



## **St Andrew the Apostle Greek Orthodox School Proposed Admissions Policy (Year 7) September 2026**

St Andrew the Apostle Greek Orthodox School (“the school”) will provide school places for young people aged 11 - 18 and the admissions arrangements for the Year 7 intake are set out below. The arrangements for the Sixth Form are set out separately.

The school is committed to straightforward, open, fair and transparent admissions arrangements. The school will act fully in accordance with the School Admissions Code (September 2021) the School Admissions Appeals Code and admissions law as they apply to academies.

The school is part of the Pan-London Coordinated Admissions process. Applicants should apply through the Local Authority in which they live by 31<sup>st</sup> October 2025.

### **Published Admission Number**

The school has an agreed Published Admission Number of 150 for admission into Year 7 and will admit up to this number each year.

### **Admissions for children with Education and Health Care Plans (EHCPs)**

The admission and review of students with an Education, Health and Care Plan is dealt with by a completely separate procedure involving parents, schools, the Local Authority and a range of professionals. This procedure is integral to the making and maintaining of a compliant EHCP by the student’s home Local Authority. Details of this separate procedure are set out in the Special Education Needs Code of Practice.

### **Oversubscription Criteria (Years 7-11 from September 2026)**

Where the number of applications for admission is greater than the places available and after the agreed admission of any children with a final EHCP naming the school, the following Oversubscription Criteria will apply in the order below:

1. Looked-after children<sup>#1</sup> or children who were previously looked-after<sup>#2</sup>.
2. Children for whom it is essential to be admitted to this school because of special circumstances to do with significant medical or social needs evidenced by written professional advice from a doctor, social worker, or other health professional, explaining why these needs can realistically only be met by this school.
3. Children living at the same address<sup>#6</sup> as siblings<sup>#3</sup> on the roll of the school, in any year group, including the Sixth Form, at the date of their own application for admission.

4. Children of staff<sup>#4</sup> directly employed by the Russell Education Trust on a permanent full time or fractional contract at the school in either of the following circumstances:

i. The member of staff has been employed for two years or more before the admission application and is still employed, without having given notice or been given notice that the employment will end, at the time the offer is made.

ii. The member of staff is recruited to fill a vacant ~~teaching~~ post for which there is a demonstrable skill shortage (determined by the Headteacher with the Chair of Governors and the CEO of RET).

5. This is a designated Greek Orthodox School and if oversubscribed, up to 50% of the remaining places, will be based on a Faith Criterion<sup>#9</sup>. If more applications meeting the Faith Criterion are received than there are places available, places will be offered in order of distance<sup>#7</sup> from the home address<sup>#6</sup> of the applicant to the school.

6. If fewer than the designated number places are taken up by those satisfying the Greek Orthodox Faith Criterion, then these remaining places will be first offered to those meeting the Wider Faith Criterion<sup>#9</sup> in order of distance<sup>#7</sup> from the home address<sup>#6</sup> of the applicant to the school.

7. The remaining places will be offered to any other applicants. If there are more applicants than there are places available in this criterion, then they will be offered in order of distance<sup>#7</sup> from the school.

## Notes and Definitions

### #1 Looked After Children

Looked After Children are defined as children who are (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 in accordance with section 22 of the Children Act 1989, at the time an application for a school is made.

### #2 Previously Looked After Children

Previously Looked After Children are defined as children who were previously looked after, but ceased to be so because they were adopted (under the Adoption Act 1976 or Adoption and Children's Act 2002), or became subject to a child arrangements order or special guardianship order. This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

### #3 Siblings

Siblings include full, step-, half- adopted and fostered siblings living in the same household. Cousins are not considered siblings.

### #4 Children of Staff

For applications under Criterion 4, children of staff include full, step, half, adopted and fostered children living in the same household as the member of staff.

## **#5 Offers of Places**

All applications received after the deadline will be considered late applications. Late applicants will be considered after those received on time. If, following consideration of all applicants, the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

## **#6 Home Address**

A child's home address is defined as the address at which the child is normally resident with a person who is a parent as defined in Section 576 of the Education Act 1996.

A business address, a childminder's address, or any address other than the child's home will not be accepted. Proof of address will be sought and may be the subject of further investigation.

Where a child regularly lives at more than one such address, the address will be where the child lives for the majority of the time. Where the child lives at more than one address and spends equal time at both, the home address will be counted as where the child is registered with their GP.

The school reserves the right to seek verification of the information parents have given on the application form and to withdraw the offer of a place if false information has been given.

## **#7 Distance**

Any offer of a place on grounds of proximity is conditional on the student being resident at the home address provided at the closing date for application.

If more applications are received than there are places under any of the Oversubscription Criteria then the places will be offered in order of distance from the address point of the child's home address to the school, those living closest being offered places as a priority.

All distances are straight-line distances, measured from the address point for the child's home address supplied by Ordnance Survey, to the school's main gate (which is at Building 5 of the North London Business Park) using the Local Authority's geographical information system.

## **#8 Tie-Break**

In the event of two or more applications that cannot otherwise be separated by criteria 1-7, the vacant place will be allocated to the applicant whose home address is closest to our school building. Siblings from the same address who are tie-breaking for the same vacant place, will all be offered places. In other cases where applications can't be separated by distance, an independent party will randomly allocate the place via the drawing of lots.

## **#9 Faith Criterion**

To apply under the Faith Criterion, a supplementary information form must be completed by applicants and certified by their priest confirming the child's certificate of baptism or dedication and regular (which means at least monthly) attendance by the child's parent(s)/carer(s) over a period of two or more years\* at a Greek Orthodox Church. The supplementary information form must be returned to the school office by 31<sup>st</sup> October 2025.

*\*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.*

### **#10 Wider Faith Criterion**

The Wider Faith criterion is based on regular, (which means at least monthly) Church attendance by the child's parent(s)/carer(s) over a period of two or more years\* at a Church which is recognised by Churches Together in England. A supplementary information form must be completed under this criterion and certified by a priest/minister, confirming the attendance. The supplementary information form must be returned to the school office by 31<sup>st</sup> October 2025.

*\*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.*

### **#11 Operation of Waiting Lists**

Where in any year the school receives more applications for places than there are places available, a waiting list will operate. From the beginning of the first academic year, this will be maintained by the school and the child will automatically be added to the waiting list. A child's position on the waiting list will be determined solely in accordance with the Oversubscription Criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the Oversubscription Criteria.

For administrative purposes, the Waiting List will be administered by the school in three 'bands'. Band 1 will be for ranking applicants who qualify for Oversubscription Criteria 1-4. Band 2 will be ranked in accordance with Oversubscription Criteria 5 and 6. The remaining applicants will be places in Band 3, ranked by distance in accordance with Oversubscription Criteria 7. Where places become vacant, they will be allocated to children on the Waiting List in accordance with the Oversubscription Criteria. If there are applicants in Band 1 of the Waiting List then they will have priority. Otherwise, a place which was originally offered to Band 2 or Band 3 will be re-offered to the highest ranking applicant in the same Band. (If a place was originally offered to Band 1 then it will be allocated to Band 2 or Band 3 as appropriate so that, over time, a ratio of 1:1 is maintained between these bands).

### **#12 Appeals**

Parents who fail to gain a place at the school for their child can appeal to an Independent Appeals Panel.

### **#13 Children educated outside their chronological age group**

Permission to submit an application for a child to be educated out of his/her age group should be requested by email, or otherwise in writing, to the school office. 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. The request will be considered by our Local Governing Body's Admissions Committee on an individual basis. If permission is granted, the application must be made via the usual application processes and will be subject to the Oversubscription Criteria.

### **#14 Exceptional Medical or Social Need**

All local secondary schools have experience of dealing with children with different social and medical needs, so it is expected that no more than a small number of applications will be given this criterion in a year, if any. The threshold of acceptance is exceptionally high. Such

difficulties must be so exceptional as to be very uncommon in the general population.

You must submit supporting documentary evidence, with your application. This evidence must confirm the circumstances of the case and must set out why the child can only attend St Andrew the Apostle School and why no other school could meet the child's needs.

Providing evidence does not guarantee that a child will be given priority. Decisions will be made based on the merits of each case and whether the evidence demonstrates that a placement should be made at St Andrew the Apostle School above any other.

This criterion is not intended to be used for special educational needs, which can be successfully supported through effective induction, support and appropriate provision at any school (unless an EHCP is in place, in which case a separate admissions process is used).

We do not consider reasons such as your place of work, childcare arrangements or previous family connections to the school to be strong enough to be considered under this criterion. The evidence provided to support your application must be as detailed and objective as possible.