



Admissions Procedure & over-subscription Criteria 2025-26

Our admissions policy is guided by the principles of fairness, inclusivity and respect. Our criteria is transparent, objective and designed to reflect our Federation's ethos of diversity, integrity and opportunity for all.

Approved by:	Governing Body	Date: July 2025
Last reviewed on:	July 2024	
Next review due by:	July 2026	

St Augustine's High School has consciously considered how this policy may affect people who share protected characteristics and have due regard for those whose identity is protected under the Equality Act 2010.



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Introduction

St Augustine's 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 principles. We have close links with our parish church where whole school worship takes place on special occasions. Governors hope that parents/carers 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/carers 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/carers have to withdraw their child, wholly or partly, from:

- Receiving religious education (RE) given in the school in accordance with the school's basic curriculum
- Attendance at religious worship in the school (note: sixth-form pupils can choose for themselves to opt out of religious worship)
- This is set out in section 71(1) of the [School Standards and Framework Act 1998](#) (as amended) for maintained schools.

How to Apply

In respect of Primary to Secondary transition - failure to provide, or lateness in providing, any required form(s) or document(s) before published closing date* could adversely affect the outcome of the application.

*Usually, 31st October of the year the child is in Year 6.

For Year 6 to Year 7 transition only:

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 ability and Band D the lowest). **Please see Note 3.**

In-Year admissions in Year 7 (after start of the school year in September) to Year 11

In-Year admissions are those which take place at times through the school year. Applications for a place in St Augustine's **MUST** be made online via eAdmissions on the City of Westminster/Bi-Borough In-Year **Common Application form (CAF)**. You are also required to submit a **Supplementary Information Form** (application) and **Clergy Form directly to St Augustine's** to enable the school to rank your application according to the Criterion met.

Legislation and Statutory Requirements

This policy is based on the following advice from the Department for Education (DfE):

School Admissions Code 2021 - <https://www.gov.uk/government/publications/school-admissions-code--2>

Schools Admission Appeals Code - <https://www.gov.uk/government/publications/school-admissions-appeals-code>

Admissions 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 children who were previously Looked After Children, who immediately after being Looked After became subject to an adoption, child arrangements or Special Guardianship Order. A Looked After Child (LAC) is a child who is (a) in the care of a local authority, or (b) a child who has been provided with accommodation by a local authority in the exercise of their social services functions (see



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definition in Section 22(1) of the Children Act 1989). Previously Looked After children includes those who were in state care outside of England and ceased to be in state care as a result of being adopted.

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 CE High School (*for clarity it is the child who should have the medical or social need **not** the parent/carer*). 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 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 Britain and Ireland, 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 Britain and Ireland, 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 Church of England Primary School.

11. Children who have a sibling in the school at the time of admission (see note 1).

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

13. Children of families of good standing in other 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.**



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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 2).

Late applicants (relates to Year 6 to Year 7 transition ONLY)

Late applicants (those who have applied after the published date – usually 31st October) 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.

Year 6 to Year 7 Waiting List

For all applicants on the Year 6 to Year 7 Transition Waiting List the school will contact you, via e-mail, to check if you wish to remain on the Waiting List. This Waiting List will not be maintained after December of the year of 'transition' entry. Anyone who has expressed interest in remaining on the list will be carried forward to the Year 7 In-Year Waiting List.

Challenging Behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked-after children, previously looked-after children and children with EHC plans listing the school.

Fair Access Protocol

We participate in Westminster's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulties in securing a school place-in-year, get access to a school place as quickly as possible.

In-Year admissions

Parent/Carers can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted. The school's Pastoral Year Coordinators hold Year Group waiting lists which are provided by the Local Authority. Where a vacancy in a particular Year Group arises, the place will be allocated to the applicant with the highest rank from the waiting list for that Year Group.

Applicants are ranked according to the Admissions Criteria met.

For general Year 7 to Year 11 In-Year admissions applicants will receive an acknowledgement of their application informing them of the position their application is on the list. The Waiting Lists are reviewed and updated regularly, i.e., termly. You will receive an e-mail asking you if you wish to remain on the list. If you do not reply or confirm that you wish to remain on the list your application will be removed from the list and all documents with your personal information on will be destroyed. The school will also make the Local Authority aware that you should be removed from the central database (SAM). If you later decide to re-apply then you will need to re-submit an In-Year application (both with the Local Authority and the School). It is, therefore, recommended that you keep copies of all documents.

Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and contact: The Appeals Clerk, Clerks Associates UK, The Business Centre, 758 Great Cambridge Road, Enfield, London EN1 3GN.

You can find details of St Augustine's appeals timetable on the following webpage:
<https://www.stahigh.org/admissions/appeals/>



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Statutory Right of Appeal

Applicants who are not successful in achieving a place at 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 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, on web pages etc.

Monitoring Arrangements

This policy will be reviewed and approved by the Governing Body every year. Whenever changes to admission arrangements are proposed (except where the change is to increase the agreed admission number), the Governing Body will publicly consult on these changes, if nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.

Note 1

'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.

Twins, triplets or other multiple births

After all available places have been allocated according to the Admissions Criteria and in the event one sibling from a multiple birth is offered a place, the other sibling(s), i.e. a twin or triplet, will be exceptionally admitted even where that will take the school over their published admission number.

Note 2

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 Entrance of the School (located on Kilburn Park Road), 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.

Note 3

(ONLY applies to Year 6 to Year 7 transition) Banding: In order to maintain the school's comprehensive character St Augustine's will place Year 6 to Year 7 applicants into appropriate ability bands.

St Augustine's will hold a testing morning (date to be published) and the results of that testing will enable the school to divide the applicants into 4 equally numbered ability bands. 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.

Note 4:

The Governors review the Over-subscription Criteria each year, applicants for future years should ensure that they are aware of the latest criteria.

Admission decisions are based on the application of the Admissions Criteria not on the length of time an application has been on the Waiting List. If an application is received, after yours, that meets a higher criterion then the ranking of your application will be affected.



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