



Macaulay CE Primary School

Admission Policy

This policy will apply to the intake into Reception Year 2026-27

I Know Who I Am

“For I know the plans I have for you,” declares the Lord, “plans to prosper you and not to harm you, plans to give you a hope and a future”. Jeremiah 29:11

Our Vision is to:

At Macaulay we are an inspirational, nurturing and inclusive community, celebrating each child as uniquely created by God.

We foster independence, curiosity and creativity so that every child may flourish and fulfil their potential to live with purpose and confidently contribute to their communities.

Christian Values

Resilience
Compassion
Friendship
Thankfulness
Responsibility
Creativity

At Macaulay Church of England Primary School staff, parents and governors ensure that every pupil receives an outstanding education that develops their full potential. We have a distinctive Christian ethos which is at the heart of the school. We provide an inclusive, nurturing and supporting environment where children learn and flourish in a setting shaped by Christian values. We welcome applications from all members of our local community – those with Christian or other faith and those with none.

The Admission Policy sets out the requirements for admission to Macaulay Church of England Primary School each academic year. This policy was approved by the Governors, Southwark Diocesan Board of Education and Lambeth Local Authority and took effect in March 2022 superseding any former admission policy.

The Governors admit thirty (30) pupils to the Reception Class each academic year. This admission limit has been agreed between the Governors and the Local Authority for the Year 2026-27.

Parents wishing to apply for a place for entry in the Academic Year 2026-27 must do so by 15th January 2026. National Offer day is on Thursday 16th April 2026.

Co-ordination

The school is part of the Pan-London co-ordination scheme and the timescales for applications to be received and processed are in line with the School Admissions Code. Parents must complete the Local Authority's Common Application Form (CAF) via eAdmissions for the borough where the child lives. If applying for a place at Macaulay, parents must name this school as one of the preferences on the CAF.

Parents who wish to apply for a Foundation Place must also complete the Macaulay's Supplementary Information Form and return this form directly to the school by 15th January 2026. Please contact the school for a Supplementary Information Form or visit our website.

Late Applications

The school will consider late applications in accordance with the procedure in the Pan-London co-ordinated scheme and school's admissions criteria. This means that late applicants will be considered after the initial round of offers is made.

Waiting List

The school operates a waiting list which is ordered in accordance with the admissions criteria. Parents may request in writing to join the waiting list. The waiting list is maintained for a period of two years subsequent to the start of the applied for year of entry.

Appeals

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 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 some appeals be unsuccessful, the governing body will not consider further applications from those parents within the same academic year unless there have been significant and material changes in their circumstances.

Deferred and 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 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 (ie when the child reaches compulsory school age) or until the beginning of the summer term whichever is earlier. Children may attend part-time until their child reaches 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 headteacher at the earliest opportunity and before the start of the autumn term.

Education out of Chronological Age Group

In exceptional circumstances parents/ carers may seek a place outside of their child's chronological age group. An application however must be made in the child's correct chronological year group; 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.

Decisions will be made on the basis of the circumstances of each case by the Admissions Sub-Committee. Where delayed entry is agreed by the Admissions Sub-Committee, the application will be withdrawn and the parent/carer may apply the following year for the Reception cohort. This action does not guarantee a place for the child at Macaulay. The application will be considered alongside the applications for the new Reception cohort and the criteria outlined in this policy will apply.

Foundation Places

Fifteen (15) places are offered to pupils whose families are faithful and regular worshippers in a Christian Church at the closing date for application (see note 1).

Foundation Places (cont.)

