



Faith, Family and Fascination

Admissions Policy

Boutcher C.E. Primary School

Reviewed by:	Governing Body
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Last reviewed during:	Autumn 2025
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Next review due by:	Autumn 2026
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"Love one another. As I have loved you, so you must love one another."
John 13:34

ADMISSIONS POLICY

Boutcher Church of England Primary School is a Voluntary Aided school of the Church of England and is closely linked to the Church within the Parish of St. Mary Magdalene, Bermondsey.

The aim of Boutcher Church of England School is to make a distinctive contribution in the field of education by demonstrating a caring and compassionate concern for all the children it admits, and by building a school community based on Christ's teaching. In formulating the admissions policy, the Governors are aware of their responsibilities to children whose parents are active and committed local church members, and to children whose parents live locally.

Please refer to the attached map marking the parish boundaries (categories 2, 3 & 5) and the priority area (category 6).

When offering places at the school priority will be given to families that have church affiliation (the churches are identified overleaf).

The school admits 30 children in the reception class.

Admissions Procedure

Applications for 2026/27 can be made from September 2025 until the closing date of January 15th 2026 and will be handled through the Southwark primary co-ordinated admissions process.

To apply for a place at Boutcher CE Primary School you must complete and return your home local authority **common application form** (CAF) online and return the form to that authority. If you are applying for a place in this school parents must name this school as one of the preferences on the CAF. Southwark residents must apply online at www.southwark.gov.uk/schooladmissions

Parents will be sent an email from the local authority in the spring term 2026 informing them of the school which is able to offer their child a place.

Parents who wish to apply for a place under the Church criteria (2, 3 & 5) must complete the school supplementary information form and return this to the School. **Failure to return the supplementary information form will mean that the school cannot consider the application under the Church criteria.** In this case the application will be considered under the next most appropriate criteria based on the information provided on the CAF

Supplementary Information form

This form is available from the School Office. Parents can collect this form in person or request it to be posted or emailed to them. The form can also be downloaded from the school Website, www.boutcher.southwark.sch.uk when completed the Supplementary Form needs to be returned **directly to the school office.**

Right of Appeal

Parents who are not offered a place for their child have the right to appeal to an independent appeal panel. Parents wishing to appeal should obtain an appeal form from the school. The form should be sent to reach the Clerk of the Appeal panel care of

ADMISSIONS POLICY

the school, within 20 school days of the date of the letter confirming the governor's decision not to offer a place. Should some appeals be unsuccessful the Governing Body will not consider further appeals from those parents within the same academic year unless there have been significant material changes in their circumstance.

Waiting List

Parents of children who have not been offered a place at the school will have their child's name placed on a waiting list. The waiting list will be administered in accordance with the oversubscription criteria on page 3 and 4 therefore it is not a chronological list. Placing a child's name on the waiting list does not guarantee that a place will become available and does not prevent parents from exercising their right of appeal against the decision not to offer a place. A waiting list will be maintained by the Local Authority until the 31st August and subsequently by the school until 31st January.

Late Applications

If all places have been filled, the child's name will be placed on the waiting list.

The governors will consider late applications in accordance with the procedure in the local authority's admission booklet. In essence, this means that late applications will be considered after the initial round of offers is made. Where the school is oversubscribed, this is likely to considerably reduce the chance of gaining a place.

Education out of normal (chronological) age group

Children are normally educated in school with others of their age group. However, in exceptional circumstances parents/carers may seek a place outside of their child's normal age group. Decisions will be made on the basis of the circumstances of each case. Parents/carers must state clearly why they feel admission to a different age group is in the child's best interests and may provide recent professional evidence to support this. Further details of how to make such a request are available from the school. Requests by Southwark residents must be made using Southwark Council's request form which is available on the website at www.southwark.gov.uk/schooladmissions

Deferred Entry

The school admits children to the reception class in the September of the school year in which a child attains the age of five years (the school year runs from the 1st September to the 31st August). All parents/carers are entitled to a full time place for their child in the Reception class from September but may defer entry until the beginning of the term after their child is five years old (i.e. when the child reached compulsory school age) or until the beginning of the summer term whichever is earlier. Children may attend part-time until they reach compulsory school age. Parents/carers who have been offered a place at the school and wish to defer entry for their child and/or attend part-time must put this in writing to the head teacher at the earliest opportunity and before the start of the autumn term.

ADMISSIONS POLICY

Special Educational Needs

Parents of pupils who have a statement of special educational needs or an education, health and care (EHC) plan are required to apply for school places separately through the local authority from whom advice is available. If a child with a statement or EHC 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. The governors will admit all those pupils whose statement or EHC plan names the school. Children with disabilities are welcomed into the school, and whenever possible a practical provision will be made for them.

Oversubscription Criteria

In the event of there being more applications than places available, places will be allocated in the following order of priority. Oversubscription criteria will be applied by the governors to determine which applicants are to be admitted:

Category 1) Looked after children and previously looked after children

Looked after children are children who are in the care of a local authority or provided with accommodation by a local authority in the exercise of their social services functions as defined by section 22 (1) of the Children Act 1989 at the time of making an application to the school. Previously looked after children are children who were looked after immediately prior to being adopted or who became subject to a residence order (now termed Child Arrangement Order under the Children and families Act 2014) or special guardianship order. The Governors will require written confirmation that the child is looked after or previously looked after and will be so at the time of making an application to the school.

Category 2) Children whose parent* is active in the work and worship of the parish of St. Mary Magdalen for at least two years*

Category 3) Children whose parent* is active in the work and worship of the parishes of St Anne's and St Philips for at least three years**

Category 4) Children having brothers and sisters who already attend the school and will still be attending on the day of entry. 'Brother or sister' is defined as a sibling who is a blood relative, step-sibling, fostered or adopted child living at the same address.

Category 5) Children whose parent is active in the work and worship of the following named churches: Haddon Hall Baptist Church and Methodist Central Hall for at least three years.*

ADMISSIONS POLICY

Category 6) Children living within the priority area defined by the map in order of the distance of their home to the school.

Category 7) Other children in order of distance of their home to school

Distance for the category 6 and category 7 will be measured in a straight line from the location from the child's home to the school gate. Applicants from the same block of flats will be treated as living the same distance from the school regardless of the floor on which they live. Where a child regularly lives at more than one address the home address for admissions purposes will be the address of the person with parental responsibility. Where parental responsibility for a child is shared the home address will be the address at which the child spends more school (Monday-Thursday) nights.

Where two or more applicants live equidistant from the school, the Governors will draw lots to determine the successful applicant, that being the first drawn. This will be verified by the Admissions Committee (3 Governors).

* Only the attendance and activities of one parent is required to obtain priority in the church categories. This must always be the same parent

** "Active in the work **and** worship in the church..... "defined as:

Attendance at the worship of the Church at least twice a month for the stated amount of years (2 years St Mary Magdalen and 3 years for all other churches) immediately prior to the closing date for applications.

and

Participating in just one activity within any of the four broad categories below for at least the stated number of years (2 years St Mary Magdalen and 3 years other named churches) immediately prior to the closing date for applications. **This list is exhaustive:**

- (i) participation in church activities, eg: home/study groups, mission, worship groups, fundraising;
- (ii) membership of church committees (provided these are not directed at social purposes);
- (iii) responsibilities in the church, eg: steward, sides person, treasurer, sacristan, youth leader, Sunday school teacher;
- (iv) leading or contributing towards leadership of services, eg, intercessions, reading, singing in the choir.

*A letter will be sent to the Parish Priest by the Admissions Committee to confirm parents' attendance and commitment to the stated churches for those parents applying for places in category 2, 3, and 5.