



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

www.stmarysrcpriory.haringey.sch.uk

Infant School Admissions Policy for 2016-2017

The Federation of St. Mary's Priory Catholic Infant & Junior Schools 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.

MISSION STATEMENT

With Jesus as our centre and Mary as our mother, we strive to develop a happy, caring, healthy and safe learning environment where we are all valued and respected. We seek to understand, celebrate and enhance the diversity of our community.

Our Mission is:

- to love one another as Mary loves Jesus and Jesus loves us
- to do our best always
- to take care of ourselves and the world God has given us

April 2010

Our vision is to inspire our children:

- to become people of faith, hope and love
- to become confident, independent learners for life
- to keep safe, be strong and make a positive contribution to society

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 Infant school is 60 and the Governing Body has sole responsibility for the admission of pupils. Applications are welcome for September 2016 from families whose child reaches his/her 4th birthday between 1/9/15 - 31/8/16

There is no automatic transfer from Nursery to Reception.

Over Subscription 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 where at least one parent/carer practises and with whom the child lives for at least 50% of the school week
3. Other Catholics (Baptism certificate required).
4. Other 'Looked After Children' and other children who have been adopted (or made subject to Child Arrangement orders or special guardianship orders) immediately after having been looked after.
5. Children of other Christian denominations whose parents wish them to have a Catholic education and whose application is supported by a Minister of Religion.
6. Children of other faiths whose parents wish them to have a Catholic education and whose application is supported by a religious leader.
7. Any other applicants.

Exceptional Need

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

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. If you do not complete both of the forms described above and return them by 15th January 2016, 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.

The local authority will write to you on behalf of the Governing Body with the outcome of your application on approximately 16th April 2016.

Applications for admission to the Reception classes should be made on the following forms:

- the LA approved application form, to be returned to the LA by the date set by them
- the School's Supplementary Information Form (SIF) is available from the School Office, the school website or by post. Together with the following should be returned to the Headteacher at the school:

1. the child's baptismal certificate (if applicable)
2. proof of address (e.g. utility bill or council tax demand)
3. a reference by the priest of the church where you worship (where applicable)

(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.)

Applications must be made by 15th January 2016. Late applications will not be dealt with until initial offers have been made.

The SIF and the Diocesan Priest's reference form are available from the school.

The LA will write to you, on or about 16th April 2016 to let you know the outcome of your application.

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 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 statutory school age is reached. Entry may not be deferred beyond statutory school age or beyond the year of application. Parents wishing to defer entry for summer born children should note that entry can only be deferred up until 1st April 2017.

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.

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

The admission of pupils with a statement of Special Educational Needs *or* Education 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.

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 within 20 school days of receipt of the refusal letter. Therefore the statement must be received by: 27th May 2016.

February 2015

Infants to Juniors

There is no automatic transfer of pupils from the Infant School to the Junior School. Parents/Carers must apply separately for a place in the junior school.

Mid phase applications are made directly to either school.

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.

Definitions

'Practising Catholic' means a Catholic child from a practising Catholic family where this practice is verified by a reference from a Catholic priest in the standard format laid down by the Diocese.

'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.

'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.

'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.