



Admissions for entry into year 7 in 2024/25

St Saviour's and St Olave's Church of England School has a distinctive Christian ethos which is at the heart of our community 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.

The Governing Body is responsible for the admission of students to the School and admits 125 students to year 7 each year.

Co-ordination

The School is part of the locally agreed co-ordination scheme and the timescales for applications to be received and processed are those agreed with the local authority. Parents must complete their home Local Authority's Common Application Form (CAF) and return the form to that Authority; if applying for a place at this School, parents must name this School as one of the preferences on the CAF.

All candidates for admission to St Saviour's and St Olave's must complete the **Common Application Form (CAF)**. <https://tinyurl.com/4c42xpkj>

The **Supplementary Information Form (SIF)** must also be completed if you are either **applying for a foundation place**, (see next section), **are coming from a feeder primary school** (see note 5) or **your child has a sibling at the school**. <https://tinyurl.com/8tv7w2r4>

(A) Foundation Places

The Governing Body has designated **70 places** to be offered to girls who themselves and/or whose parent/carer is a regular worshipper in an Anglican or other Christian Church.

To be eligible for a foundation place written evidence of the child's and/or parent/carer attendance at worship at least fortnightly for the two years prior to application must be supplied (see note 1).

Evidence of this must be supplied on the School's Supplementary Information Form (SIF), which must be returned to the School; this evidence must be endorsed by your priest or minister and completed in addition to the Common Application Form (CAF).

If there are more than 70 applicants who qualify for a foundation place, places will be allocated according to the following criteria. These are stated in order of priority:

- i. looked after children or previously looked after children (see note 3);
- ii. girls who themselves and/or whose parent/carer is a regular worshipper at an Anglican church (see note 1);
- iii. girls who themselves and/or whose parent/carer is a regular worshipper at a Christian Church (see notes 1 and 2).

Within categories ii) and iii) priority will be given according to the following criteria:

1. girls who have a sister in the school at the time of admission (see note 4);
2. girls who attend a named feeder school (see note 5).
3. girls in order of nearness of the home to the school (see note 6).

Failure to return the SIF will mean that the school cannot consider the application under the church/feeder school criteria, in this case the application will be considered under the next most appropriate criteria based on the information on the CAF. More information is available in your Local Authority's admission booklet or on their website.

If there are fewer than 70 qualified applicants for foundation places, any unfilled places will become additional open places.

(B) Open Places

The Governing Body has designated **55 places** each year as open places, to be offered to girls 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.

You must complete the Common Application Form (CAF). <https://tinyurl.com/4c42xpkj>

The Supplementary Information Form (SIF) must also be completed if your child is attending a feeder primary school (see note 5) or your child has a sibling at the school. <https://tinyurl.com/8tv7w2r4>

If there are more than 55 applicants, places will be allocated according to the following criteria. These are stated in order of priority:

- i. looked after children or previously looked after children (see note 3);
- ii. girls who have a sister in the school at the time of admission (see note 4);
- iii. girls who attend a named feeder school (see note 5);
- iv. girls in order of nearness of the home to the school (see note 6).

Tie Breaker

In the event that two or more applicants have equal right to a place under any of the criteria for either foundation or open places and there are insufficient places, the Governing Body will use distance to decide between applicants.

Notes:

1) A Christian Church is one that is a full member of Churches Together in England or The Evangelical Alliance.

2) Regular worshipper is defined as attendance of either the parent/carer or the child at worship at least fortnightly for at least two years prior to application. 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 as evidence on the Supplementary Information Form (SIF). <https://tinyurl.com/8tv7w2r4>

3) Looked after children are children who are in the care of a local authority, or being 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 & Families Act 2014), or special guardianship order. The Governors will require written confirmation that the child is looked after, or previously looked after.

The 2021 School Admissions Code requires children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted to be given equal first priority in admission arrangements, alongside looked after children (LAC) and children who were previously looked after by English local authorities (PLAC). This advice refers to these children as internationally adopted previously looked after children – "IAPLAC".

4) Qualifying sisters are full, half, step, fostered and adopted sisters who share the same home address.

5) The following are named feeder schools for St Saviour's and St Olave's Church of England School:

The Boutcher C of E School

St Peter's C of E School, Walworth

The Cathedral School of St Saviour & St Mary Overie

St Paul's C of E School, Walworth

St James's C of E School, Bermondsey

St Jude's C of E School, Southwark

St John's & St Clement's C of E School, East Dulwich

6) Distance will be measured in a straight line from the main entrance of the child's home address to the main entrance of the school. 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 parents share responsibility for the child, the address at which the child spends the majority of school nights (Sunday to Thursday nights) will be considered the home address.

Special educational needs

Parents of girls who have a statement of special educational needs, or 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 Governors will admit all those students whose statement, or EHC Plan, names the School. All candidates for admission to St Saviour's and St Olave's, must complete the Common Application Form (CAF). <https://tinyurl.com/4c42xpkj>

Waiting list

The School operates a waiting list which is ordered in accordance with the published oversubscription criteria. A waiting list is kept by Southwark Local Authority until the end of August of the year of application, and will then be maintained by the school. When any one new joins, the waiting list will be re-ranked.

Late applications

The Governors will consider late applications in accordance with the procedure in Southwark authority's admission booklet. In essence, this means that late applicants will be considered after the initial round of offers is made. In the event that the school is oversubscribed, late applications that meet the criteria will be added to the waiting list.

The School is committed to taking its fair share of students who are hard to place in accordance with the locally agreed fair access protocol. Pupils admitted under the protocol will take priority over any children on the waiting list and this may include, on occasion, admitting above the published admission number.

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 year 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.

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 Foundation Offices, please email cmatthews@ssso.southwark.sch.uk. The form should be sent to reach the Clerk to the Appeal panel, within 20 school days of the date of the letter confirming the governors' decision not to offer a place. Should 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.

Reviewed July 2023