

St George's Hanover Square Church of England Primary School

RECEPTION TO YEAR 6 Admissions Policy 2026/27

Policy produced by School

Adopted by [Governors Full Governing Body](#) -Academic
year 2024/25

Our School Vision Statement

Go shine in the world and live as Jesus lived.

Our School motto is based upon Matthew 5:14-16

Our school offers a distinctly Christian education in an inclusive environment, welcoming children and staff of all faiths and none.

‘Our schools offer a community where everyone is a person known and loved by God, supported to know their intrinsic value.’ The Most Reverend Justin Welby, Archbishop of Canterbury ‘

The distinctive nature of our approach to education can be found in our explicit Christian values, our Collective Worship, our grounded Christian ethos and in our Religious Education.

As a Church of England school we believe **every** child is made in the image of God, and therefore we want the best for them. We value our school community as a place where love can flourish.

INTRODUCTION

St George’s Hanover Square CE Primary School welcomes children from all faiths or of no faith. As a voluntary aided Church of England school, the school aims to provide an education based on Christian principles, and has close links with its parish church where whole school worship takes place on a regular basis. Governors hope that parents who have chosen this school for their child have done so knowing that it is a Church of England school with a distinctive Christian ethos. Governors therefore expect parents to give their full support to the ethos of the school.

Governors hope that all children will attend the acts of collective worship and will take part in the religious education curriculum offered by the school. This does not remove the right that parents have according the Educational Reform Act 1988s9(3) to withdraw their child from these activities.

PUPILS WITH AN EDUCATION HEALTH AND CARE PLAN (EHCP)

The admission of a pupil with an Education Health and Care Plan is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of the EHCP by the pupil’s home Local Authority. Details of this separate procedure are set out in the *Special Educational Needs Code of Practice*. Children with an EHCP which names the school in the Final EHCP are admitted before other places are allocated.

Oversubscription Criteria

The Governors have agreed with the Local Authority that a maximum of 30 children may be admitted to each age group each year. This is in accordance with government legislation which limits infant class sizes.

School places are allocated by the Admissions Committee according to the criteria below and in that order:

- a) Looked-after children/previously looked after children (see definitions on page 6) who ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order.

The remaining places will be allocated between Foundation (50%) and Open (50%) applicants to facilitate inclusion and serving the common good of the local community. Note that where there is a need to round numbers, we will favour Foundation places.

b) Foundation Places will be allocated in this order of priority:

- i) Children whose parent(s) have attended public worship services at least fortnightly during the previous year at St. George's Hanover Square or the Grosvenor Chapel. (Evidence required)*
- ii) Children whose parent(s) have attended public worship services at least fortnightly during the previous year at a neighbouring Anglican church in the Westminster deaneries of Marylebone, Paddington or St. Margaret's. (Evidence required) *
- iii) Children living within the parish of St. George's, Hanover Square*** but of other Christian churches, that are listed as members of Churches Together in England (CTIE), whose parent(s) have attended public worship services at least fortnightly during the previous year at their place of worship.
- iv) Children living outside of the parish of St George's who are of other Christian denominations which are members of CTIE and whose parent(s) have attended public worship services at least fortnightly during the previous year at their place of worship.

c) Open Places will be allocated in this order of priority:

- i) Children who have a sibling** attending the School at date of entry into Reception class.
- ii) Any other child.

