



Burdett-Coutts

ADMISSIONS POLICY

2025 - 2026



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We would like to acknowledge the work of other colleagues in the drafting of this policy. We have drawn on a range of sources including policies from other schools, good practice guides, published schemes, LDBS, LA and any statutory guidelines where appropriate.



Introduction

This policy is written in compliance with the [Department of Education's Schools Admission Code \(September 2021\)](#)

Burdett-Coutts and Townshend Foundation (Voluntary Aided) Primary School is a one form entry Church of England school located between Victoria and Parliament Square. We have the capacity for 236 pupils.

We encourage our learners to be ambitious for themselves, and for others, by challenging and supporting them in questioning the world and in finding solutions. Our Christian vision is deeply rooted in our theological understanding of St. Paul's letter to the Philippians: *"I can do all things through Him who gives me strength"*

Through our exploration and teaching of the Christian values of *friendship, compassion and service*, we want our learners to be ready to learn and to feel safe so that they can flourish in today's world, knowing that they are loved and cherished by God. For it is through Him, that they are given the strength to encounter each day and live life in all its fullness.

Governors hope that parents choosing this school for their child do 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 and that all children will attend the acts of collective worship and take part in the religious education curriculum offered by the school.

This does not remove the right that parents have to request that their children be withdrawn from these activities.

Admissions Criteria

Governors will make their decision without regard to the ability, cultural or ethnic background of any child. Where there are more applications than places available, places will be offered in the following order of priority: (in all categories where oversubscription occurs, distance from the school remains the deciding factor) *^{Note 1}

**Note 1 Proximity to the school is measured from the child's normal residential address (where the child resides for 50% or more of the school week), measured by the shortest walking distance on the road network to the school's main entrance, which is supported by data supplied by the City of Westminster.*



1. Children who are 'looked after by a local authority, 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' * Definition

** Definition "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)."*

2. Children whose brother or sister is currently at the school and will still be a pupil when the applicant joins. * Note 2

** Note 2 The priority for siblings only applies where other siblings are normally resident at the same address and includes step-brothers and step-sisters.*

3. 50% of the remaining places are Foundation Places, available in the first instance to children whose families worship regularly at St Stephen's with St John, Westminster or other Church of England churches in St Margaret's Deanery * Note 3

** Note 3 'Regular worship' here is understood to mean those who worship at least twice monthly over a period of at least one year supported by a letter from the regular priest or minister at the time of application. Applications will not be considered until the supporting documents are received. Information on Church of England churches included in St Margaret's Deanery can be obtained from:*

<http://www.london.anglican.org/directory/westminster-st-margaret-deanery> or from the school office.

4. Thereafter Foundation Places are available to children whose families worship regularly at other churches * Note 4

** Note 4 'Regular worship' here is understood to mean at least twice monthly over a period of at least two years or more. A clergy reference will be required upon application (available from the school's website or the office). 'Other churches' need to be affiliated to 'Churches Together in Britain and Ireland' or to the Evangelical Alliance.*

5. 50% of remaining places are Open Places available on the basis of proximity of the child's home to the school.



Oversubscription Criteria:

Priority will be given to a child who lives the shortest distance from the school. Should a decision need to be made where more than one child lives the same distance from home to school, the Governors' Admissions Committee will make a random allocation.

Any unsuccessful applications for Foundation Places will be automatically included among applications for Open Places. Any unfilled Foundation Places will be added to the Open Places available.

Please note:

Children with a Statement of Special Education Need (SEND) or with an Educational Health and Care Plan (EHCP) naming Burdett-Coutts and Townshend Foundation CE primary school will always be offered places.

The school is committed to taking its fair share of disadvantaged children who are hard to place, in accordance with locally agreed protocols. Accordingly, outside the normal round of admissions, the governing body is empowered to give consideration to a child where admission is requested under any local protocol, which carries the agreement of both the governing body and the dioceses for the current admission year. The governing body has the power even when admitting such a child would exceed the normal admission number.

Nursery Admissions (Autumn Term 2025-2026)

The Nursery has the capacity for 26 FTE children per academic year.

Applications to the Nursery are made on the school's admission form obtained from the school's website or office. Places are offered dependent on availability at the time of application. If there are more applications than available places, the Governors will apply the Admissions Criteria when deciding on the allocation of places to the Nursery. If there are more candidates fulfilling any one criterion than the number of available places, priority will be given to those candidates living closest to the school.*

** Distances are measured by a straight line from the address seed point (determined by Ordnance Survey data) of the child's home address to the main school gate, 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 given to the applicant(s) living closest to the ground floor and then by ascending flat number order. Where it is necessary to further differentiate between applicants living the same distance from the school, priority will be decided by random allocation.*



Only in the case of multiple births would the standard number of infant class sizes be permitted to go over the allotted places (eg: if the remaining twin or triplet would take the class over the standard number in order to accommodate them).

