



**Cathedral School of St Saviour & St Mary Overy**

Headteacher: Mrs Filiz Scott  
Redcross Way, London SE1 1HG  
Telephone: 020-7407 2600

**ADMISSION POLICY – RECEPTION CLASS 2023**

The Cathedral School of St Saviour and St Mary Overy, Southwark is a Voluntary Aided Church of England school, closely linked to Southwark Cathedral and situated within the Cathedral parish.

The Cathedral School has a distinctive Christian Ethos which is at the heart of this school and provides an inclusive, caring and supportive environment where children learn and flourish in a setting shaped by Christian values. We welcome applications from all members of the community and we ask all parents to respect the Christian ethos of our school and its importance to our community.

The Governing Body is responsible for the admission of pupils to Cathedral School of St Saviour & St Mary Overy Church of England School and admits 30 pupils to Reception each September. This admission number has been agreed between the Governing Body and the Local Authority.

The Governing Body is required to abide by the maximum limits for infant classes (5, 6 and 7 year olds), i.e., 30 pupils per class. However there are very limited circumstances where a child is considered to be an 'excepted pupil' and may be admitted above this number as per Regulation 5 of The School Admissions (Infant Class Sizes) (England) Regulations 2012.

The 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 the Local Authority's Common Application Form (CAF) and return the form to the Authority; if applying for a place at this School, parents must name this School as one of the preferences on the CAF. Parents who wish to apply for a foundation place must also complete the school's supplementary form and return this to the School.

Failure to return the supplementary form will mean that the school cannot consider the application under its foundation criteria, in this case the application will be considered under the open places.

**(A) Foundation Places**

The Governing Body has designated 15 places to be offered to pupils whose families (i.e. parents/carers and child) worship regularly at Southwark Cathedral or St Hugh's Bermondsey (part of the Cathedral parish). Any unallocated Foundation places would then be available to applicants who worship at other Anglican churches within the Deanery of Southwark and Newington, and then to members of other Christian churches within a mile of the School.

Written evidence of applicants' commitment to their place of worship (in the form of a Clergy Reference) will be required at the time of application. The Clergy Reference will be based on evidence of the applicants having become part of the Church community through a verifiable pattern of attendance at worship at least once a month for at least a year and on evidence of additional active and sustained participation in the life and work of the Church as volunteers, office-holders, or members of church groups or committees.

If there are more than 15 applicants, places will be allocated according to the following criteria. These are stated in order of priority:

- (i) looked after children or previously looked after children (see note 1)
- (ii) children with an exceptional and professionally supported medical or social need for a place at this school. (see note 2)
- (iii) Children who have a brother or sister at the school at the time of admission (see note 3)
- (iv) Children of permanent staff members (see note 4)
- (v) Children in order of the nearness of the home to the school (see note 5)

If there are fewer than 15 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 15 places each year as open places, to be offered to pupils 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 pupils will take part in the Christian worship of the school and will attend religious education lessons.

If there are more than 15 applicants, places will be allocated according to the following criteria. These are stated in order of priority:

- (i) looked after children or previously looked after children (see note 1)
- (ii) children with an exceptional and professionally supported medical or social need for a place at this school. (see note 2)
- (iii) children who have a brother or sister at the school at the time of admission (see note 3)
- (iv) Children of permanent staff members (see note 4)
- (v) Children in order of the nearness of the home to the school (see note 5)

**Tie breaker:** In the event that two or more applicants have equal right to a place under any of the above Foundation or Open criteria, the Governing Body will apply the subsequent criteria, in order of priority, to these applicants. If applicants live

equidistant from the school, the governing body will draw lots to decide between applicants. In this unlikely event a Governor who is not on the admissions panel will draw lots.

**Notes:**

1. 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 the school. A previously looked after child is a child who immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those 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. An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians). The Governors will require written confirmation that the child is looked after, or previously looked after, and will be so at the time of making an application to the school.
2. Children with exceptional medical or social needs: where it is agreed by the headteacher/governing body that these can best be addressed at a particular school. Supporting current evidence to substantiate that the child or their family has medical or social need must be provided at the time of application. The evidence must be in a written format and should set out the reasons why a particular school is the most suitable and the difficulties that would be caused if the child had to attend another school. The evidence must be from a relevant qualified professional who is providing direct care to the child on an ongoing basis e.g. a child or educational psychologist, a child psychiatrist, or a social worker
3. Brothers and sisters include half brothers and sisters, stepbrothers and sisters and adopted brothers and sisters who share the same permanent home
4. Staff members must have at least two years' service with the school at the time. Alternatively they may have less than two years' service but have been recruited especially with a skill/expertise required by the school
5. Children living nearest to the school as measured by a straight line from the child's home to the main school gate. Cathedral School uses a SMART system developed for local education authorities (LAs), schools and academies that provides accurate home-to-school distances linked to an applicant's address to calculate a straight line. If a child lives in a block of flats where a communal entrance is used, the system references the block, not the individual flat. When dealing with multiple applications from a block of flats to the same school, lower door numbers will take priority. The home address is where the parent/carer lives and the child permanently resides unless otherwise directed by a Court Order. This will also apply to informal care arrangements. Where a child spends time with both parents/carers in separate homes and both have parental responsibility, the school will need to establish where the majority of school nights (Sunday to Thursday) are spent. This will then be treated as the home address

**Special Educational Needs:** Parents/carers of pupils who have a statement of special educational needs, or Education, Health and Care (EHC) Plan are required to apply for school places separately through the local authority from whom advice is available. If a child with a statement, or EHC 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. The Governors will admit all those pupils whose statement, or EHC Plan, names the School.

