgrounds and none.

## St Matthew's Primary & Nursery School Admissions Policy 2024-2025

The Governors, who are responsible for admissions to this Church of England Voluntary aided Nursery and Primary School, have agreed with the Local Authority (LA) to admit:

Year group	Number of pupils
Our Early Years Unit has capacity for up to 40 pupils; this includes a maximum of 30 Reception pupils. <i>The number of Nursery places available will be dependent on the number of Reception pupils</i> , but the school has a <b>minimum</b> of 10 full time places OR 20 part-time places OR a combination of these.	
<b>N1</b> <b>(New to Nursery in September 2024)</b>	All new children will be offered a part -time place until full time places become available.
<b>N2</b> <b>(Continuing in Nursery from the previous year)</b>	Children with a full-time place will continue to be offered this. Children with a part time place will continue to be offered this until full time places become available.
<b>Reception</b>	Maximum of 30 full-time pupils

St Matthew's Primary School is part of the local authority's coordinated process for admissions.

St Matthew's School does not have a catchment area, places are offered to applicants based on the following criteria:

### ADMISSIONS CRITERIA FOR NURSERY

We ask for parent(s)/carer(s) 'commitment to St Matthew's School when considering a Nursery place for their child. Although admission into Nursery does not guarantee a place at St Matthew's Primary School for Reception Class, we encourage parent(s)/carer(s) to consider their child's learning journey at St Matthew's.

In the event that there are more applications than places, the following criteria, in order of priority, are used to decide which children are to be admitted:

(Separate admissions procedures apply for entry to our Reception Class.)

## St Matthew's Primary & Nursery School Admissions Policy 2024-2025

1.	Children who are looked after (CLA) or who have previously been looked after <sup>1</sup> but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order, including those children 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
2.	Children whose parent(s)/carer(s) have attended the parish church of St Matthew's, Westminster regularly <sup>2</sup> for the past two years. <i>(Please complete the Supplementary Information Form)</i>
3.	Children who already have siblings <sup>3</sup> attending the school at the date of entry and whose parent(s)/carer(s) have attended a Church of England church regularly for the past two years. <i>(Please complete the Supplementary Information Form)</i>
4.	Children who already have siblings attending the school at the date of entry
5.	Children who live in the parish of St Matthew's, Westminster <sup>4</sup>
6.	Children whose parent(s)/carer(s) have worshipped at another Church of England church regularly for the last two years. <i>(Please complete the Supplementary Information Form)</i>
7.	Children whose parent(s)/carer(s) have worshipped at another Church <sup>5</sup> regularly for the past two years. <i>(Please complete the Supplementary Information Form)</i>
8.	Children whose parent(s)/carer(s) have worshipped in another World Faith <sup>6</sup> regularly for the past two years. <i>(Please complete the Supplementary Information Form)</i>
	<p>All other places remaining will be offered to children living closest to the school.</p> <ul style="list-style-type: none"> <li>• For entry to the Nursery and for in-year applications, distances will be measured to allocate places at St Matthew's Primary School.</li> <li>• Distances are determined in a straight line. From the child's home address to the main school doors on Old Pye Street. In the event that distances are equal for two applicants (including where applicants live in the same block of flats/building) the governing body will determine which applicant should be offered the place by the drawing of lots.</li> </ul>

### ADMISSIONS CRITERIA FOR RECEPTION CLASS

Parent(s)/carer(s) who are applying for a Reception Class place must complete the Common Application Form available from their home Local Authority and return it to their Local Authority. For applications under criteria 2,3,7,8 & 9 parent(s)/carer(s) should complete the School Information Form (SIF) (appendix 2) and return this form directly to the school office.

<sup>1</sup> 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) at the time of making an application to a school.

<sup>2</sup> Regularly is determined as at least twice a month

<sup>3</sup> A sibling is defined as a brother or sister; half brother or sister; or step brother or sister or adopted sibling whose main residence is at the same address

<sup>4</sup> Please contact St Matthew's Church to check whether you live in the parish or view the map here:

<https://www.london.anglican.org/directory/st-matthew-westminster/>

<sup>5</sup> Churches who are members of CTBI and the Evangelical Alliance

<sup>6</sup> World Faiths include Buddhism, Hinduism, Islam, Judaism, Sikhism

## St Matthew's Primary & Nursery School Admissions Policy 2024-2025

1.	Children who are looked after (CLA) or who have previously been looked after <sup>7</sup> but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order, including those children 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
2.	Children whose parent(s)/carer(s) have attended the parish church of St Matthew's, Westminster regularly <sup>8</sup> for the past two years. <i>(Please complete the Supplementary Information Form and return it to the school)</i>
3.	Children who already have siblings <sup>9</sup> attending the school at the date of entry and whose parent(s)/carer(s) have attended a Church of England church regularly for the past two years. <i>(Please complete the Supplementary Information Form and return to the school and enclose a letter from the parish priest or minister with your child's application)</i>
4.	Children who already have siblings attending the school at the date of entry
5.	Children who live in the parish of St Matthew's Westminster <sup>10</sup>
6.	Children who have attended St Matthew's School Nursery
7.	Children whose parent(s)/carer(s) have worshipped at another Church of England church regularly for the last two years. <i>(Please complete the Supplementary Information Form and return it to the school and enclose a letter from the parish priest or minister with your child's application)</i>
8.	Children whose parent(s)/carer(s) have worshipped at another Church <sup>11</sup> regularly for the past two years. <i>(Please complete the Supplementary Information Form and return it to the school and enclose a letter from the parish priest or minister with your child's application.)</i>
9.	Children whose parent(s)/carer(s) have worshipped in another World Faith <sup>12</sup> regularly for the past two years. <i>(Please complete the Supplementary Information Form).</i>
	<p>All other places remaining will be offered to children living closest to the school.</p> <ul style="list-style-type: none"> <li>For entry to the Nursery and for in-year applications, distances will be measured to allocate places at St Matthew's Primary School.</li> <li>Distances are determined in a straight line. From the child's home address to the main school doors on Old Pye Street. In the event that distances are equal for two applicants (including where applicants live in the same block of flats/building) the governing body will determine which applicant should be offered the place by the drawing of lots. For entry to Reception Class, distances are determined using the Local Authority's computerised</li> </ul>

<sup>7</sup> 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) at the time of making an application to a school.

<sup>8</sup> Regularly is determined as at least twice a month

<sup>9</sup> A sibling is defined as a brother or sister; half brother or sister; or step brother or sister or adopted sibling whose main residence is at the same address

<sup>10</sup> <https://www.london.anglican.org/directory/st-matthew-westminster/>

<sup>11</sup> Churches who are members of CTBI and the Evangelical Alliance

<sup>12</sup> World Faiths include Buddhism, Hinduism, Islam, Judaism, Sikhism

	measuring system. The school is informed of these distances via the School Access Module (SAM).
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### ADMISSIONS CRITERIA FOR IN-YEAR APPLICATIONS (casual applications)

For applications under criteria 2, 3, 6, 7 & 8 parent(s)/carer(s) should complete the School Information Form (SIF) (appendix 2) and return this form directly to the school office. These will be dealt with by 31st August of the academic year, in line with the school's admissions arrangements.

1.	Children who are looked after (CLA) or who have previously been looked after <sup>13</sup> but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order, including those children 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
2.	Children whose parent(s)/carer(s) have attended the parish church of St Matthew's, Westminster regularly <sup>14</sup> for the past two years. <i>(Please complete the Supplementary Information Form and return it to the school)</i>
3.	Children who already have siblings <sup>15</sup> attending the school at the date of entry and whose parent(s)/carer(s) have attended a Church of England church regularly for the past two years. <i>(Please complete the Supplementary Information Form and return to the school and enclose a letter from the parish priest or minister with your child's application)</i>
4.	Children who already have siblings attending the school at the date of entry
5.	Children who live in the parish of St Matthew's Westminster <sup>16</sup>
6.	Children whose parent(s)/carer(s) have worshipped at another Church of England church regularly for the last two years. <i>(Please complete the Supplementary Information Form and return it to the school and enclose a letter from the parish priest or minister with your child's application)</i>
7.	Children whose parent(s)/carer(s) have worshipped at another Church <sup>17</sup> regularly for the past two years. <i>(Please complete the Supplementary Information Form and return it to the school and enclose a letter from the parish priest or minister with your child's application.)</i>
8.	Children whose parent(s)/carer(s) have worshipped in another World Faith <sup>18</sup> regularly for the past two years. <i>(Please complete the Supplementary Information Form).</i>

<sup>13</sup> 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) at the time of making an application to a school.

<sup>14</sup> Regularly is determined as at least twice a month

<sup>15</sup> A sibling is defined as a brother or sister, half brother or sister, or step brother or sister or adopted sibling whose main residence is at the same address

<sup>16</sup> <https://www.london.anglican.org/directory/st-matthew-westminster/>

<sup>17</sup> Churches who are members of CTBI and the Evangelical Alliance

<sup>18</sup> World Faiths include Buddhism, Hinduism, Islam, Judaism, Sikhism

	<p>All other places remaining will be offered to children living closest to the school.</p> <ul style="list-style-type: none"> <li>• For entry to the Nursery and for in-year applications, distances will be measured to allocate places at St Matthew's Primary School.</li> <li>• Distances are determined in a straight line. From the child's home address to the main school doors on Old Pye Street. In the event that distances are equal for two applicants (including where applicants live in the same block of flats/building) the governing body will determine which applicant should be offered the place by the drawing of lots. For entry to Reception Class, distances are determined using the Local Authority's computerised measuring system. The school is informed of these distances via the School Access Module (SAM).</li> </ul>
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## PROCEDURES FOR APPLYING FOR A PLACE AT ST MATTHEW'S

