

## St. Edmund's Catholic Primary School



### ADMISSIONS POLICY 2017-2018

St. Edmund's Catholic Primary School was founded to serve the Parish of St Edmund of Canterbury, Whitton to provide education for children of Catholic families. The school is conducted by its Governing Body in accordance with its trust deed and seeks at all times to be a witness to 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. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

If the school is oversubscribed, the Governors will, taking note of the Obligations regarding Baptism (referred to in the notes below), give priority to Catholic children with a Certificate of Catholic Practice who were baptized within one year of their birth, in accordance with the oversubscription criteria listed below.

The Governing Body has the sole responsibility for admissions to this school and intends to admit the Published Admission Number of 60 children to its reception classes in the school year which begins in September 2017. Applicants are welcome from families whose child reaches his/her 4<sup>th</sup> birthday between 1st September 2016 and 31st August 2017.

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 Catholic children who have been adopted or made subject to child arrangements orders or special guardianship orders.
- Category 2. This is a specific sibling Category due to oversubscription criteria changes and applies to Academic Years 2017/18 and 2018/19 only. This category will be removed in 2019 and revert to sibling priority within a category.  
'Baptised Catholic children with a Certificate of Catholic Practice, who will have a sibling at the school at the time of application.'
- Category 3. Baptised Catholic children with a Certificate of Catholic Practice who were baptised within one year of their birth.
- Category 4. Baptised Catholic children with a Certificate of Catholic Practice who were not baptised within one year of their birth.
- Category 5. Other baptised Catholic children.

- Category 6. Other ‘looked after’ children and children who have been adopted or made subject to child arrangements orders or special guardianship orders.
- Category 7. Children of Catechumens and Baptised children from Eastern Christian Churches.
- Category 8. Other Christian children and children of other faiths.
- Category 9. Any other applicants.

Within Categories 3 to 5 preference will be given:

Firstly 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 that can most appropriately be met at this school.

Secondly to the attendance of a sibling at the school at the time of the applicant’s application. The definition of sibling includes half-siblings, step-siblings, adopted siblings and looked after children living in the same household.

Thirdly to a child of a member of staff 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.

### **Tie Break**

Where the offer of places to all the applicants in any of the criteria listed above would still lead to over-subscription, the places up to the admission number will be offered to those living nearest to the school. All distances will be measured by the London Borough of Richmond upon Thames (see notes).

Where there are two or more applications relating to children that are living at the same address or addresses that as measured by the London Borough of Richmond upon Thames are the same distance from the school, the applicants will be ordered by lottery in the presence of an independent witness.

### **Twins, etc.**

If twins or children from a multiple birth are competing for the last remaining place, the school will admit both/all applicants and exceed the Published Admissions Number of 60.

### **Applications in previous years**

For the past three years the governing body has been unable to offer places in Reception to any applicants below oversubscription criteria 4. As the school is usually oversubscribed by Catholic children with a Certificate of Catholic Practice, it is very unlikely that applicants who are not Catholic children with a Certificate of Catholic Practice will obtain a place.

### **Pupils with Education, Health and Care Plans**

The admission of pupils with Education, Health and Care Plans is dealt with by a completely separate procedure that is administered by the applicant’s Local Authority, to whom all enquiries should be addressed.

### **Reception Year Deferred Entry**

Applicants may defer entry to school up until statutory school age i.e. the first day of term following the child’s fifth birthday. Application is made in the usual way then the deferral is requested. The place will then be held until the first day of the spring or summer term. Applicants may also request that their child attend part-time until statutory school age is reached.

Entry may not be deferred beyond statutory age. Applications for children born between 1<sup>st</sup> September 2012 and 31<sup>st</sup> August 2013 may only be deferred until 1<sup>st</sup> April 2018.

### **Admission of children outside their normal age group (except Summer born children – see below)**

Parents may request that their child be educated out of his/her chronological age group. Such requests must be made in writing, together with any supporting documents, to the Chair of Governors before the closing date of 15th January 2017 for children born between 1<sup>st</sup> September 2012 and 31<sup>st</sup> August 2013. Governors will consider each request on its own merits and permission will only be given in exceptional

circumstances. 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.

### **Summer born children**

If a parent wishes his/her summer born child to start school in Reception in the September following his/her 5<sup>th</sup> birthday i.e. a child born between 1<sup>st</sup> April–31<sup>st</sup> August being admitted to Reception at 5 years of age, they should make the school aware of this by writing a letter to the Chair of Governors at the time of application. Parents must then submit an application in the normal way. This application will be treated in the same way as all other applications and there is no guarantee that an offer will be made.

### **Applications for In-Year admissions**

Applications for In-Year admissions are made directly to the school. If a place is available and there is no waiting list the child will be admitted. 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. 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. See the section on Waiting lists at the end of this policy.

### **Fair access protocols**

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

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

**‘Looked after child’** has the same meaning as in S.22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents at the time of making an application to the school).

**‘Adopted’.** An adopted child is any child who has been formally adopted and whose parent/guardian can give proof of adoption.

**‘Child Arrangements Order’.** A Child Arrangements order is an order under the terms of the Children and Families Act 2014 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.

