

## **St. Edmund's Catholic Primary School**



## **ADMISSIONS POLICY 2019-2020**

St. Edmund's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will always be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admission authority and has responsibility for admissions to the school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The governing body has set its Published Admissions Number (PAN) at 60 children for the school year which begins in September 2019. Applications for Reception are welcome from families whose child reaches his/her 4<sup>th</sup> birthday between 1<sup>st</sup> September 2018 and 31<sup>st</sup> August 2019.

The governing body will admit twins and all siblings from multiple births where one of the children is the last ranked within the school's PAN.

### **Pupils with an Education, Health & Care Plan (EHC)**

The admission of pupils with an Education, Health and Care Plan (EHC) is dealt with by a completely separate procedure. (This used to be called a Statement of Special Educational Needs). Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has an EHC plan you must contact your local authority SEN officer. Children with this school named in their EHC Plan will be admitted. The admission of children with an EHC Plan will reduce the number of places available to other children (see note 1).

Any questions on admissions should be made in writing to the Clerk to the Admissions Committee and sent to the school.

## **OVERSUBSCRIPTION CRITERIA**

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority. Places will first be awarded to those in Category 1, then Category 2 and so on.

- Category 1. Catholic 'looked after' children and previously 'looked after' children (see notes 2-5);
- Category 2. Baptised Catholic children with a Certificate of Catholic Practice who are resident in the Parish of St. Edmund of Canterbury, Whitton (see notes 6, 7, 13);
- Category 3. Baptised Catholic children with a Certificate of Catholic Practice who are NOT resident in the Parish of St. Edmund of Canterbury, Whitton (see notes 6, 7, 13);

- Category 4. Baptised Catholic children who are resident in the Parish of St. Edmund of Canterbury, Whitton (see notes 6 & 13);
- Category 5. Other baptised Catholic children (see note 6);
- Category 6. Other 'looked after' children and previously 'looked after' children. (see notes 2-5);
- Category 7. Children of catechumens and members of an Eastern Christian Church (see notes 8 & 9);
- Category 8. Any other children.

***Within each of the categories listed above, the provisions below will be applied in the following order:***

- i. The Governing Body will give top priority, within a category, to an application where compelling evidence is provided at the time of application, from an appropriate professional such as a doctor, priest or social worker, of an exceptional social, medical, pastoral or other need of the child, which can only be met at this school.
- ii. The attendance of a brother/sister at the school (the Nursery is not part of the school) at the time of enrolment will increase the priority of an application within a category, so that the application will be placed at the top of the category in which the application is made, after children in (i) above.

**Applications in previous years**

For the past five years the governing body has been unable to offer places to any applicants beyond oversubscription criterion 5. Whilst the school welcomes applications from all categories, it is usually oversubscribed with Catholic candidates.

**Tie Break**

Where the offer of places to the applicants in any of the categories listed above would exceed the number of places available, the places up to the admission number will be offered to those living nearest to the school as measured from the applicant's home address point to the school address point using a computerised mapping system. The measurement will be conducted by the Local Authority, Richmond Upon Thames Council. A full description of the Richmond Council's method is described in their "Primary Schools Admission Brochure" "Measuring home to school distances" paragraphs, which can be accessed at:

[https://www.richmond.gov.uk/media/3082/primary\\_admission.pdf](https://www.richmond.gov.uk/media/3082/primary_admission.pdf)

If two or more applications are received from the same block of flats, the applicant with the lower door number will be classed as nearest and offered a place because they are likely to be closer to the ground floor and, therefore, the school. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out by the local authority's computerised allocation system.

**Application Procedure for 2019 – 2020**

To apply for a place at this school in the normal admission round, you **must** complete an online application form from the local authority to whom you pay Council Tax (paper forms are also available on request) by **15<sup>th</sup> January 2019**.

You should also complete the **School's Supplementary Information Form (SIF)** which is available from the school website or a paper form from the school office. Whilst this is not compulsory, the information on the SIF enables the Governing Body to assess your application fully against the School's criteria in the event of oversubscription. Please return the SIF (in person or by post) to the school, together with all other relevant paperwork required for your application, including the child's Baptism Certificate and a Certificate of Catholic Practice if you have one.

If you do not complete the forms described above and return them by **15<sup>th</sup> January 2019**, the Governing Body will have to consider your application using only the information on the documents supplied. If you don't supply a SIF your child may be placed in a lower category because of lack of information and you may not be offered a place. You will be advised of the outcome of your application, on or about Monday 16<sup>th</sup> April 2019. This information will also be available online for those who have submitted an online application. Parents should accept or decline the place as soon as possible.

If you are unsuccessful (unless your child was offered a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above and you will have right of appeal to an independent appeal panel. Should you wish to appeal please contact the school as soon as possible for an appeal form on which you must list your reasons for making an appeal. Appeals should be submitted to the school in writing by Friday 24<sup>th</sup> May 2019.

### **Late Applications**

Applications received after the closing date will be dealt with after the initial allocation process has been completed. If the school is oversubscribed it is very unlikely that late applicants will obtain a place.

### **Reception Year Deferred Entry**

A child is entitled to a full-time school place in the September following his/her 4<sup>th</sup> birthday. Applicants may defer entry to school up until compulsory school age i.e. the first day of term following the child's fifth birthday. Application is made in the usual way and then the deferral until January or April is requested. The place will then be held until the first day of the spring or summer term as applicable. Entry may not be deferred beyond compulsory school age or beyond the year for which the application has been made. Therefore applicants whose children have birthdays in the summer term may only defer until the 1<sup>st</sup> April 2020. Upon receipt of the offer of a place a parent should notify the school as soon as possible if they wish to defer until the spring or summer term.