The parent or carer must provide with the application:

- proof of baptism of the applicant in the Christian faith (see note 3)
- a reference from the minister or vicar of the church or churches attended, dated not more than 3 months prior to the closing date for application and confirming **faithful and regular worship** (see note 1)

If there are more than 15 qualifying applicants, places will be allocated according to the following criteria, in order of priority:

- (i) Looked after children or previously looked after children (see note 4)
- (ii) Children with an exceptional and professionally supported medical or social need for a place at this school (see note 5)
- (iii) Children with a sibling (see note 6) in the school at the date of entry (see note 7) and whose families remain faithful and regular worshippers (see note 1) in a Christian Church at the closing date for application.
- (iv) Children whose families are faithful and regular worshippers (see note 1) at any Anglican church;
- (v) Children whose families are faithful and regular worshippers (see note 1) at any other Christian denominational church (see note 8);

It may happen that there are insufficient places to admit all applicants meeting a single criterion. In this case the Governors will allocate places to children who live nearest to the school (see note 9). If applicants live equidistant from the school the Governing Body will draw lots to decide between applicants. If there are fewer than 15 qualified applicants for Foundation Places, any unfilled places will become additional Open Places. Unsuccessful applicants for Foundation Places will be considered for any Open Places remaining unfilled at the end of the allocation procedure.

Open Places

Fifteen (15) places each year are offered as Open Places to pupils who do not qualify for a Foundation Place at the closing date for application. If there are more than 15 applicants, Open Places will be allocated according to the following criteria, in order of priority:

- (i) Looked after children or previously looked after children (see note 4).
- (ii) Children with an exceptional and professionally supported medical or social need for a place at this school (see note 5);
- (iii) Children with a sibling (see note 6) in the school at the date of entry (see note 7).
- (iv) Children who live nearest to the School (see note 9).

In the event of oversubscription in any of the above criteria, distance (as measured in (iv) above) will be used to determine between applicants. 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 fewer than 15 qualifying applicants for Open Places, any unfilled places will become additional Foundation Places. Unsuccessful applicants for Open Places will be considered for any Foundation Places remaining unfilled at the end of the allocation procedure.

Special Educational Needs:

Parents of pupils who have an Education, Health and Care (EHC) Plan are required to apply for school places separately through the child's home local authority, from whom advice is available.

If a child with an 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 EHC Plan names the school. *

**NB All schools are consulted by the local authority prior to the school being named.*

Notes:

1. 'Faithful and regular' means that the child has been baptised in the Christian faith or has a certificate of thanksgiving and that he or she and at least one of their parents or carers attend a place of worship at least twice a month over the period of three years immediately prior to the closing date for application (15th January 2026).
2. In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.
3. 'Proof of baptism' means a baptismal or christening certificate or a certificate of thanksgiving for the gift of a child for those Christians who do not practise infant baptism
4. Priority will be given to looked after children and previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a Child Arrangements Order or Special Guardianship Order) immediately following having been looked after.

The School Admissions Code 2014 states that: *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. 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 s.8 of the Children Act 1989, as amended by s.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).*

The Governors will require written confirmation that the child is looked after or previously looked after and will be so at the time of admission to the school.

5. This must be supported by written evidence at the time of application, eg, from a specialist health professional, social worker or other care professional. The evidence must set out the reasons why this school is the most suitable school and the difficulties that would be caused if the child had to attend another school. Written supporting evidence must be attached to the Common Application Form at the time of application and decisions will be made on the basis of the circumstances of each case by the Admissions Sub-Committee.
6. A 'sibling' is defined as a pupil having a shared parent and living at the same address as the child making the application and extends to those of whole or half blood and those of either parent by legal adoption. It also includes children who are placed in the same household due to a foster placement or court order.
7. 'The date of entry' means the date on which the child attends or is due to attend the school officially for the first time.
8. A Christian Church is one that is a full member of a local Churches Together Group, Churches Together in England or The Evangelical Alliance.
9. 'Nearest to the school' means the distance measured in a straight line using the local authority's computerised mapping system from a point from the child's home as identified by the software to the school's main gate in Victoria Rise as profiled in the software. If two applicants live equidistant from the school, the drawing of lots by the Chair of the Admissions Sub-Committee will be used to determine the matter.