St. Luke's Admissions Policy

– for admissions into Reception for 2025.26 (Foundation and Open places) and also In Year admissions

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Introduction

The Governing Body is responsible for the admission of children to St. Luke's C.E. School and does so in accordance with the DfE Admissions Code. The Governing Body will admit 60 children to the Reception year. This admission number has been agreed between the Governing Body and the Local Authority and applies to the 2024.25 school year. To meet the statutory requirement on infant class size (5-, 6- and 7-year-olds), the Reception year will have a maximum of 30 pupils per class.

Children are offered a full-time place for the September following their fourth birthday. The school year runs from 1 September 2025 to the 31 August 2026. Parents may opt to defer entry to the Reception class until the beginning of the term after their child turns five years old but cannot defer entry beyond the end of the school year. This means that if your child's birthday is in February 2026 you could apply for the 2025.26 year, have an allocated full time school place from September 2025 but start attending Reception from Easter 2026. The school will hold any deferred place for a child. It is also possible for parents to request that their child attends part time until they reach compulsory school age.

For children whose fifth birthday falls between 1 April 2026 and 31 August 2026, parents may want them to be admitted out of the normal age group either in September 2026 which would be the start of Year 1, or to Reception in 2026. In either case, parents are advised to discuss this with the school at an early stage and the school will consider the best interests of the child given parental views, academic achievement, social and emotional development as well as where relevant, medical information. The Governing Body will also be consulted. A final decision will be clearly laid out in writing.

In the event that parents decided not to apply for a Reception place but instead to apply for a place in Year 1 they need to be aware that the Year 1 year group may have no vacancies as it could be full with children transferring from Reception.

Oversubscription criteria

If we have more applications than we have places, we will use our over subscription criteria to award places fairly.

As such, to ensure that we are able to treat each application to the school fairly, we ask that all families complete the school's Supplementary form and return that to the school by 15th January 2024.

When allocating places, the first two groups to be awarded places are as follows.

(i) Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order (see Note 2 including 2021 variation to admissions code);

(ii) Children of staff employed at St Luke's School, subject to the conditions detailed in Note 3.

After these groups have been applied, the applications received will be separated into one of two groups:

1. Foundation places;

2. Open places.

(A) Foundation Places

The Governing Body has designated up to 60% of places, 36 in total, to be offered to children whose parent is a practising member of a Christian Church, (see note 1) and live or worship within the Anglican Deanery of Tower Hamlets. A map of the Tower Hamlets Deanery is available in the School office.

Written evidence of applicants' commitment to their place of worship will be required at the time of application and this is included in the School's Supplementary Form which must be returned to the School; this evidence must be endorsed by your priest, minister, church or religious leader.

If there are more than 36 applicants, places will be allocated according to the following criteria. These are stated in order of priority:

(i) Children who will have a brother or sister (see Note 4) in the school at the time of admission whose parent is a practising member of a Christian Church (see Note 1) and live or worship within the Anglican Deanery of Tower Hamlets (see Note 5);

(ii) Children whose families are practising Christians who are regular attendees of Christ Church or St. Luke's Church. (Supplementary form completed by Father Tom Pyke or Father Ed Dix respectively)

(iii) Children whose families are practising Christians and attend another Christian church other than those included in the criterion above and live or worship within the Anglican Deanery of Tower Hamlets (Supplementary form completed by the Parish Priest/Minister, Church leader or Church Officer).

In the event of oversubscription in any of the above criteria, priority will be determined in order of straight-line distance from home to school, as measured by Tower Hamlets Council's Geographical Information System (see Note 6).

If there are less than 36 qualified applicants for Foundation places, any unfilled places will become additional open places. Unsuccessful applicants for Foundation places will be considered for any open places remaining unfilled at the end of the allocation procedure.

(B) Open Places

The Governing Body has designated up to 40% places as Open places, 24 in total, to be offered to children who do not qualify for a Foundation place, but whose parents have chosen the school for the type of education it provides. Parents applying for an Open place do so knowing that the school aims to provide an education based on Christian principles and, therefore, the Governing Body hopes that all children will take part in the Christian worship of the school and attend religious education lessons.

If there are more applicants than places, places will be allocated according to the following criteria and so these families must also complete the school's Supplementary Form and return it to the school by 15th January 2024. These are stated in order of priority:

(i) Children who will have a brother or sister (see Note 4) in the school at the time of admission;

(ii) Children who live at an address within the Parish of Christ Church, Isle of Dogs (see Note 5). A map of the Parish is available in the School Office;

(iii) Children who live at an address within the Anglican Deanery of Tower Hamlets not included in the criterion above (see Note 5). A map of the Tower Hamlets Deanery is available in the School office;

(iv) Children who live at an address outside of the Anglican Deanery of Tower Hamlets (see Note 5);

In the event of oversubscription in any of the above criteria, priority will be determined in order of straight-line distance from home to school, as measured by Tower Hamlets Council's Geographical Information System (see Note 6).

Admissions to Year 1 – Year 6

Application for admissions to all other year groups will be considered in accordance with the order of priority in the Oversubscription Criteria above.

