

St Mary's Bryanston Square CE Primary School



Admissions Policy 2027-28

'EXCELLENCE WITH COMPASSION'

'Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength. And love your neighbour as yourself.' (Mark 12:30-31)



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Admissions Criteria

St Mary's Bryanston Square Church of England School has a distinctive Christian ethos which is at the heart of this School and provides an inclusive, caring and supportive environment where children learn and flourish in a setting shaped by Christian values. We welcome applications from all members of the community and we ask all parents/carers to respect the Christian ethos of our school and its importance to our community.

There are 30 places available for our Reception class. Should there be more than 30 applications, places will be offered in the following order of priority:

1. Looked After Children, and previously Looked-After Children and internationally adopted or previously looked-after children. (see note 1)

Foundation Places

The Governing Body has designated up to **50%** (ie **15** places) to be offered to pupils whose parent/carer is a faithful and regular worshipper in an Anglican or other Christian Church (see note)

If you are applying for a faith-based foundation place, you **must complete** and return the **Supplementary Information Form (SIF)** as detailed on the form itself.

The SIF provides written evidence of the applicants' commitment to their place of worship to the school. The SIF must be returned to the school. The SIF must be signed by your priest.

If there are more than 15 applicants who qualify for a foundation place, places will be allocated according to the following criteria. These are stated in order of priority:

- F1. Children who will have a sibling at St Mary's Bryanston Square School at the time of admission and whose parent(s) regularly attend St Mary's Bryanston Square Church (see notes 3 and 4)
- F2. Children who will have a sibling at St Mary's Bryanston Square School at the time of admission and whose parent(s) regularly attend another Christian church (see notes 2, 3 and 4)
- F3. Children whose parent(s) regularly attend St Mary's Bryanston Square Church (see note 3)
- F4. Children whose parent(s) regularly attend another Christian church (see notes 2 and 3)

In the event of oversubscription in any of the above criteria, priority will be determined in order of nearness of the home to the school (see note 6). In the event that two or more applicants live the same distance from the school and there are insufficient places to admit all applicants, places will be allocated by drawing lots.

If there are less than **15** qualified applicants for foundation places, any unfilled places will become additional open places. Unsuccessful qualified applicants for foundation places will be considered for any open places remaining unfilled at the end of the allocation procedure.

Open places

The Governing Body has designated at least **50%** (i.e. **15** places) each year as open places, to be offered to pupils who do not qualify for a foundation place, but whose parents have chosen the school for the type of education it provides. Parents applying for an open place do so knowing that the school aims to provide an education based on Christian principles and, therefore, the Governing Body hopes that all pupils will take part in the Christian worship of the school and attend religious education lessons.

If there are more than **15** applicants, places will be allocated according to the following criteria.

These are stated in order of priority:

O1. Children who will have a sibling at St Mary's Bryanston Square School at the time of admission (see note 4)

O2. All other children, with priority given to those living closest to the School. (see note 5).

In the event of oversubscription in any of the above criteria, priority will be determined through those living closest to the school. (see note 5). In the event that two or more applicants live the same distance from the school and there are insufficient places to admit all applicants, places will be allocated by drawing lots. The drawing of lots will be completed in the presence of an independent person to the school, usually the Clerk to Governors and this will be verified and recorded.

Notes:

1. 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. 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. 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). 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. See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).
2. A Christian Church is one that is a full member of Churches Together in England.
3. Faithful and regular worshipper is defined as attendance of a parent/carer at worship at least fortnightly for at least two years prior to application, at the following churches: St Mary's Bryanston Square; Annunciation, Marble Arch; Christ Church, Cosway Street & St Paul's, Rossmore Road. Those who have recently moved to the area and who worshipped previously in a different church will be asked to supply a reference from that church so that the two-year period is covered.
4. Qualifying siblings are brothers and sisters, half-brothers and -sisters, step-brothers and -sisters, foster and adopted brothers and sisters who share the same home.

5. Distance is measured in a straight line using the local authority's computerised mapping system (this measurement will be from a central point of a child's home to a central point of the school). Applicants from the same block of flats will be treated equally regardless of the floor on which they live.
6. Where a child regularly lives at more than one address, the main address for admissions purposes will be the address of the person with parental responsibility and who receives child benefit and child tax credit.

INFORMATION ABOUT ADMISSIONS

1. Admission Arrangements

St Mary's Bryanston Square School is a Church of England Voluntary Aided School and we participate in the Westminster scheme for co-ordinated admission arrangements. Applicants to St Mary's must complete the Common Application Form (CAF). The school also has a supplementary form that needs to be completed in addition to the Common Application Form **for families applying for a Foundation place**. All forms are available from the school office.

