



St Augustine's Federated Schools: CE High School Admissions Policy & Oversubscription Criteria 2025/2026

St Augustine's Federated Schools: CE High School welcomes children from all faiths and of no faith. As a voluntary aided Church of England school, we aim to provide an education based on Christian values and have close links with our parish church where school worship takes place at times during the year. 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 and hope that all children will attend 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 according to the Educational Reform Act 1988s9(3).

Applicants with an Education Health Care Plan that name St Augustine's Federated Schools: High School will be admitted to the school via the SEND process.

The school will admit 180 children in Year 7. Students will be placed into an ability band and 25% of applicants will be in Band A, 25% in Band B, 25% in Band C and 25% in Band D (Band A being the highest current ability and Band D the lowest). **Please see Note 4.**

For Primary to Secondary transition - failure to provide, or lateness in providing, any required form(s) or document(s) before the published closing date (being 31st October of the year of application) could adversely affect the outcome of the application.

Oversubscription Admission criteria

In the event that the school is oversubscribed, i.e. more applications are received than there are places, places will be allocated in the following order of priority:

- 1.** Looked After Children or formerly Looked After Children (see Note 1).
- 2.** Children who have been baptised and who, together with their family, attend public worship at St. Augustine's Church, Kilburn, at least twice per month (over at least the year preceding the date of application to the school).
- 3.** Children who have been baptised and who together with their family, attend public worship at an Anglican Church (Church of England) at least twice per month (over at least the year preceding the date of application to the school).

4. Children who have been baptised and who, together with their family, attend public worship at St. Augustine's Church, Kilburn, at least quarterly (over at least the year preceding the date of application to the school).

5. Children who have been baptised and who, together with their family, attend public worship at an Anglican Church (C of E) at least quarterly (over at least the year preceding the date of application to the school).

6. Governors may offer a place to a child who has an exceptional medical or social need for a place at St Augustine's Federated Schools: CE High School (*for clarity it is the child who should have the medical or social need, **not** the parent*). Applications will be considered under this category only if **they are supported by a written statement from a medical consultant, senior social worker or other appropriate professional**. Such documents must specify why St. Augustine's Federated Schools: CE High School is the most suitable school and the difficulties that would be caused if the child had to attend another school.

Please note that circumstances such as convenience for commuting to work, childcare arrangements, attendance by children from the same primary school or a previous family connection will not be considered as valid reasons under 'social need'. Common medical conditions such as asthma, eczema, diabetes or allergies which can be managed by all schools will not receive priority under 'medical need'.

7. Children who, together with their family, attend public worship at a Christian Church of other denominations associated with Churches Together in England, the Evangelical Alliance or Affinity at least twice per month (over at least the year preceding the date of application to the school).

8. Children who, together with their family, attend public worship at a Christian Church of other denominations associated with Churches Together in England, the Evangelical Alliance or Affinity at least quarterly (over at least the year preceding the date of application to the school).

9. Children who have been baptised in the Name of the Father, and of the Son and of the Holy Spirit and who, together with their family attend public worship at any other Trinitarian Christian denomination at least quarterly (over at least the year preceding the date of application to the school).

10. Children who attend St Augustine's Federated Schools: CE Primary School.

11. Children who have a sibling in the school at the time of admission (see note 2).

12. Children who attend other Church primary schools (including Church of England and Catholic).

13. Children of families of good standing in other world faiths (authenticated by an appropriate religious leader) who would value the education and ethos of a Church of England school.

14. Any other children.

A reference by means of a Clergy Form is required for those claiming admission under criteria 2, 3, 4, 5, 7, 8, 9, 12 & 13. Under criterion 13, applicants who practise other world faiths should ask their faith leaders (e.g. an Imam) to provide evidence of this in support of the application.

1. Tie-break

Should it be necessary to decide between candidates who have equal claims to a place under one of the above criteria, priority will be given to those who live nearest the school as determined by a straight line as calculated by the Local Authority's computerised measuring system (see Note 3).

2. Late applicants

Late applicants (those who have applied after the published date) will not be considered until the initial allocation of places has been made. Such applicants will then be considered with those who have applied by the published date but who were unsuccessful in the initial allocation, for surplus places and creation of a waiting list.

3. Casual admissions

The school's Pastoral Year Coordinators hold Year Group waiting lists. The waiting lists will be ranked according to the Criterion met and distance of the applicant (as provided by the Local Authority). Where a vacancy arises, the place will be allocated from the waiting list **according to the criteria stated in the admissions policy.**

Notes

Note 1

- a) *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 a school.*
- b) *This includes children who were adopted 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).*
- c) *Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.*
- d) *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)
A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.*

Note 2

'Sibling' refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

Where a place is offered to a twin or child of a multiple birth but the other twin (triplet, etc) has not been successful (i.e. they may be in a different ability band) the school will admit the remaining twin (triplet, etc) should a vacancy arise or over the published admission number if necessary.

Note 3

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. 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 for pupils, as measured by the Local Authority's computerised measuring system. 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. 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 using the drawing of lots which will be independently verified.

