



## ADMISSIONS POLICY FOR IN-YEAR AND OUTSIDE NORMAL ADMISSIONS ROUND

If you're thinking about moving your child to another school during the academic year, you should first raise the matter with their Headteacher. This is because it may be possible to resolve any issues your child is experiencing without changing schools. If you still feel it would be better for your child to change school, you can apply for an in-year place.

An in-year admission is the admission of a student to a school which takes place outside of the normal entry times. This includes students changing schools, students coming from a different country or from other parts of the UK, students returning to a school from living elsewhere or those who have not been in school. You can ask to change schools at any time.

In-Year Admission Arrangements:

St Saviour's and St Olave's are part of Southwark's portal in year admissions process, therefore parents must apply on the Southwark website: [Southwark Council's online in year application](#).

and must complete the St Saviour's and St Olave's Supplementary Information Form (SIF) <https://tinyurl.com/8tv7w2r4>

Girls with a Statement of Educational Need/Education Health Care Plan with St Saviour's and St Olave's as the named school will always be offered a place at the school, if their needs can be catered for.

Waiting lists for Years 7 – 11 will be maintained for girls that wish to join the school outside of the normal admissions round.

If a vacancy should arise and there is more than one applicant on the waiting list, the following oversubscription criteria, stated in order of priority, will be applied

In Year Over-subscription Criteria.

### Foundation

- 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:

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

### Open

- 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).

The school will always aim to fill a place in the category that has become available eg replace a Foundation applicant with a Foundation place, however if there is no one on the Foundation waiting list, then this will be offered to someone on the Open waiting list and vice versa.

### **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 so that the two-year period is covered.

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.

Reviewed January 2025