All children, including those in our Nursery class, must apply for a Reception place using the Common Application Form. Having a place in St Mary's Nursery, does not automatically qualify the child for a place in Reception.

Families are encouraged to visit the school and the Senior Administrative Officer will be able to answer your questions about the school.

As well as providing you with a supplementary form we will:

- put your name and address on our mailing list
- give you a copy of information about our school and our Admissions Policy (also available on our website: www.stmbs.org.uk)
- answer any questions about how to apply
- ask you if you would like to be invited to an open morning when you would have an opportunity to look round and ask questions before applying.

In January, before the September of the school year in which your child will be five years old, you will receive your supplementary form.

The Local Authority Common Application Form is available on your local authority's website. You should complete this form (Common Application Form) online.

<https://www.westminster.gov.uk/children-and-families/education/school-admissions/starting-primary-school-september-2026>

The closing date for applications will be 15th January 2027.

The Governing Body is responsible for the admission of pupils to the School and admits 30 pupils to the Reception class each year. The Governing Body is required to abide by the maximum limits for infant classes (5, 6 and 7 year olds), ie, 30 pupils per class and we often have more applicants than places. You may, therefore, wish to apply to other schools in the neighbourhood as well as St. Mary's.

Children are usually* admitted into our Reception class in September of the year they turn 5 years old. **Places in Reception class will be offered on mid April 2027.**

If you are offered a place, which you accept, you will be invited to come with your child to spend time with us shortly before he or she starts school. *(see below for information regarding deferred entry)

2. Waiting list

The School operates a waiting list which is ordered in accordance with the admission criteria. The waiting list is held until the last day of the Autumn Term. Parents may request in writing to join the waiting list.

The waiting list will be re-ordered and adjusted each time a new child is added. The re-ordering will be in line with the published oversubscription criteria.

3. Appeals

Parents who are not offered a place for their child have the right to appeal to an independent appeal panel. The school have opted in to the Local Authority independent appeals panel process operated via Education Appeal Ltd. Parents wishing to appeal should use the following link to lodge an appeal: <https://edap.link/myschoolappeal>

The appeals form should be sent to the appeal panel, c/o the School, within 20 school days of the date of the letter confirming the governors' decision not to offer a place. Should an appeal be unsuccessful, the governing body will not consider a further application from those parents within the same academic year unless there have been significant and material changes in their circumstances.

4. Late applications

The Governors will consider late applications in accordance with the procedure in the local authority's co-ordinated scheme as published in the LA school admissions booklet.

5. Special educational needs

Parents of pupils who have an Education Health Care Plan are required to apply for school places separately through the local authority, from which advice is available.

Where an Educational Health Care Plan names a school, following a consultation, the admission of this child will be ahead of the general allocation of pupils.

If a child with an Educational Health Care Plan is placed in the school by the local authority before the normal admission round, the number of places available to other applicants will be reduced.

6. Deferred entry to reception class/part-time entry

The School admits children to the reception class in the September of the school year in which a child attains the age of 5 years (the school year runs from 1 September to the 31st August.)

Parents/carers applying for a place in the reception class may request to defer entry to the reception class if the child is summer born, has experienced ill health, or is gifted and talented. Where parents request such a deferral, the request must be made to the Headteacher and provide full details related to the request.

This means that parents of a child whose fifth birthday falls between 1 September 2026 and 31 March 2027 may request that their child is not admitted until later in the school year 2027/28, but no later than the term after the child's fifth birthday, when s/he reaches compulsory school age. For children born between 1 April 2027 and 31 August 2027, this is not beyond the beginning of the final term of the school year for which it was made. The school will hold any deferred place for the child. Parents/carers may request that their child attends part-time until their child reaches compulsory school age.

For children whose fifth birthday falls between 1 April 2027 and 31 August 2027, parents who do not wish them to start school in school year 2027/28, but to be admitted in September 2028 for school year 2028/29, 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.

Parents may decide not to apply for a Reception place in the school but to apply for a Year 1 place in September 2028. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2027/28 Reception Year group.

Alternatively, they may decide to apply in the normal round (no later than 15 January 2027) for a Reception Year place in September 2027, but would need to provide strong supporting reasons for seeking a place outside the normal year group and apply via the protocol outlined above.

In-Year Admissions

For parents wishing to request an in-year admission, the school follows the Local Authority 'In-Year co-ordinated admissions' process. <https://www.westminster.gov.uk/children-and-families/education/school-admissions/applying-school-place-year>

We encourage parents to contact the school for a visit.

Agreed by Governors: October 2025