



## Federation of St Mary's Priory Catholic Infant and Junior Schools

<http://www.stmarysrcn15.ik.org/>

### Infant School Admissions Policy for 2017-2018

St Marys Priory Catholic Infant School was founded by the Catholic Church to provide education for children of Catholic families. 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. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

The Published Admission Number (PAN) for the [reception class] at [St Mary's Priory Infant school] is [60]. The Governing Body has sole responsibility for admissions to this school and intends to admit [60] children in the school year which begins in September 2017. Applications for Reception are welcome from families whose child reaches his/her 4<sup>th</sup> birthday between 1<sup>st</sup> September 2016 and 31<sup>st</sup> August 2017.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the Trust Deed of the Diocese of Westminster. Applications will be ranked using the criteria listed below.

In this policy *applicant* refers to the person making an application on behalf of a child; *candidate* refers to the child on whose behalf the application is being made.

#### **OVERSUBSCRIPTION CRITERIA**

Where there are more applications than the number of places available, places will be offered according to the following order of priority: -

1. Catholic 'looked after' children and previously 'looked after' children, who have been adopted or made subject to child arrangements orders or special guardianship orders.
2. Baptised Catholic children,
3. Other 'looked after' children and previously 'looked after' children who have been adopted or made subject to child arrangements orders or special guardianship orders.
4. Children of catechumens and members of an Eastern Christian Church.
5. Christians of other denominations whose application is supported either by a certificate of baptism or by a letter from their Minister of Religion confirming membership of the faith community.
6. Children of other faiths whose application is supported by a letter from their religious leader, confirming membership of the faith community.

7. Any other children.

### **EXCEPTIONAL NEED**

The Governing Body will give top priority, after the appropriate category of looked-after children, 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.

### **MULTIPLE APPLICATIONS**

Where the final place is offered to a child who has other siblings applying for a place in the same school year, these siblings will also be admitted.

### **TIE BREAK**

Where the offer of places to all the applicants in any of the sub categories listed above would still lead to oversubscription, the places up to the admission number will be offered to those living closest to the school measured in a straight line from the post office address point for the child's home, to the post office address point of the school, supplied by the Royal Mail using a computerised mapping system. The distance will be measured by the local authority. Where two families live at exactly the same distance from the school the applicant will be chosen by random allocation which will take place in the presence of an independent witness.

### **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.

### **APPLICATION PROCEDURE for 2017 – 2018**

In order to make an application, you **must** complete an application form from your local authority either online or on paper and return it to them. You **should** also complete the **School's Supplementary Information Form (SIF)**. 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. If you do not complete both of the forms described above and return them by 15<sup>th</sup> January 2017, the Governing Body will be unable to consider your application against the oversubscription criteria and your child will be ranked under the lowest criterion. It is very unlikely that your child will be offered a place if a SIF is not supplied.

### **CHILDREN EDUCATED OUTSIDE THEIR CHRONOLOGICAL AGE GROUP (except summer born children)**

Parents may apply for their child to be educated outside his/her chronological age group i.e. a year behind or a year ahead. Application should be made to the Chair of Governors at the time of application and any supporting evidence should be

submitted at the same time. Governors will consider each case on its own merits and permission will only be given in exceptional circumstances.

### **CERTIFICATE OF CATHOLIC PRACTICE**

Applicants applying under criteria 2 must submit a Certificate of Catholic Practice (CCP) by the closing date. This form (which used to be called a priest's reference form) is available from the school or from the diocesan website. Parents should fill in the top part of the form with their details and then take the form to their parish priest (or the priest at the parish where they normally worship) for signature. It is the parent's duty to ensure that the CCP is submitted to the school in good time. The priest will only sign this form if he knows you and agrees that you are a Catholic family. You will need to get a form signed for each Catholic school you are applying to which has a 'practising Catholic' criterion.

The local authority will inform you of the outcome of your application on behalf of the Governing Body, on or about Monday 18<sup>th</sup> April 2017. This information will also be available on line for those who have submitted an e-application. Parents/carers should accept or decline the place as soon as possible.

### **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.

### **NURSERY CHILDREN**

Attendance at the nursery **does not** guarantee a place in Reception. Parents of children attending [St Mary's nursery **must** make a fresh application for reception.

### **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 the policy and you will have the right of appeal to an independent 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 must be submitted to the school in writing by Friday 27<sup>th</sup> May 2017.

### **WAITING LIST**

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 in the policy and not in the order in which applications are received or added to the list. Names will be removed from the list on 31<sup>st</sup> August 2018, unless applicants request in writing to remain on the list.

### **PUPILS WITH AN EDUCATION, HEALTH AND 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.

### **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.

## **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 there is a waiting list, 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. This waiting list will be maintained by the Governing Body in the order of the oversubscription criteria 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 re-rank the list and make an offer to the person at the top of the list. The local authority will be informed of the offer as soon as it has been accepted.

## **RECEPTION YEAR DEFERRED ENTRY**

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 is requested. The place will then be held until the first day of the spring or summer term as applicable. Applicants may also request that their child attend part-time until compulsory school age is reached. 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 2018.

## **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.

## **NOTES (these notes 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, having previously been in care and whose parent/ guardian can give proof of this.

**'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.

**'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.

**'Parent'** means the adult or adults with legal responsibility for the child.

**'Sibling'** means brother or sister, to include adopted brothers and sisters, half, step or foster brothers and sisters. A sibling relationship does not apply when the older child will leave before the younger one starts.

**‘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 the full communion with the Catholic Church.

**‘Catechumen’** means a child or parent who is a member of the catechumenate of a Catholic Church. This will 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 Church’** includes Orthodox Churches, and is evidenced by a Certificate of Baptism or Reception from the authorities of that Church.

**‘Christian’** for the purposes of this policy, means a member of one of the Churches affiliated to ‘Churches Together in Britain and Ireland’.

**‘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.

**‘Distance from school’** means distance as measured by a straight line, from the front door of the child’s residential address (including flats) to a point at the school. [Governors of schools whose distance measurements are carried out by the local authority are strongly advised to include the same wording used by the local authority in their current booklet]. If distances are identical, the Governing Body will draw lots in the presence of an independent witness.