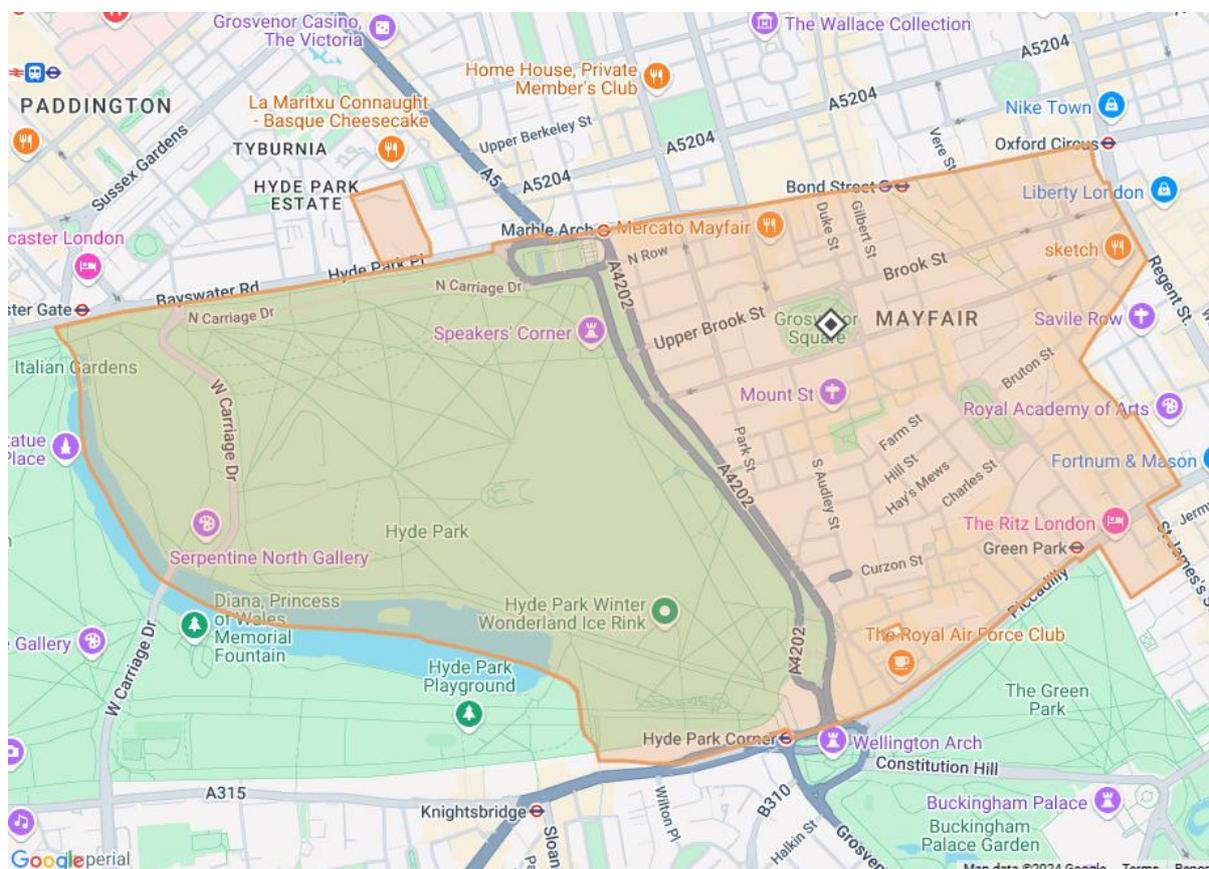
Notes

All applicants must provide proof of date of birth, this can be a medical certificate, and proof of residence.

* Applications for criteria b, c, e, and f require written confirmation on the Supplementary Information Form of church attendance, fortnightly over a period of at least a year from your vicar.

**For the purpose of admissions, a sibling is defined as a brother or sister, half brother or sister, or step brother or sister, foster siblings, adopted siblings and other children living permanently at the same address whose main address is at the same address.

*** A map of the parish of St Georges, Hanover Square is available to view below within the orange boundary or on 'a church near you' website if you search using the school postcode of W1K 2XH. <https://www.achurchnearyou.com/>



APPLICATIONS TO RECEPTION CLASS

Parents considering sending their child to the school are strongly encouraged to contact the school to arrange a meeting, which will include an opportunity to view the school. This meeting is to provide you with information about the school to help you to make an informed choice about whether the school is right for you and your child, but plays no part in determining who is admitted to the school.

Admissions to the reception class take place in one intake in September. It may be possible to vary this. This will be done in consultation with the parents concerned. Admission takes place in the school year during which the child has his or her 5th birthday.

Admissions to reception classes in primary schools are co-ordinated across all London boroughs. **You must complete a Common Application Form for the local authority in which you live and send it to the local authority.** On it you can name up to 6 schools in order of preference.

The home borough form (Local Authority Form) should be completed online at www.eadmissions.org.uk or, if you are having trouble applying online or want more help and advice about admissions, you can contact Westminster Council admissions

www.westminster.gov.uk/school-admissions. If your local authority is not Westminster you will need to return the form as advised by your local authority.

You must **also** complete the school's own Supplementary Information Form if you wish to be considered under the oversubscription criteria b, c, e, f, so that the governors can consider your application fully. **The school's own form (Supplementary Information Form) must be returned to the school.**

The number of places offered each year in the Reception class is 30.

Closing date for applications to Reception: Saturday 15th January 2026

National Offer Day for Reception places: Mid-April 2026

IN-YEAR ADMISSIONS TO RECEPTION CLASS

In-Year admissions are those which take place at times other than normal admissions to Reception Class. Applications for in-year admissions are managed by the school. **A Supplementary Information Form must be completed by all in-year applicants as this acts as the admissions form.** When a place becomes available, the governing body will determine who is top of the waiting list in accordance with the oversubscription criteria. The length of time on the waiting list does not determine admissions decisions. All offers of places will be made by the school.

APPLICATIONS TO YEAR 1 TO YEAR 6 CLASSES

Applications for Year 1 to Year 6 classes are managed by the school. **A Supplementary Information Form must be completed by all applicants to Year 1 - 6 as this acts as the admissions form.** When a place becomes available, the governing body will determine who is top of the waiting list in accordance with the oversubscription criteria. The length of time on the waiting list does not determine admissions decisions. All offers of places will be made by the school. You may ask for your child's name to be put on the waiting list.

APPLICATIONS ON BEHALF OF PUPILS ATTENDING THE SCHOOL NURSERY CLASS

Applicants should be aware that Nursery education is a non-statutory service and that accordingly a child's attendance in the School's Nursery Class does not guarantee a future place in the Reception, Infant or Junior classes.

