



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

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

Junior School Admissions Policy for 2017-2018

The Federation of St. Mary's Priory Catholic Junior School has been founded by the Servite Sisters to provide for the educational needs of Catholic families in this part of the Diocese of Westminster.

Partnership with parents, the primary educators of their children, has long been a principle embedded in Catholic Education. The Trustees and Governors value and welcome, above all, the co-operation of parents in seeking to achieve these aims for pupils attending the school.

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 is 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. Accordingly priority will always be given to Catholic applicants.

The Published Admission Number for the junior school is 60 and the Governing Body has sole responsibility for the admission of pupils. Applications are welcome for September 2017 from families whose child reaches his/her 7th birthday between 1/9/16 - 31/8/17

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 Catholic children who have been adopted or made subject to child arrangements orders or special guardianship orders, immediately after being looked after.
2. Baptised Catholics (Baptism certificate required).
3. Other 'Looked After Children' and other children who have been adopted (or made subject to child arrangements orders or special guardianship orders) immediately after having been looked after.
4. Children of other Christian denominations whose parents wish them to have a Catholic education and whose application is supported by a Minister of Religion.

5. Children of other faiths whose parents wish them to have a Catholic education and whose application is supported by a religious leader.
6. Any other applicants.

Exceptional Needs

The governing body will give top priority to an application within a criteria where compelling evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can only be met at this school. A child with this school named in his/her Statement of SEN or EHC Plan will be admitted.

Where there is over subscription in any of the above criteria the priority below will be applied:

The attendance of a brother or sister at the infant or junior school at the time of enrolment will increase the priority of an application within each category. (Brother and sister to include half, step, adopted or fostered sibling).

Multiple Applications

Where the final place is given to one sibling (twin/triplet or other sibling) the other sibling(s) 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.

Waiting Lists

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of over subscription in the criteria listed and not in the order in which applications are received and added to the list. Names are normally removed from the list at the end of the year of entry.

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 Diocese 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 2017/18

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.

- **In order to make an application, you must complete a Common Application Form (CAF) from your local authority and return it to them. You should also complete the School's Supplementary Information Form (SIF).**

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 School [address below] together with all other relevant paperwork required for your application:

- the child's baptismal certificate (if applicable)
- proof of address (e.g. utility bill or council tax demand)
- a certificate of Catholic Practice completed by the priest from the church where you worship (where applicable)

If you do not complete both of the forms described above and return them by 15th January 2017, the Governing Body will be unable to consider your application fully and it is very unlikely that your child will be offered a place. Late applications will be considered after the initial allocation has been made. Notification letters will be sent out by the LA on behalf of the Governors on April 16th 2017.

(If any information is found to be fraudulent or misleading, the Governing Body reserves the right to withdraw the place even if the child has already started at the school.)

The SIF and the certificate of Catholic Practice are available from the school.

Pupils with a Statement of Special Educational Needs or Educational Health and Care Plans

The admission of pupils with a statement of Special Educational Needs or Educational Health and Care Plans is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining statements by the pupil's home Local Education Authority. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. A child with this school named in his/her Statement of SEN or EHC Plan will be admitted.

Children Educated outside their chronological age group

Any application for a child to be educated outside of his/her age group will be considered by governors on an individual basis and will only be granted in exceptional circumstances. Parents should write to the Chair of Governors during the autumn term in the (academic) year of application, giving reasons and providing compelling professional evidence.

Appeals

An unsuccessful applicant has the right of Appeal against the Governors' decision. The Appeal should take the form of a written statement sent to the Headteacher for the attention of the Chair of Governors by 27th May 2017.

February 2016

In-Year Admissions

Applications for admissions within the school year are made directly to the school. If a place is available and there is no waiting list then 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. When a place becomes available the governing body will decide who is at the top of the list and offer the place.

The School's Supplementary Information Form (SIF) is available from the School Office, the website or by post. Together with the following should be returned to the Headteacher at the school:

- the child's baptismal certificate (if applicable)
- proof of address (e.g. utility bill or council tax demand)
- a by certificate of Catholic Practice the priest from the church where you worship (where applicable)

Definitions

'**Looked after**' is defined as children in care of the local authority within the meaning of Section 22 of the Children's Act 1989

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

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

'**Special Guardianship Order**'. A 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).

'**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.

'**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.

'Adopted'. An adopted child is a child who is adopted under the terms of the Adoption and Children Act 2002 s.46 (adoption orders).

'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.