<b>Nursery</b>	<p>Parent(s)/carer(s) who are applying for a Nursery place for their child have to return the Nursery Supplementary Information Form (on the school website or from the school office) directly to the school office.</p> <p>Parent(s)/carer(s) will be notified if their child has a place in the Nursery for September by the school. Any applications received after September will be treated as in-year Nursery admissions.</p>
<b>Reception</b>	<p>Parent(s)/carer(s) who are applying for a Reception Class place must complete the Common Application Form and complete the SIF (on the school website or from the school office) for applications under criteria 2,3,5,7,8 &amp; 9 and return this form directly to the school office. Parent(s)/carer(s) will be notified of the outcome of their application via the local authority.</p> <p>Full-time Reception Class places are offered to children in the September following their fourth birthday.</p> <p>Parent(s)/carer(s) can defer the date their child is admitted to the school until later in the school year, but not beyond the point at which they reach compulsory school age (the term<sup>19</sup> after their fifth birthday) and not beyond the beginning of the final term of the school year for which it was made.</p> <p>Where the parent(s)/carer(s) wishes, children may attend part-time until later in the school year, but not beyond the point at which they reach compulsory school age.</p>

<sup>19</sup> This refers to three terms in the school year: Term 1 is September-December; Term 2 is January-March

	Parents may decide not to apply for a Reception place in the school but to apply in the second half of the summer term 2025 for a Year 1 place in September 2025. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2024-2025 Reception Year group. Alternatively, they may decide to apply in the normal round (no later than 15 January 2024) for a Reception Year place in September 2024, but would need to provide strong supporting reasons for seeking a place outside the normal year group via the protocol outlined above.
<b>In-Year Application</b> <i>(entry to the school at any point within the school year)</i>	Parent(s)/carer(s) who are applying for an in-year place for their child (any other year group) must complete the admissions process via the admissions team in their home borough and complete the SIF (on the school website or from the school office) for applications under criteria 2,3,5,7,8 & 9 and return this form directly to the school office. Parent(s)/carer(s) will be notified by the school office if a place can be offered to their child.

When there are more applications than places available, the following criteria will be used:

**For entry to Reception Class in September**

- When deciding between applicants who have equal entitlement under the school's admissions criteria, the Governors will have regard to the proximity of the applicant's home to the school.
- Priority will be given to applicants who live closest to the school determined by the Local Authority's computerised measuring system. The school is informed of these distances via SAM.

**For entry to Nursery Class in September, or in-year admissions for any other year group:**

- When deciding between applicants who have equal entitlement under the school's admissions criteria, the Governors will have regard to the proximity of the applicant's home to the school.
- Priority will be given to applicants who live closest to the school's main entrance on Old Pye Street.
- Distances are determined in a straight line. From the child's home address to the main school doors on Old Pye Street. In the event that distances are equal for two applicants (including where applicants live in the same block of flats/building) the governing body will draw lots to determine which applicant should be offered the place. This process will be overseen by an independent observer.

These arrangements and the admissions criteria are reviewed annually.

### **In-year (casual) admissions**

Parent(s)/carer(s) who are applying for an in-year place for their child (any other year group) must complete the admissions process via the admissions team in their home borough and complete the SIF (appendix 3) for applications under criteria 2,3,7,8 & 9 and return this form directly to the school office. Parent(s)/carer(s) will be notified by the school office if a place can be offered to their child.

The usual admissions criteria will be applied if in-year applications are made throughout the school year. If a place is available and there is no waiting list, then the governors offer a place to the child.

If more applications are received than there are places available, then applications will be ranked by the governing body in accordance with the admissions criteria.

If a class is already at capacity, the family will be offered a place on the waiting list. When a place becomes available, the governing body will offer the next child on the list a place at St Matthew's School.

### **Special Educational Needs and Disabilities (SEN)**

Children with an Education Health Care Plan (EHCP) do not apply to schools in the same way as other pupils. Children with an EHCP naming St Matthew's Primary School will be offered places if the school believes the needs of the child can be met.

### **Admissions Appeals**

Parent(s)/carer(s) who are not offered a place for their child are entitled to appeal to an independent committee under the provisions of the 1998 School Standards and Framework Act.

St Matthew's has a clear timetable for organising and hearing admission appeals after national offer day or after an in-year admission where an application has been unsuccessful:

1. The ***deadline for preparing and lodging a written appeal is 20 school days*** from the date of notification that an application was unsuccessful
2. The deadlines for those making an appeal to submit additional evidence, or for admission authorities to submit their evidence, ***is 10 school days***
3. The deadline for the clerk to give notice of the date of the appeal hearing and send appeal papers to the panel and parties is ***10 school days***
4. A statement noting decision letters are sent ***within 5 school days*** of the hearing wherever possible



Unsuccessful applicants will have their names included on the waiting list if requested. Any vacancies that arise will be allocated from the waiting list strictly in accordance with the above criteria.

In accordance with Regulation 21 of the Regulations and Section 88 of the SSFA 1998, any person or body who considers that any maintained school or Academy's arrangements are unlawful, or not compliant with the Code or relevant law relating to admissions, can make an objection to the Schools Adjudicator.