**‘Special Guardianship Order’** is an order under the terms of the Children Act 1989 s.14A which defines it as an order appointing one or more individuals to be a child’s special guardian(s). A child who is ‘looked after’ until this order is made would qualify under this category.

**‘Parent’** means the adult or adults who have legal responsibility for the child.

**‘Catholic’** means a member of a church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a current Certificate of Catholic Practice (CCP) demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

**‘Certificate of Catholic Practice’** means a certificate given by the family’s parish priest (or the priest in charge of the church where the family practises) in the form laid down by the Bishops’ Conference of

England and Wales.

**‘Obligations regarding Baptism’** refers to the Code of Canon Law 867 which states that “Parents are obliged to take care that infants are baptized in the first few weeks”. This applies when both or one parent is a baptized Catholic.

Within one year of birth means before the child’s first birthday.

When both parents are Non-Catholic at the time of the birth and the child’s baptism / reception into the Church is a result of both or one of the parents being received into the Catholic Church, the baptism / reception into the Church will be treated as being within one year of birth.

This will normally be evidenced by:

- (a) For a child under 7 years of age the parent(s) Certificate(s) of Reception into the Church
- (b) For a child aged 7 or older if Baptised then the parent(s) Certificate of Reception; if received then his/her Certificate of Reception

**‘Catechumen’** means a child or parent who is 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.

**‘Eastern Christian Churches’** includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

**‘Christian’** (Category 8) for the purposes of this policy, means a member of one of the churches affiliated to ‘Churches together in Britain and Ireland’.

**‘Sibling’** A sibling at the school at the time of the application will give preference to the applicant, even if the sibling is due to leave the school prior to the date on which the applicant child is due to start.

**Measurement of Distance:** Richmond Council uses a standard method of measuring the shortest route by road or maintained footpath from the Ordnance Survey grid reference point within the property out of the front entrance into and following the middle of the road and footpath, to the nearest pedestrian school gate used by the relevant year group. Accessibility of private or public transport will not be considered. All distances will be measured using a computerised geographical information system. For applicants from the same block of flats, or who live the same distance from the school, random selection by the drawing of lots is used as a tie-breaker.

The child’s home address is defined as where the child resides for 50% or more of the school week.

## **APPLICATION PROCEDURE FOR THE ACADEMIC YEAR 2017-2018**

To apply for a place in Reception in September 2017 you must complete the following forms:

**1. Common Application Form (CAF).**

Available from: your local authority, i.e. the authority to whom you pay Council Tax. Councils now have an on-line system that they prefer you to use instead of a paper form.

Deadline: You must complete the on-line system or return the paper CAF to your Local Council no later than **15<sup>th</sup> January 2017**.

**2. St. Edmund’s Supplementary Information Form (SIF)**

Available from: The school or from the school website.

Deadline: The school must receive the SIF **no later than 15<sup>th</sup> January 2017**.

**3. Catholic Baptism Certificate or Certificate of Reception**

Available from: The Church in which the child was Baptised or Received into the Church (see Notes). This is necessary to apply under Categories 1 to 5.

Deadline: The school must receive the Certificate **no later than 15<sup>th</sup> January 2017**.

#### **4. Certificate of Catholic Practice (CCP)**

Available from: The school or from the school website. This form is only necessary if the applicant is applying under Categories 1 to 4.

Deadline: The school must receive the completed form **no later than 15<sup>th</sup> January 2017**.

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

#### **Late Receipt of documents:**

Any applications for places in the reception year received by the applicant's home Local Authority **after** the 15<sup>th</sup> January 2017 without good reason will be considered by the Local Authority as late and will be dealt with after all applications received on time and are therefore unlikely to be allocated a place at the school.

If the SIF or any other required documentation is received by the school **after** the 15<sup>th</sup> January 2017, the Governing Body will be unable to consider the application until after the initial allocation process has been completed and it is unlikely that your child will be offered a place.

Parents will be given or sent a receipt to acknowledge the receipt of the SIF and supporting documents no later than 21<sup>st</sup> January 2017. Any parent not receiving a receipt should contact the School Secretary to ensure that their SIF has been received.

Where the school is notified by Richmond Council of an on time CAF, but the school has not received a SIF, the application will be considered as falling in Category 6 or 9 based upon the information included in the CAF.

#### **Notification of places:**

Parents will be advised of the outcome of their applications by their home Local Authority on behalf of the governing body on or about 16<sup>th</sup> April 2017.

If any of the details on either the CAF or the SIF change 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.

The Governors reserve the right to seek verification of the information parents have given on any form and to withdraw the place if false information has been given, even if the child has already started school.

#### **Right of Appeal**

If you are unsuccessful you may ask us for the reasons for the refusal of a place. These reasons will be related to the oversubscription criteria listed in this policy and you will have the right of appeal to an independent panel.

Appeals must be received in the school by 26<sup>th</sup> May 2017.

#### **Waiting lists**

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. The waiting list will be maintained by the Governing Body in the order of the oversubscription criteria listed above and not in the order in which applications are received or added to the list. If a place becomes available, the Governing Body will offer the place to the child at the top of the waiting list.

Applicants will remain on the Waiting List for the academic year 2017/18.

If, whilst on the waiting list, any of the SIF details change, you **must** complete a new SIF and return it to the school.

*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.*