### **Part-time attendance**

Applicants may also request that their child attend part-time until compulsory school age is reached. Upon receipt of the offer of a place a parent should notify the school as soon as possible if they wish to take up a part-time place.

### **Admission of children outside their normal age group**

If you would like to request for your child to be educated outside of their normal age group, you must still make an application for a school place through the coordinated admissions system by the closing date of 15<sup>th</sup> January 2019. You will need to put your request to the admissions department at Richmond Council separately in writing. You may also provide supporting documentation, should you wish to do so, at the time of application. Each request will be carefully considered and a decision will be made on the individual merits of each case. The decision will take into account your views, information about your child's academic, social and emotional development, their medical history and the views of a medical professional, if applicable. For further details, please visit [www.richmond.gov.uk](http://www.richmond.gov.uk) or telephone 020 8891 7514.

### **Waiting Lists**

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This list will be maintained in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year and will be held open until 31<sup>st</sup> July 2020 unless applicants request in writing to remain on the list. **Inclusion in the school's waiting list does not mean that a place will eventually become available.**

### **In-Year Applications**

An application for admission can be made for any child at any time outside the normal admissions round. Applications should be made directly to the school by contacting the Clerk to the Admissions Committee at St. Edmund's school. If a place is available and there is no waiting list the child will be admitted. If there is a waiting list, then applications will be ranked by the Governing Body in accordance with the oversubscription criteria as set out above. 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 to an independent panel and your child will be placed on the waiting list.

### **Fair Access**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round, the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the local authority and the Governing Body for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

## Nursery Children

Children attending St. Edmund's Nursery **must** make a fresh application for Reception including the CAF and SIF and all supporting documents. Attendance at the Nursery **does not** guarantee a place in Reception.

## Change of Details

If any of the details on either of your forms changes between the date of application and the receipt of the letter of offer or refusal, you **must** inform the School and the local authority immediately. If misleading information is given or allowed to remain on either of your forms, the Governing Body reserves the right to withdraw the place, even if the child has already started at the School.

## NOTES (these notes form part of the oversubscription criteria)

**1. An Education, Health and Care Plan** is a plan made by the local authority under S.37 of the Children and Families Act 2014, specifying the educational provision required for a child.

**2. A 'Looked after child'** has the same meaning as in S.22(1) of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents at the time of making an application to the school.) A previously 'looked after' child is a child who was looked after, but ceased to be so because he or she was adopted or became subject to a child arrangements order or a special guardianship order.

**3. 'Adopted'**. An adopted child is any child who has been formally adopted, having previously been in care and whose parent/ guardian can give proof of this.

**4. 'Child Arrangements Order'**. A Child Arrangements order is an order under the terms of the Children Act 1989 s.8 settling the arrangements to be made as to the person with whom the child is to live. Children 'looked after' immediately before the order is made qualify in this category.

**5. 'Special Guardianship Order'**. A special guardianship order is an order under the terms of the Children Act 1989 s.14A appointing one or more individuals to be a child's special guardian(s). A child 'looked after' immediately before the order is made qualifies in this category.

**6. 'Catholic'** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a Certificate of Baptism in a Catholic church or a Certificate of Reception into full communion with the Catholic Church. For the purposes of this policy this includes a looked after child in the process of adoption and living with a Catholic family, where a letter from a priest demonstrates that the child would have been baptised were it not for his/her status as a looked after child. For a child to be treated as Catholic, evidence of Catholic baptism or reception in the Catholic Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their parish priest who, after consulting with the diocese will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

**7. 'Certificate of Catholic Practice'** means a certificate issued by the family's parish priest (or the priest in charge of the church where the family attends Mass) in the form laid down by the Bishops' Conference of England and Wales. It will be issued if the priest is satisfied that at least one Catholic parent or carer (along with the child, if he or she is over seven years old) have (except when it was impossible to do so) attended Mass on Sundays and holydays of obligation for at least five years (or, in the case of the child, since the age of seven, if shorter). It will also be issued when the practice has been continuous since being received into the Church if that occurred less than five years ago. It is expected that most Certificates will be issued on the basis of attendance. A Certificate may also be issued by the priest when attendance is interrupted by exceptional circumstances which excuse from the obligation to attend on that occasion or occasions. Further details of these circumstances can be found in the guidance issued to priests: <http://rcdow.org.uk/education/governors/admissions>

**8. 'Catechumen'** means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a Certificate of Reception into the Order of Catechumens for a child aged 7 or over. For a child under 7 years of age it will be the certificate of the parent.

**9. 'Eastern Christian Church'** includes Orthodox Churches, and is normally evidenced by a Certificate of Baptism or Reception from the authorities of that Church.

**10. 'Brother' or 'Sister'** includes:

i. All natural brothers and sisters, half-brother and sisters, adopted brothers and sisters, stepbrothers and sisters, foster brothers and sisters, whether or not they are living at the same address, and

ii. The child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.

**11. A 'Parent'** means all natural parents, any person who is not a parent but has parental responsibility for the child or any adult with legal responsibility for the child.

**12. 'Resident'** – A child is deemed to be resident at a particular address when he/she resides there for more than 50% of the school week.

**13. Parish Boundaries** – for the purposes of this Policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for 2019-2020.

*Please read this admissions policy carefully.*

*Your notice is particularly drawn to the fact that it is the Governors, NOT the school staff, who have responsibility for admissions, and that they consider only applications made in the way described above.*

*The staff, in particular the Headteacher and administrative assistants, are always happy to help you with whatever information and advice they can give, but, whatever contact you may have with them, completed forms are always necessary, and only the Governors offer (or refuse) your child a place.*