



## Admissions Policy

As a voluntary aided Church of England school, Hampden Gurney provides an education based on Christian principles and has close links with its parish church, The Annunciation, Bryanston St, London W1H 7AH. It is expected that all children take part in the life of the school, including the daily act of Christian worship and religious education lessons. This does not remove the right that parents could request that their child, or children, be withdrawn from these activities.

Hampden Gurney C.E. Primary School, Nutford Place, London W1H 5HA, admits a maximum of 30 children into its Reception Year. For **2027-2028**, these children will be **born between 1st September, 2022 and 31st August, 2023**.

Parents who wish their child to be considered for a place in the school should complete the form available from their Local Authority naming the school (you can apply online at [www.edamissions.org.uk](http://www.edamissions.org.uk)). When applying for a place on religious grounds, please complete the Hampden Gurney Supplementary Information Form (SIF) and return to the school by January 15, 2027, so that the Governors' Admissions Committee may consider the application fully.

The closing date for applications to Reception Class starting in September 2027 is 15 January 2027. The outcome of applications will be sent on 16 April 2027 via your home local authority.

Applications received after the closing date will only be considered after the initial allocation process has been completed.

### **SPECIAL EDUCATION NEED (SEN) WITH EDUCATION, HEALTH AND CARE PLAN (EHC PLAN)**

Parents of children who have an Education Health Care Plan are required to apply for school places separately through the local authority, Westminster Council, from whom advice is available. If a child with an EHCP 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.

**ADMISSION CRITERIA** Where there are more applicants than places, Governors of the school will allocate places in accordance with the following order of priority:

**1. Looked after children and all previously looked after children**, 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.

\*Note: By a "looked-after child" we mean one in the care of a UK local authority or being provided with accommodation by a UK 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.

- 2. Baptised children of Church of England** who are regular, frequent worshippers with their parent(s) or legal guardian(s) who attend **the Parish Church of the Annunciation**.
- 3. Baptised children** who are regular, frequent worshippers with their parent(s) or legal guardian(s) who attend **another Church of England Church**.
- 4. Baptised children** who are regular, frequent worshippers with their parent(s) or legal guardian(s) **of other Christian communions**. These Christian communions are members of Churches Together in England. (<https://cte.org.uk/about/whos-who/member-churches/>).
- 5. Baptised children** who currently attend a Church of England church with their parent(s) or legal guardian(s) but **cannot show evidence of 3 years' attendance, 26 times per year from 16<sup>th</sup> January 2024**.
- 6. Baptised children** who currently attend with their parent(s) or legal guardian(s) **other Christian communions**, but **cannot show evidence of 3 years' attendance, 26 times per year from 16<sup>th</sup> January 2024**. These Christian communions are members of Churches Together in England. (<https://cte.org.uk/about/whos-who/member-churches/>).
- 7. All other children.**

**For children to be considered based on priorities 2, 3 and 4, it must be shown that:**

- a. such child has attended their place of worship with their parent/guardian **at least 26 weeks per year**, for a **full three years**, prior to the closing date on your application form.
- b. at least one parent/guardian has been a communicant member of such place of worship and/or registered on such place of worship's electoral roll for this 3-year period.

The Religious Attendance Details section of the SIF must be completed by the Vicar/Priest/Minister/Religious Leader to confirm this. **A copy of your child's baptism/dedication/other certificate must also be provided with your application.**

If the child has attended or is attending a second place of worship with their parent/guardian during the 3-year period prior to date of your application, then you are invited to provide evidence of other church attendance. You can do so by passing the Supplementary Information Form (SIF) to the minister of your second place of worship to complete the '2<sup>nd</sup> Religious Attendance Details' section of the SIF. For a child to be considered under Criterion 2, it must be shown that both a. and b. above are wholly satisfied with the Annunciation as the place of worship.

**Attendance at a Church of England church, including the Annunciation, for less than 3 years will be aggregated with attendance at their previous church.** If the previous church is a member of the Anglican Communion, the child will be considered under criterion 3. If the previous church is a member of Churches Together in England, the child will be considered under criterion 4.

#### **TIE-BREAKER**

In the event of over-subscription in any of the above criteria, priority will be given to:

**FIRST:** Children with siblings already on the roll of the school who will still be in the school at the time the applicant is admitted. This includes half-brothers or half-sisters, adopted brothers or sisters, step-brothers or step-sisters or the children of the partner of the parent or carer, provided they live at the same address as the applicant. Please note sibling priority only applies to children with sibling(s) at the school in **Reception to Year 6 at the time of admission**. **Nursery is not included.**

**SECOND:** Children living closest to the school. Where the order of priority is otherwise equal, preference will be given to a child who lives the shortest distance from the school. Home address is defined as the address at which the

child resides for 50% or more of the school week. The distance from home to school will be calculated as a straight-line to the main entrance of the school building used by pupils. For any school that has more than one entrance of the school building used by pupils, the entrance of the main school reception will be used as the measuring point. The Council will have the measuring point identified by each school and will use its computerised measuring system to determine the distance. The child living closest to school will receive the highest priority. Accessibility by car or public transport will be disregarded. If applicants share the same address point (for example, those who live in the same block of flats or shared house) priority will be determined by random allocation. If two or more applicants live at exactly the same distance from the school, the offer of a place will be decided by random allocation. Random allocation - any applicants requiring order of priority using random allocation, will be determined using a Third-Party Draw Service - Random.org. This process is independent of the school and managed by the Council's Admissions Team.