WAITING LIST

When the school is oversubscribed and after the admissions to the Reception Class have been decided, if you have not been offered a place you may ask for your child's name to be put on the waiting list. Late applications will also be put on the waiting list. The waiting list will be maintained in order according to the oversubscription criteria. If a child is added to the waiting list, the list will 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. The waiting list is reviewed at the start of each school year. Names are normally removed from the list after one full year unless parents/carers submit a written request asking for their application to remain on the waiting list.

APPEALS

If you are not offered a place the school will tell you the reasons why. You have the right of appeal to an independent Appeals Panel.

If parents and carers wish to appeal against the decision not to offer a place at their school of choice, they can do so by filling in the appeals form on <https://www.westminster.gov.uk/children-and-families/education/school-admissions>.

They can also phone the Westminster Admissions Team on 020 7745 6433 or email the team schooladmissions@westminster.gov.uk for further advice. The appeal should be submitted within 20 days of your refusal letter. An independent panel will consider all such appeals, and its decision is binding for all parties concerned (Further details of appeal arrangements are set out in the Westminster School Admissions Appeals Code which can be found at <https://www.westminster.gov.uk/children-and-families/education/school-admissions>. If you make an appeal, you will receive at least 10 school days' notice of your appeal hearing date.

LATE APPLICATIONS

Late applicants will be included on a single school waiting list along with unsuccessful applications received before the closing date, ranked in order of priority under the published admission criteria.

DEFERRED ENTRY TO RECEPTION CLASS/ PART-TIME ENTRY

It is the policy of the Governors to admit children to start in September following their fourth birthday. Parents have the right to defer entry until later in the school year. However; parents cannot defer entry beyond the beginning of the term after their child's fifth birthday, nor beyond the end of the school year. This means a parent could defer entry until January if the child was born between 1st September – 31st December or until April if the child was born between 1st January – 31st August. Parents must still apply at the normal time even if they wish to defer entry.

Parents may decide not to apply for a Reception place in the school but to apply for a Year 1 place in September 2027. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2026-27 Reception Year group. Alternatively, they may decide to apply in the normal round (no later than 15 January 2026) for a Reception Year place in September 2026, but would need to provide strong supporting reasons for seeking a place outside the normal year group and apply via the protocol outlined above.

Parents/carers may also request that their child attends part-time until their child reaches compulsory school age.

TIE BREAKER

If any category is oversubscribed, priority will be given to those living nearest to the School. The place where the child lives for more than 50% of the school week or the

home of the parent in receipt of Child Benefit. Distances are measured by a straight line from the address seed point (determined by ordinance survey data) of the child's home address to the main school gate for pupils, as measured by the Local Authority's computerised measuring system. Where it is necessary to differentiate between applicants living in flats using the same street entrance, priority will be decided by random allocation by drawing of lots and independently verified.

Where it is necessary to further differentiate between applicants living the same distance from the school, priority will be decided by random allocation by drawing of lots and independently verified.

CHILDREN OUT OF CHRONOLOGICAL AGE

Requests for children to be admitted outside their chronological age group should be addressed to the Chair of Governors during the application process. The Admissions Committee will consider each request on its own merits and permission will only be given in exceptional circumstances.

For children whose fifth birthday falls between 1 April 2022 and 31 August 2022, parents who do not wish them to start school in school year 2026-27, but to be admitted in September 2027 for school year 2027-28, should discuss this with the school at an early stage. Any requests for a whole year deferral must be made in writing to the Headteacher. Any decision regarding deferral will be made based on the individual circumstances of each case and the best interests of the child. Parental views, academic achievement, social and emotional development and where relevant medical views will be taken into consideration. The school governors will also take into consideration the views of the Headteacher. The reasons for the decision will be communicated to the parent in writing.

FAIR ACCESS PROTOCOL

The Governors will comply with the locally agreed Fair Access Protocol to admit a child exceptionally, either outside the normal admission arrangements or in excess of the published admission limit, in order to protect the interests of vulnerable children and those children with challenging behaviour. These pupils will be shared between all schools in ways that are fair, objective and transparent.

Interpretation of terms used in the Admissions Policy and Admissions Criteria

Applicants	The parents and/or carers submitting an application for a place on behalf of a child.
Parent	The adult or adults with legal responsibility for the child
Home Address	The place where the child lives for more than 50% of the school week or the home of the parent in receipt of Child Benefit.
“looked after child”	Ref The School Admissions Code 2021, para 1.7. A ‘looked after child’ has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

	A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.
Adopted	An adopted child is a child who has been adopted from care and whose parents can give proof of this status.
Child Arrangements Order	A Child Arrangements order is an order under the terms of the Children Act 1989 s.8 settling the arrangements to be made as to the person with whom the child is to live. Children 'looked after' immediately before the order is made qualify in this category.
Special Guardianship Order	A special guardianship order is an order under the terms of the Children Act 1989 s.14A which defines it as an order appointing one or more individuals to be a child's special guardian(s). A child who has been 'looked after' until the order is made qualifies under this category.
Christian	A member of one of the Churches that is a member of "Churches Together in England (CTIE)"