

The  
Emmanuel  
School  
Trust



## **Admissions Policy**

This policy was adopted on 23rd January 2020

Signed on behalf of Emmanuel Community School .....

Review date: January 2026

# EMMANUEL COMMUNITY SCHOOL



## ADMISSIONS POLICY

### Admissions Policy – Principal Aims

1. The principal aims of the Admission Policy are to maintain the key character of a Faith school whilst meeting the needs of the wider community. We aim to meet parental preference wherever possible and to promote social inclusion by welcoming all members of the community of any faith or none, gender, disability, ethnic origin etc. We value diversity and the contribution that each individual and every group make to the school and wider community. We offer a broad and balanced curriculum, which is committed to the spiritual, moral, social and cultural development of the child.

### Inclusion Statement

2. ECS is a fully inclusive school with an 'open door' policy and is committed to equal opportunities, safeguarding and promoting the welfare of children.

### Mission Statement

3. ECS is a non-selective Christian school that reflects the ethnic diversity of the local community, welcomes children of all faiths and no faiths, whose parents welcome Christian values, high standards of care, close monitoring of behaviour and a strong sense of aspiration for every child.

### Introduction

4. The Governing Body of ECS is the admissions authority and will be responsible for deciding admissions to the school.

Applications for admission to ECS will be handled by the Local Authority as part of the co-ordinated admission arrangements.

Details of the Local Authority arrangements, which also explain how parent/carers can express a preference for any school and give reasons for that preference, will be available to parents. Parents / carers must apply to the Local

Authority where the applicant lives. If you are unsure, for example if you live near council boundaries, it is whichever Local Authority you pay your council tax to. You can apply for a primary school in any area, but you must apply to your home authority.

## **Applications**

5. The Governing Body will admit children at one point of entry in the September following the child's fourth birthday. All applications must be on the Local Authority's common application form. If an applicant wishes to claim priority based on the oversubscription criteria, then you will need to complete the ECS Supplementary Information Form (SIF) (including the ECS Application Form - Part Two if seeking priority under the faith criteria at 10(3) and 10(4)). It is not compulsory to complete either the ECS Supplementary Information Form (SIF) or the ECS Application Form - Part Two but the Governing Body cannot give the child priority consideration without it. Decisions on which children are to be offered a place will be made by the Admissions Committee of the Governing Body.
6. Please note that a parent / carer may request that the date their child is admitted to ECS is deferred until later in the academic year or until the term in which the child reaches compulsory school age (5 years of age). A parent / carer may request that their child takes up the place at ECS part-time until the child reaches compulsory school age. The school does not recommend deferred entry and would only grant such a request in the most extreme of circumstances.
7. The admission number for ECS will be thirty children in reception.

## **Admissions Criteria**

8. ECS will take part in the Local Authority co-ordinated admission process for admissions.

If ECS is undersubscribed (i.e. there are less than 30 applicants for entry into a year group) the oversubscription criteria will not apply and all applicants will be admitted.

A child with an Education Health Care Plan (EHCP) which names ECS will be admitted to ECS and will count towards the admission number of 30. If your child has such a statement you do not apply for a place at ECS under this policy. Instead, you must contact your local authority who will advise you on the SEND consultation procedure to follow.

## Oversubscription Criteria

The words in **bold** have meanings which are set out in the DEFINITIONS section below.

9. As a non-selective Christian school ECS is open to members of other faiths or no faith. In the event of oversubscription, no more than 50% of places will be offered based on Christian faith as set out in the oversubscription criteria 10(3) and 10(4) below.

10. 1). **Looked after children** and previously looked after children.

A looked after child is a child in the care of the Local Authority or provided with accommodation by the Local Authority (as defined in Section 22 of the Children Act 1989) at the time of application.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

Any remaining places will be offered to applicants in the following order.

2) Children who have **a sibling** on roll at ECS at the time of admission;

3). **Dedicated children** from **families who have worshipped regularly** at Emmanuel Community Church International and are **recorded partners** of that church.

4.) **Dedicated children** from **families who have worshipped regularly** at any church affiliated to Churches Together in Britain and Ireland or the Evangelical Alliance or other recognised grouping of Christian denominations and are **recorded members** of that church.