Notes:

1 A Christian Church is one that is a full member of a local Churches Together Group, Churches Together in England, The Evangelical Alliance, or The African and Caribbean Evangelical Alliance. Practising members are Families who currently practice their religion and have attended their church or place of worship at least monthly for a minimum of six months prior to the submission of the admission application.

2 By a "looked-after child" we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangements order' is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion should be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order)."

In the 2021 Admissions Code the definition of previously looked after children was expanded. In addition to the existing LAC/previously LAC children (above), highest priority will be given to children who appear to have been in state care outside of England but were then adopted. State care is defined as being in the care of public authorities, religious authorities or other organisations that act in the public benefit and could encompass a wide range of institutions.

3 There are two possible conditions. First, the member of staff must have been employed on a continuous basis at the school for two or more years. For normal round admissions the date that will be used to assess the length of time that a member of staff has been employed will be the closing date for applications. Second, a member of staff is recruited to fill a vacant post for which, in the opinion of the governing body, there is a demonstrable skill shortage.

4 Qualifying siblings are brothers and sisters, half-brothers and -sisters, step-brothers and -sisters, foster and adopted brothers and sisters who share the same home. Attending a reception, infant or junior class.

5 The address is the place where the child lives for at least 50% of the school week. Applicants must provide the school with proof of address as specified on the application form. Independent verification may be sought.

6 The straight-line distance is measured from the centre point of the address to the centre point of the nearest available school entrance in constant use, as determined by Tower Hamlets Council's Geographical Information System Distances measured by other means i.e. private car, pedometer or internet websites are likely to result in different calculations that should not be relied upon as evidence that the local authority's distance calculation is

incorrect. Where applicants have identical distance measurements, priority amongst them will be determined at random.

Co-ordinated admission arrangements

St. Luke's School is part of the locally agreed co-ordination scheme and the timescales for applications to be received and processed are those agreed with the local authority. Parents must complete their home Local Authority's On-Line Form which is available on the LA's E-Admissions Portal, even if they are applying for a school in another Local Authority area.

If parents are applying for a place at this school, they must name this school as one of the preferences on their home Local Authority's On-Line Form. Parents must also complete the school's Supplementary Form.

The LA's On-Line form must be submitted using the LA's E-Admissions Portal by 15th January 2026. The school's Supplementary Form should be returned to the school, completed, by the same date.

The school's Supplementary Form is available from the school office or can be downloaded from the school's website.

In Year Admissions

Applications for In Year admission must be made to the Local Authority's Admissions Team in Pupil Services on the 'In Year' application form available through the Local Authority's website. The link for this can be found on the school website's admissions page. https://www.st-lukes.towerhamlets.sch.uk/admissions

The Local Authority will refer the application to the school which will inform the applicant whether or not a place can be offered and advise the Local Authority of the outcome.

Protocols on "hard to place" children

The school is committed to taking its fair share of vulnerable children who are hard to place, in accordance with the Local Authority's Fair Access Protocol. Accordingly, outside the normal round of admissions, the Governing Body is empowered to give absolute priority to a child where admission is requested in agreement with both of the Governing Body and the Diocese for the current admission year. The Governing Body has this power even when admitting such a child would exceed the school's normal admission number.

Child with an Education, Health and Care Plans

Parents of a child who has an Education Health and Care Plan are required to apply for school place separately through the local authority from which advice is available. If a child with an Education, Health and Care Plan is placed in the school by the local authority before the normal admission round, the number of places available to other applicants will be reduced.

Children of UK service personnel and Crown Servants

For those families with a confirmed posting, or Crown servants returning from overseas, at the point that the family require a school place we will:

- Allocate a place in advance of the family arriving in the area, as long as one is available, provided the application is accompanied by an official letter that details a relocation date.
- Not refuse to process an application or refuse a place solely because the family do not yet have an intended address, or do not yet live in the area.

- Use the address at which the child will live when applying our oversubscription criteria, as long as the parents provide some evidence of their intended address.
- Use a unit or quartering address as the child's home address when considering the application against our oversubscription criteria where the parents request this.

Children in the school nursery

Applicants should be aware that a child's attendance in the school's Nursery Class does not guarantee a future place in the Reception Class or Years 1 to 6. A fresh application must be made by those seeking places in any year group.

Late applications

The Governors will consider late applications in accordance with the procedure in the local authority's co-ordinated scheme as published in its 'Starting School' brochure.

Waiting list

If there is no place available at the school, parents/carers may have their applications placed on the school's waiting list. In the event of a vacancy arising in any year group the Oversubscription Criteria *(see above)* will be applied in order to determine the offer of places.

Periodically, those applicants on the waiting list will be contacted and asked to confirm if they wish it to remain on the waiting list. If confirmation is not received by a given date the application will be removed from the waiting list.

Appeals

Parents who are not offered a place for their child have the right to appeal to an independent appeal panel. All appeals are handled for us by Tower Hamlets Local Authority. Parents wishing to appeal can obtain an appeal form from:

Pupil Admissions Team
Tower Hamlets Local Authority
Town Hall
Mulberry Place
5 Clove Crescent
E14 2BG
Tel: 020 7364 5006