Note 4

Banding: In order to maintain the school's comprehensive character, St Augustine's Federated Schools: CE High School will hold a Banding Test for Year 6 to Year 7 applicants and their result will determine which ability bands they are placed. St Augustine's Federated Schools: CE High School will strive to ensure that an academically balanced intake (25% in each of the four ability bands) is sustained. Once allocated to an ability band, any test result will have no further relevance to the outcome of an application. It is the Admission Criteria, NOT the test score, that determines whether or not a place is offered.

Statutory Right of Appeal

Applicants who are not successful in achieving a place at St Augustine's Federated Schools: CE High School for their child have a statutory Right of Appeal. Full details of how to appeal will be included in any letter setting out why an application was unsuccessful. Appeals are a formal process conducted by a Panel of independent people (minimum of three members) including an appointed Chair and a Clerk. The Administrative Justice and Tribunals Council advises and oversees the procedures and workings of appeals panels. Schools cannot comment on the likelihood of success of an appeal but do publish outcomes of previous appeals in school and Local Authority publications, web pages, etc.

Fair Access

The school is committed to taking its fair share of "vulnerable" students in accordance with locally agreed protocols, i.e., those who appear on the Local Authority's Fair Access list. Accordingly, outside the normal round of admissions, the Governing Body is empowered to admit a student under any local protocol which carries the agreement of both the Governing Body and the diocese for the current admission year, such as the Fair Access protocol. The Governing Body has this power even when admitting such a student would exceed the normal admission number.

Out of Chronological Year applicants

The school considers it best that students are educated in the year group corresponding to their age, for academic and pastoral reasons. However, applicants whose age does not correspond to the year

group into which they want to be admitted will be considered according to their individual circumstances, informed by the primary school Headteacher and teacher(s), any other professionals involved with the young person and the applicant's parent(s) /carer(s).

Supplementary Information Form (SIF)

Please complete all parts of this form. You cannot save your progress and return to it, so please set aside time to complete the form. After completing the form, you must also email the following to admissions@stahigh.org:

- A digital copy of your child's birth certificate (you may take a picture with your phone)
- If your child has been baptised/dedicated, a digital copy of the certificate (you may take a picture with your phone)
- A digital copy of one proof of your address (such as a bill or statement from a service provider. Emails or scans are acceptable).

If you intend to submit a clergy form, make sure you have the email address of your faith leader before you begin.

1. Child's Surname *

2. Child's Forename *

3. Date of Birth *

DD-MM-YYYY

4. Address *

5. Borough *

6. Postcode *

7. Is this a permanent address where letters can be sent? *

Yes

No

8. Please provide an address where letters can be sent *

Family Details

9. Parent 1 - Title *

Mr/Ms/Mrs etc

10. Parent 1 - Surname (Last Name) *

11. Parent 1 - Forename (First Name) *

12. Parent 1 - Home Telephone Number

If you do not have a land line, you may leave this blank. Please make sure you provide at least one phone number.

13. Parent 1 - Mobile Number

14. Parent 1 - Work Phone Number

15. Parent 1 - Email Address *

This is **ESSENTIAL** as the school communicates with parents **ONLY** through email.
Please make sure you type your email address correctly.

16. Would you like to add a second parent? *

Yes

No

17. Parent 2 - Title *

Mr/Ms/Mrs etc.

18. Parent 2 - Surname (Last Name) *

19. Parent 2 - Forename (First Name) *

20. Parent 2 - Home Telephone Number

If you do not have a land line, you may leave this blank. Please make sure you provide at least one phone number.

21. Parent 2 - Mobile Phone Number

22. Parent 2 - Work Phone Number

23. Parent 2 - Email Address

This is **ESSENTIAL** as the school communicates with parents **ONLY** through email. Please make sure you type your email address correctly.

24. Which family member(s) does the child live with? *

25. Does the child have any sisters or brother CURRENTLY attending St Augustine's C of E High School? *

Yes

No

26. Please list the names of all brothers or sisters along with their tutor group *

27. Does your child attend a Church Primary School (i.e. CofE, Catholic) *

Yes

No

28. Name of Primary School *

Religious Details

St Augustine's CE High School is a Church of England school. All students attend an assembly of a broadly Christian nature and Church of England services both in school and in St Augustine's Church.

Students are also expected to follow a course of Religious Studies throughout the school years, up to and including GCSE in Year 11.

By completing this form I agree that my child will:

- a) Attend church services at St Augustine's Church**
- b) Attend school assemblies**
- c) Complete a course of Religious Studies**

29. Religion / Faith *

Please answer "N/A" if you do not have a faith or do not wish to state your faith

30. Place of Worship *

Please answer "N/A" if you do not have a place of worship or do not wish to state your place of worship.

31. Do you intend to submit a clergy form? *

This is a requirement if you wish for your application to be considered under Criteria 2, 3, 4, 5, 7, 8, 9 or 13

Yes

No

32. Please type the email of your faith leader *

Please ensure you type this correctly. If you mistype the email, your faith leader will not be able to complete the form.

33. Frequency of Attendance

- At least twice a month for the past year
- At least quarterly for the past year

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