5.) Children with an **exceptional medical or social need**, to be accompanied by supporting submissions from the applicant's GP and / or consultant, social worker or education welfare officer, setting out the particular reasons why ECS is the most suitable school for the child and that the medical or social grounds are such that they cannot be met sufficiently at another school.

6.) Children living closest to ECS, using the method of measurement defined in clause 22.

## **In-Year Admissions**

11. Applications for in-year admissions are made in the same way as those made during the normal admissions round. An application should be made to the Local Authority. Where appropriate, the ECS Application Form must also be completed if the applicant wishes to be considered under the over-subscription criteria. If a place is available, then the Local Authority will communicate any offer of a place to the family. If more applications are received than there are places available, then applications will be ranked by the Governing Body in accordance with the oversubscription criteria.

## **Tie-Breaking**

12. Where there are more applications satisfying any category 1 to 6, places will be offered **in order of proximity to ECS** at the date of application. Those living closer will be given higher priority.
13. Measurement of those living closer will be calculated using the method defined in clause 21.
14. If there are two or more applicants from the same block of flats/apartments, and where the priority status of those applicants cannot be distinguished by the oversubscription criteria at paragraph 10 above then priority will be decided through a process of random allocation. This process will be independently verified.

## **DEFINITIONS**

15. **Sibling**  
Brother or sister, whether whole, half, adopted or step; provided that the applicant child is living in the same family unit at the same address as that sibling. For a sibling of the applicant child to be treated as being at ECS, the sibling must have a place to attend ECS on the day the applicant child would start attending should they secure a place.
16. **Families who have worshipped regularly**  
Worship at least three times a month for the two years preceding the application by at least one parent and the applicant child. Parent includes adoptive parents, any person with 'parental responsibility' as defined by the Children Act 1989 (or any substitute legislation) or a legally recognised guardian.

17. **Those who have recently moved church**

Where a family has moved church within the two years preceding the application, and a parent is a recorded member of a relevant church, but the family's period of regular worship at that church is less than two years, the family will be treated as having worshipped for two years provided that they worshipped regularly at a qualifying church.

18. **Dedicated child**

Dedicated, blessed with a service of thanksgiving or Christened according to the rites of any branch of the Christian church.

19. **Recorded member / Recorded Partner**

At least one parent should be on any list of membership maintained by that church at local level.

20. **In order of proximity to the School**

Priority to those living closest to ECS as measured using a straight line measurement from the main entrance to ECS and the child's home address (front door of property) using a computerised Geographical Information System (GIS), as used by the London Borough of Waltham Forest using the system they operate at the relevant time.

21. **Home address**

The home address is the child's main residence at the time of application. Where a child lives for part of the week with each parent, the child's home address will be the address where they spend the majority of school nights (Sunday to Thursday).

ECS reserves the right to investigate so far as it considers necessary and in line with all relevant rules and guidance, the evidence provided in support of a home address. ECS Application Forms are to be accompanied by two documents providing evidence of address of the child. If there is a dispute to where the child's main residence is, the address to where Child Benefit is registered will be decisive.

Where false or misleading information has been provided on application to gain a place at ECS the Admissions Committee may withdraw the offer of that place.

22. **Exceptional medical or social need**

Only exceptional reasons directly relevant to ECS will be considered. The admission authority may contact professionals involved with your child for further information. Any information provided will be treated in strict confidence.

## **Important Information**

### **23. References**

For applications falling in to categories 10 (3) and 10(4) the ECS– Part Two must be completed and signed as prescribed, and the original returned with the Supplementary Information Form. A photocopy of the ECS Application Form – Part Two will not be accepted.

### **24. Multiple Birth Applications**

Where multiple applications are received from one family, e.g. twins, triplets or other multiple births, for a single remaining place in the oversubscription criteria, the Governing Body will admit both/all children even if it means going over the admission number of 30.

### **25. Waiting list**

Where ECS is oversubscribed the Governing Body will, at a parent's written request to the Head Teacher, hold such unsuccessful applications on file and allocate places should they become available on the basis of the oversubscription criteria set out above. The waiting list will remain open at all times.

### **26. Appeals**

Parents of children who fail to gain places may appeal to an independent panel. All unsuccessful applicants will be advised of the process for appeal to the Independent Appeal Panel.