**(Hampden Gurney School and Westminster City Council reserve the right to check any details provided by applicants. Please note: the address of another family member or a work address is not acceptable. Any attempt to mislead the School or Westminster City Council may result in the withdrawal of the offer of a place.)**

### **NURSERY ADMISSIONS**

Children are admitted to the Nursery the September after their third birthday. The school only offers full time Nursery places and as government funding does not cover the cost of full time attendance in our Nursery we request additional fees. Please read the Nursery Fees Addendum for more information.

For help with the payment of fees and eligibility, follow the link:

Apply for 30 Hours Tax-Free Childcare <https://www.gov.uk/apply-30-hours-free-tax-free-childcare>

Hampden Gurney CofE Primary School is a registered childcare provider.

### **RECEPTION ADMISSIONS**

Children will normally be admitted to the Reception Class in the September following their fourth birthday.

Applicants must complete the Pan London eadmissions application (you can apply online at [www.eadmissions.org.uk](http://www.eadmissions.org.uk)) and the Hampden Gurney Supplementary Information Form (SIF) must be completed and returned to the school by January 15, 2027. When applying for a place on religious grounds, please ensure your Vicar/Priest/Minister/Religious Leader completes the Religious Attendance Details part of the SIF form so that the Governors' Admissions Committee may consider the application fully.

Applications received after the closing date will only be considered after the initial allocation process has been completed. Parents will be notified by their local authority of the outcome by 16 April 2027.

### **WAITING LISTS AND APPEALS**

Any child not offered a place for Reception Class will be invited to join a waiting list via a Response Slip letter sent out after outcome day. The waiting list will be held up until 31st December 2027. After this date, parents/carers will be contacted to see if they wish to remain on the waiting list. If a child is added to the waiting list, it will require the list to be ranked again in line with the oversubscription criteria. If there is a vacancy, this must be offered to the family at the top of the waiting list irrespective of whether there are any appeals outstanding at the time.

Unsuccessful applicants have the right of appeal to an Independent Appeals Panel. Please complete the online Appeals form found on the Local Authority website here: [Reception, Year 1 and 2 school admission appeal form](#)

### **ADMISSION OF CHILDREN BELOW COMPULSORY SCHOOL AGE AND DEFERRED ENTRY TO SCHOOL**

Places are offered for full-time attendance from the September following the child's fourth birthday. Parents have the option of deferring their child's entry until later in the school year, however entry may not be deferred beyond the start of statutory school age (the beginning of the term after their fifth birthday) and not beyond the beginning of the final term of the school year for which the application was made. Children may attend part-time until later in the school year, but not beyond the point at which they reach compulsory school age. Parents considering these options should speak to the Headteacher.

Parents of a summer born child (a child born between 1 April and 31 August) may choose not to send that child to school until the September following their fifth birthday and then apply for In-Year admissions place for Year 1. Parents considering this option should speak to the Headteacher and should be aware that there are seldom vacancies in Year 1.

#### **ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP**

Parents of a summer born child (a child born between 1 April and 31 August) may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted outside their normal age group – to Reception rather than Year 1. Decisions will be made on the basis of the circumstances of each case and in the best interests of the child. Parental views, the academic, social and emotional development of the child, and where relevant medical views, will be taken into account. The views of the Headteacher will also be taken into account. The reasons for the decision on the year group to which the child will be admitted will be clearly set out in writing.

Where it is agreed for a child to be admitted to Reception outside their normal age group, the parents must make an application for the main admissions round for Reception the following year. The application will be considered along with all the other applications in accordance with the determined admissions arrangements for that year.

Parents considering this option should discuss it with the school at an early stage, so that if the request is refused there is still time to apply for a place as part of the normal age group admissions.

#### **IN-YEAR ADMISSIONS**

Applicants applying for a place in-year (i.e. Reception to Year 6) should complete the General Intake SIF available from our website, as well as applying through Pan London eadmissions ([www.eadmissions.org.uk](http://www.eadmissions.org.uk)), to join the Waiting Lists. If a place does become available in the school, the Headteacher will review children waiting for a place in accordance with the above criteria.