Offer letters will be sent out to parents ahead of the September 2025-2026 intake. There is no right of appeal for Nursery places. A waiting list is held with pupils placed as per the Admissions Criteria.

Please note:

A place in the Nursery does not guarantee a child a place in the Reception Class.

Parents/guardians of all Nursery children must re-apply for a place in the Reception Class should they want their children admitted to the main school following on from Nursery.

Please refer to Reception Admissions (Autumn Term 2025-2026) for further information.

Reception Admissions (Autumn Term 2025-2026)

The Reception has the capacity for 30 children per academic year.

The closing date for applications is 15th January 2025. Offers are made for a full-time place from the September following the child's fourth birthday. Offer letters will be sent out to parents in April 2025 for the September 2025/26 intake and parents must accept the offer by May 2025.

Applications for Reception class in this school are to be made via the Pan-London Coordinated Admissions System (PLCAS), where parents must list the schools they want to apply for on their home local authority's common application form, ranking them in order of preference. The recommended way to apply is online via The Pan-London eAdmissions system (www.eadmissions.org.uk).

In addition to the online application, parents who are applying under Item 2, 3, 4 or 5 of the Admission Criteria should also complete the school's supplementary form, (available from the school's website or the office) so that the governors may consider their application fully.

Deferring Your Child's Reception Place

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



In line with the Department of Education's [Schools Admission Code](#) (September 2021), parents can, where they have been offered a place at the school to start before they are of compulsory school age, defer their child's entry to the Reception Year until later in the school year.

This means that parents of a child whose fifth birthday falls between 1 September 2025 and 31 March 2026 may request that their child is not admitted until later in the school year 2025-2026. However, this only applies no later than the term after the child's fifth birthday, when he/she then reaches compulsory school age.

Where entry is deferred, the school will hold the place for that child and not offer it to another child. However, entry cannot be deferred beyond the beginning of the term after the child's fifth birthday, nor beyond the end of the Reception Year.

In practice this means that parents could only defer entry until January for children born between 1st September and 31st December, or until April for children born between 1st January and 31st August.

Parents can also request that their child attends part-time until he/she reaches compulsory school age. These arrangements must be discussed and agreed with the Head Teacher and Early Years Leader.

In-Year Admissions

Applications for in-year admissions are to be made via the school office.

Burdett-Coutts and Townshend Foundation (Voluntary Aided) Primary School is a one form entry Church of England school with the capacity for 236 pupils.

In Years 1 – 6, the maximum class size is 30 per academic year.

If a place is available and there is no waiting list, then the local authority will communicate the Governors' offer of a place to the family.

Admissions Out Of Normal Age Group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.



In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group eg: to Reception rather than Year 1.

In all cases, parents will need to discuss this with the school at an early stage and thereafter inform the Head Teacher and the governing body in writing by 15th January 2025.

Application to Reception when a child is 5 years & should be in Year 1

Parents of a child whose fifth birthday falls between 1 April 2026 and 31 August 2026, and does not wish their child to start in the academic year 2025-2026, but instead to defer being admitted to Reception until September 2026 for the academic year 2026-2027, will need to discuss this with the school at an early stage. Thereafter, they will need to inform the Head Teacher and the governing body in writing by 15th January 2025.

Application to Year 1 when a child is the correct age for Reception

Parents may also decide not to apply for a Reception place in the school but to apply for a Year 1 place in September 2026. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2025-2026 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, in writing to the Head Teacher and the governing body by 15th January 2025, for seeking a place outside the normal year group.

Please refer to the additional notes with regards to any admission out of normal age group

Admissions out of normal age group: Additional notes

We do not usually permit children to be admitted in a year group which is different from their normal age group. Any parental requests in such an event must be discussed with the school at an early stage and thereafter in writing to the Head Teacher and the governing body by 15th January 2025.

Decisions will be made by the governing body based on the circumstances of each individual 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 Head Teacher will also express their view and these views will be considered by the governing body. The reasons for any decision to accept or decline entry will be clearly explained in the letter to the parents.

Appeals

If a place cannot be offered, parents will receive a letter detailing the reason and outlining their right to appeal. Parents will be offered the opportunity of being placed on a waiting list.

This waiting list will be maintained by the governing body in the order of the over-subscription criteria and not in the order in which the applications are received. Names are removed from the list at the end of each academic year.

When a place becomes available the governing body will decide who is at the top of the list so that the LA can inform the parents that the school is making an offer.

The governing body will also take into consideration appropriate advice and guidance from the LDBS and the [School admission appeals code 2022](#).

Monitoring

This policy is monitored and reviewed by the Admissions Committee/FGB annually.