**Appeals:** Parents who are not offered a place for their child have the right to appeal to an Independent Appeal Panel. Parents wishing to appeal should obtain an appeal form from the school. The form should reach the Clerk to the Appeal Panel, care of the school, within 20 days of the date of the letter confirming the governors' decision not to offer a place. Where an appeal is unsuccessful, the Governing Body will not consider a further appeal for the same child, within the same academic year, unless there have been significant and material changes in their circumstances.

**Waiting list:**

A list of children will be held and maintained by the school for both foundation and open places from 31 August. The children are ranked in priority order against the published oversubscription criteria of both the foundation and open places.

**Fair Access:** The School is committed to taking its fair share of pupils who are hard to place in accordance with the locally agreed fair access protocol. Pupils admitted under the protocol will take priority over any children on the waiting list and this may include, on occasion, admitting above the planned admission number

**Late Applications:** The School will consider late applications in accordance with the local authority's co-ordinated scheme.

**Deferred entry to reception:** The School admits children to the Reception class in the September of the school year in which a child attains the age of 5 years. (The school year runs from 1 September to the 31st August.) All parents/carers are entitled to a full-time place for their child in the reception class from September, but may defer entry until the beginning of the term after their child is five years old (i.e., when the child reaches compulsory school age) or until the beginning of the summer term whichever is earlier. Children may attend part-time until their child reaches compulsory school age. Parents/carers who have been offered a place at the School and wish to defer entry for their child and/or attend part-time must put this in writing to the headteacher at the earliest opportunity and before the start of the autumn term.

**Education out of normal (chronological) age group**

Children are normally educated in school with others of their age group; however, in exceptional circumstances parents/carers may seek a place outside of their child's normal age group. Decisions will be made on the basis of the circumstances of each case. Parents/carers must state clearly why they feel admission to a different year group is in the child's best interests and may provide recent professional evidence to support this. Any such requests must be made using Southwark's request form which is available on the website at [www.southwark.gov.uk/schooladmissions](http://www.southwark.gov.uk/schooladmissions). Further information can also be found within the LA's policy on 'Deferred entry' and 'Admission outside of a child's normal age group'.



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## SUPPLEMENTARY INFORMATION FORM FOR ADMISSION TO THE RECEPTION CLASS 2023

Parent(s)/Guardian(s) should fill in this form **only** if they are applying for a foundation place at the school and should ensure that they have a copy of the admission policy prior to completing the form and return it to the Admissions Officer at the School, by 12 noon on 15<sup>th</sup> January 2023. You must also complete the Common Application Form (CAF) available from your home Local Authority. Both forms must be completed to be a valid application under the foundation criteria. Please complete the form in black ink in BLOCK LETTERS.

Child's Surname: ..... Sex: .....

Christian/First Names: ..... Date of Birth: .....

Name of Parent(s)/Guardian(s): .....

Home Address: .....

.....

Home Telephone: ..... Work Telephone: .....

Do the parents/carers/child have any link with any place of worship? .....

Please ask your minister/leader to complete the enclosed clergy/leaders form, and continue with the rest of this section.

Name of place of worship which the parents/carers attend.....

How often do you attend?  Father/Carer      Mother/Carer      Child

Do you attend worship at least monthly?                 

Have you attended worship for at least one year?                 

Please supply details of your commitment to your church community, e.g., commitment to their place of worship (in the form of a Clergy Reference) will be required at the time of application. The Clergy Reference will be based on evidence of the applicants having become part of the Church community through a verifiable pattern of attendance at worship at least once a month for at least a year and on evidence of additional active and sustained participation in the life and work of the Church as volunteers, office-holders, or members of church groups or committees.

Please inform your minister/leader before using their name to support your application.

Name of minister/leader: .....

Address of minister/leader: .....

.....Telephone number: .....

Give details of any involvement of the parents/carers with your place of worship:

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NB If you or your minister/leader has recently moved, you may prefer to give the name and address of the previous minister/leader.

.....

Signed ----- Date -----



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## SUPPLEMENTARY INFORMATION FORM FOR ADMISSION TO THE CLERGY / LEADERS FORM 2023

The Parent(s)/Guardian(s) of the child named below have applied for a place at the Cathedral School, and have given your name as a referee. Would you kindly complete and return this form by 12.00 noon on 15<sup>th</sup> January 2023, to the Admissions Officer at the School. Please note that this form may be used in any appeal if the application is unsuccessful

Child's Surname: ..... Sex: .....

Christian/First Names: ..... Date of Birth: .....

Name of Parent(s)/Guardian(s): .....

Home Address: .....

Home Telephone: ..... Work Telephone: .....

Name and Address of Church/Place of Worship: .....

The School's admission policy requires that a parent and their child attends worship at least once a month and has done so for at least one year prior to applying for a place and provides evidence of additional active and sustained participation in the life and work of the Church.

Please note that the record of attendance of only one parent/guardian (the better attender) will be taken into account.

How often do you attend?  Father/Carer      Mother/Carer      Child

Do you attend worship at least monthly?                 

Have you attended worship for at least one year?                 

Have the parents/carers and their child worshipped at your church/place of worship for at least one year?

Yes / No

If less than one year, from which church/place of worship did they transfer? .....

Please make any other comments below if you wish (or in a separate letter).

Minister/Leader of: .....

Address: .....

..... Postcode: .....

Telephone Number: .....

Signed:

Date: