



St Thomas' CE Primary School
Admissions Policy
Date written/updated: 2026-27
(by Talitha Mansaray and Adrian Jones)

Partnership vision

'Belonging, learning and growth for life in all its fullness'

Our vision is rooted in biblical teaching as defined by John 10:10:

*'I have come that they may have **life**, and have it to the **full**'*

Belonging - Everyone included, everyone welcome

Learning - Love to learn and gain knowledge

Growth - grow spiritually in confidence and courage

St Thomas' CE Primary School is a Voluntary Aided Church of England primary school that welcomes children from all sections of the community who require a Christian education. The school strives to provide the best education for its pupils, both academically and personally. St Thomas' gives high priority to developing strong links with home, the Parish church and the wider community. It believes that working closely with the parents is vital to ensuring that children achieve their full potential.

Places available

St Thomas' is a one form entry primary school. The governors have agreed with the relevant authorities that there will be a maximum of 30 children in each class from Reception to Year 6. The nursery accepts a maximum of 26 children for 26 full-time-equivalent places.

Application for entry to reception class

Parents and carers must apply online through the <https://www.eadmissions.org.uk/> portal that can also be found on the school admissions page for the local authority in which they live. The portal opens on the 1st September 2025 for admissions into reception class in September 2026. In the application parents can name up to six primary schools. Parents need to rank the schools in the order of preference. This online application must be submitted by the **15th January 2026**. Information and support regarding how to complete the application online is available on each local authority website and the RBK&C admissions team can be contacted on 020-7745-6432 or email school.admissions@rbkc.gov.uk if further assistance is needed.

Supplementary information form

As St Thomas Primary School is a Church of England school, parents who wish to be considered under admissions criterion 5 (detailed on page 3) of St Thomas' admissions criteria should complete the [Supplementary Information Form](#) so that the governors can consider your application fully. You can obtain this form from the school office or download a copy from our [website](#), and you must return the form to the school by **15th January 2026**. The office staff will date and sign forms on the day they are received. You must ensure that the form has been signed and stamped by the relevant clergy before submission. **If you do not complete the form, governors will not be able to consider your child for a Foundation Place.**

Deferred entry: Children will normally be admitted to the reception year in the September following their fourth birthday. In line with the Admissions Code, parents can defer their child's entry to the reception year until later in the school year, where they have been offered a place at a school to start before, they are of compulsory school age. Where entry is deferred, the school will hold the place for that child and not offer it to another child. However, entry cannot be deferred beyond the beginning of the term after the child's fifth birthday, nor beyond the end of the Reception year. In practice this means that parents could defer entry until January 2027 for children born between **1st September 2021 and 31st December 2021**, or until April 2027 for children born between **1st January 2022 and 31st August 2022**. Parents can also request that their child attends part-time until they reach compulsory school age.

Admissions criteria for reception class

The governors, who are responsible for admissions to this Church of England Voluntary Aided Primary School, have agreed with the Local Education Authority to admit 30 pupils for each year group. These arrangements and the admissions criteria are reviewed annually.

All applications for children starting in the following September school year must be made to the Local Authority where the child lives (Home LA) via the online portal <https://www.eadmissions.org.uk/> by the **15th January 2026**. Those applying for a Foundation Place should also complete the school [Supplementary Information form](#) so that the Governors may consider your application fully. Please return this form to the school by **15th January 2026**.

Where there are more applications than there are places available, the Governors will admit pupils according to the following criteria, which are listed in order of priority.

1. Children in Public Care, also known as Looked After Children (A) in care of the local authority, children who have been adopted (B) or made subject to a child arrangement (C) or special guardianship (D) order immediately following having been looked after. Previously looked after children, including those children who appear to St Thomas' CE Primary School to have been in state care (E) outside of England and ceased to be in state care as a result of being adopted. There must be evidence of this from the local authority.

A) 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.

(B) 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).

(C) Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 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.

(D) Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians)

(E) A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

2. Children who have a particular pastoral, medical or social need to attend St Thomas and who would not otherwise qualify for admission.*
3. Children who have a brother or sister (including half siblings & looked after children at the same address) in the school at the time of the application deadline for Reception admissions.
4. Children of a member of staff
 - 4.1 who has been employed at the school for two or more years at the time at which the application for admission to the school is made and
 - 4.2 or who is recruited to fill a vacant post for which there is a demonstrable skill shortage
5. After the first 4 criteria have been decided 50% of the remaining places are Foundation Places & will be given to children who, along with one parent/guardian **
 - 5.2 habitually worship at the Church of St Thomas & St Andrew, Kensal Road ***
 - 5.3 habitually worship at a Church of England Church in within the Kensington Deanery
 - 5.4 habitually worship at another Christian church and who live within the parish of Kensal Town
 - 5.5 habitually worship at another Christian church ****
- 6.0 The remaining 50% are Community Places and will be given to children who live nearest the school and will be admitted in order of proximity of their house to the front door of the school using the electronic routing method used by the Royal Borough. Should a decision need to be made where more than one child lives the same distance from home to school this will be done using random allocation.

* e.g. children with a particular learning, pastoral, medical or social need that is supported by written evidence of a professional such as a doctor, social worker or statutory assessment. This evidence will need to be submitted with the application stating clearly the particular reason why St Thomas' is the most suitable school for the child and the difficulties that would be caused if the child were to attend another school.

** When splitting the remaining places if there is an odd number, then the Foundation places will be apportioned the larger number e.g. if there are 13 remaining places then 7 will be allocated to Foundation and 6 to community places.

*** 'habitual worship' refers to attendance at a Sunday service by the child along with one/both parents/guardians at least twice a month during term time over the year preceding application and confirmation of this by way of a pro forma reference by relevant clergy. If the family has been worshipping for less than one year, a pro forma reference from the previous place of worship will be required.

**** 'another Christian church' refers to a church recognized via membership of 'Churches Together in Britain and Ireland, Churches Together in England or 'The Evangelical Alliance' (See Appendix 1)

Foundation places will be allocated first and if this category is over-subscribed, added to the Community places (6) list. Foundation places will be prioritised from criteria 5.1 to 5.4 (see Appendix 1)

In the normal course, applicants under each of the first five criteria will be prioritised according to proximity of their dwelling place to the front door of the school using the electronic routing method used by the Royal Borough.

If multiple siblings (twins, triplets) apply for a place in the same year then both or three will be admitted even if this takes the class size over the prescribed number of places.

Appeals

Parents whose applications for admission are not successful are encouraged to contact the school governors for advice. Appeals against the decision may be sent to the clerk to the governors' c/o St Thomas CE Primary School. The appeal must be lodged within 20 school/working days from the date of notification that the application was unsuccessful.

Waiting List

Children can be placed on the waiting list at the parent/carers request in accordance with the above criteria. The admission committee will use the above criteria to rank the order of the waiting list. Governors will ensure that places are allocated equally: half to community places and half to foundation places.

Children will remain on a waiting list until a vacancy arises. Annually the school will write to the family of every pupil on the waiting list and request confirmation that the place is still needed. If a reply is not received by the deadline on the letter, then the school will assume that the place is no longer required and will remove the child's name from the waiting list. The admissions committee will only consider applicants who confirm their interest.

Late applications

Late applications will only be considered if there is a legitimate reason e.g. bereavement, serious illness, move into the area, child protection. The admissions committee requests written evidence from a professional in support of the reason for lateness. The admissions committee must receive this evidence prior to the meeting of the admissions committee.

In-year admissions (Year(s) 1- 6

Applications for In-Year admissions are made in the same way as those made during the reception admissions round. Parents/carers should contact the local authority and apply through their preferred In-Year process e.g. online or completing a form. As a Church of England school, parents who wish to be considered under criteria 3 to 5 of St Thomas' admissions criteria should complete the Supplementary Information Form so that the governors can consider their application fully. Parents can obtain this form from the school office or download a copy from our [website](#). If a place is available and there is not a waiting list, then the local authority will communicate the governors' offer of a place to the family. If more applications are received than there are places available, then applications will be ranked by the governing body in accordance with the oversubscription criteria, with the following modifications: children without an offer of a school place are given priority immediately after other 'looked-after' children. If a place cannot be offered at this time, then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the governing body in the order of the oversubscription criteria [as modified above] and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available, the governing body will decide who is at the top of the list so that the Local Authority can inform the parent that the school is making an offer.

Admission of children outside their normal age group

Under paragraph 2.17 of the School Admissions Code 2014 parents may request that their child be educated out of his/her chronological age group. Such requests must be made in writing to the Chair of Governors during the autumn term in the year of application i.e. by December 2025 for entry in September 2026. Governors will consider each request on its own merits and permission will only be given in exceptional circumstances. Each case will need to be supported by a professional (e.g. GP, social worker) that gives the reason for admission outside of the chronological age group. When the application is made, it will be ranked with all the other applications and no further exceptions will be given. A statutory right of appeal will be given upon refusal if no place has been offered in any school year.



Supplementary Information Form For Admission to Reception or In-Year Transfer

Surname of Child: _____ First Name of Child: _____

Date of Birth of Child: _____

Name(s) of Parent(s): _____

Home Address: _____

_____ Post Code: _____

Home Telephone Number: _____

Mobile number: _____

Email address: _____

Foundation Places If, after considering the St Thomas' CE Primary School admissions criteria, you feel that you have a Christian religious affiliation that will support your child's admission application, **please complete the sections overleaf** and ask your vicar to complete the reference section at the bottom.

For office use only: Office staff initials _____ Date received: _____

Foundation Place - Supplementary Information Form

Vicar's Reference - this section must be completed by the applicant's Vicar/Minister

To which denomination of faith does the applicant belong?

Name of Church/place of worship : _____

Address:

_____ PostCode _____

Name of priest/Minister _____

Is your church/Place of Worship a member of (please tick)

Churches Together in Britain and Ireland

Churches Together in England

The Evangelical Alliance

Membership number/Reference:: _____

How often does the applicant attend church? (Specifically how many times per month in school term time over the past year?) :

How long has the applicant been attending your church?

I confirm that the information contained on this form is true.

Signature of priest Print name

Print name

Telephone: _____

Email: _____

Date

Church stamp or confirmation on headed paper (essential):

Nursery admissions

[Parents who would like their child to be considered for a place in St Thomas' Nursery must apply directly to the school using our Nursery application form.](#) Parents and carers can obtain this form from the school office or download a copy from our website.

Children are admitted throughout the year at the beginning of each term following their third birthday. Most children offered a place in the Nursery Class spend three terms there before taking up a place in a Reception Class.

It is important to note that admission to the Nursery Class does not guarantee a place in the school's Reception class, however some spend up to five terms with us.

If there are any vacant places in Nursery class during the year, we will prioritise those children who will be 4 years old before 31st August. After this, we will consider children who have become 3 years old in the previous term and apply the admissions criteria below if this group is over-subscribed (children who become 3 between 1st September to 31st December will be considered for a place to start in the spring term, children who become 3 between 1st January & 30th April will be considered for a place to start in the summer term. Please be aware that children will start with 15-hour places and build up to 30 hours. This could take a week or 2 terms depending on the child's or parents' needs.

Allocation of places

The nursery accepts a maximum of 26 children for 26 full-time-equivalent places. Places will be allocated on a first come first served basis under the following criteria:

1. Siblings
2. Distance from the school

All applications will then be determined in one of the following categories:
(Refer to Appendix 2)

Category A- Part time(9am-12pm)- families who would like their child to attend 15 hours of free education

Category B – Full time(9am-3.15pm) 30hr code- children of parents where both are employed or single parent families where the parent is employed and are entitled to a 30-hour eligibility code under the government childcare scheme. School meals (£13 per week) will be an additional cost. Parents can apply for their eligibility code up to 16 weeks before the child's third birthday. The code must however, be renewed by 31st August and given to the school before the child starts in September.

Category C – Full time (9am-3.15pm) paid- families who do not qualify for an eligibility code but would like their child to attend full time, will be charged a fee of £125 per week which includes a school meal.

Once a place has been offered, we will invite the parent(s) to meet with our Admissions Officer to discuss their eligibility for categories listed above. Parents must inform the school of any change in their circumstances (e.g. if they either stop or start work) as families may be entitled to a free 30 hour space. If parents initially believe they are eligible for a funded space and they are not, they will be asked to pay. If parents wish to remove their child from the Nursery, they must give a minimum of one term's notice in writing.

Appendix 1:

Reception Admissions

The Parish of Kensal Town comprises the area bounded by the following geographical features/roads:

- South of the canal
- North of the Paddington Rail link
- East of Ladbroke Grove
- West of the Great Western Road

The Parish lies within the Royal Borough of Kensington and Chelsea.

The Deanery of Kensington includes:

- St Barnabas Kensington
- St Helen Kensington
- St Helen: St Helen's Gardens
- St Francis of Assisi (Mission Chapel) Dalgarno Way
- St Clement w St Mark & Norlands St James
- St Clement: Treadgold Street
- St James: St James Gardens
- St John Notting Hill
- St Michael Ladbroke Grove
- St Peter Notting Hill
- St Stephen Gloucester Road
- Kensal Town - St Thomas w St Andrew & St Phillip
- All Saints Notting Hill
- St George, Campden Hill
- St John the Baptist Holland Road
- Kensington - St Mary Abbots w Christ Church & St Philip
- St Mary Abbots : Kensington High Street
- Christ Church: Kensington
- St Philip's, Earl's Court Road

Church membership – to check whether your church is recognised by the following organisations, visit the following websites:

- Churches Together in Britain and Ireland - www.ctbi.org.uk
- Churches Together in England – www.cte.org.uk
- The Evangelical Alliance – www.eauk.org



Application Form

For Admission to St Thomas' Nursery

Surname of Child: _____ First Name of Child: _____

Date of Birth of Child: _____ Male/Female _____

Name(s) of Parent(s): _____

National Insurance number _____ Parent's date of birth _____

Home Address: _____

_____ Post Code: _____

Home Telephone Number: _____ Mobile number _____

Email address: _____

Additional information to help us plan places:

Note to all applicants: Cost of school dinners are not included and will be charged separately at £2.60 per day.

Tick one box:

A. I would like my child to attend part-time only (15 hours per week) 9am-12pm

B. I would like my child to attend full-time and I have a 30 hour voucher code

30 hours per week. This includes 15 free hrs +15 additional hours-9am-3.15pm

Please visit www.childcarechoices.gov.uk to see whether you qualify under the government childcare scheme. You must have a voucher code before your child can take up a full time place or pay £125 per week for the extra 15 hours. **Please speak to Office staff for further details if you are unsure.**

Or HMRC voucher code (if you have one) _____

C. I will pay £125 per week and attend full time (This is inclusive of lunch).

This includes 15 free hrs +15 additional paid hours (9am-3.15pm)

Sibling Place If your child has a brother or sister or half sibling who is already attending St Thomas' on the day of entry for the child you are applying for, please complete the section below:

Full name(s) of brother(s) and/or sister(s) who are attending St Thomas' on the day of entry for the child you are applying for: _____ Class: _____

For office use only: Office staff initials _____ Date received: _____