



Archdiocese of Westminster  
Camden LA

St. Aloysius' Catholic Infant School

## ADMISSIONS POLICY 2016-2017

### OUR MISSION STATEMENT

**In Jesus, we learn, love and grow together.**

St. Aloysius' 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 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.

The Published Admissions Number (PAN) for the reception classes at St. Aloysius' Catholic 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 2016. Applications are invited from families whose child will reach their 4<sup>th</sup> birthday between 1<sup>st</sup> September 2015 and 31<sup>st</sup> August 2016.

To apply for a place at St. Aloysius, you should complete and return two separate forms in order to make a full application.

You should complete the school's Supplementary Information form (SIF) attached to this policy, and return it to the school office, accompanied by the child's proof of date of birth, certificate of baptism (if applicable) and proof of residency. You must also complete a Common Application Form (CAF) supplied by your Local Authority.

You will be advised of the outcome of your application initially by letter from the LA on our behalf. If you are unsuccessful you may ask us for the reasons, related to the over subscription criteria listed below, and you have the right of appeal to an independent appeal panel. The deadline for submission of any appeal is noon on Friday 27<sup>th</sup> May 2016. 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 are removed from the list after one year, unless applicants request to remain on the list.

**If you do not complete both the CAF and the SIF and return them by the closing date, the governing body may be unable to consider your application fully and it is very unlikely that your child will get a place at the school.**

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below. In this policy, 'applicant' refers to you, the parent/carer applying for a place, and 'candidate' refers to the child for whom the application is made.

Where the final place is offered to a child who has other siblings (e.g. twins) applying for a place in the same class/year, these siblings will also be admitted.

Applications for the school year 2016 – 2017 should be received by the LA's closing date on 15/01/2016.

The offer of places for the Reception Classes for the school year 2016 - 2017 will be sent to parents 16/04/16.

The child's proof of date of birth, address and baptismal certificate (if applicable) will be requested.

Offers of places will be made in accordance with the following criteria and in 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 having been looked after.
2. Catholic children of Catholic staff who have worked at the school for a minimum of two years at the time of application.
3. Catholic children who are baptised at the time of applying for a place living in the parish of St. Aloysius, and the parish formerly known as St. Anne's, with siblings in the school at the time of admission.
4. Children who are baptised at the time of applying for a place and who live in the parish of St. Aloysius, and the parish formerly known as St. Anne's (maps of the parishes are available from the school).
5. Catholic children who live in other parishes.
6. Other 'looked after' children and children who have been adopted or made subject to child arrangements orders

- or special guardianship orders, immediately after having been looked after.
7. Children of non-Catholic staff who have worked at the school for a minimum of two years at the time of application.
  8. Children who have siblings at St. Aloysius Nursery or Junior School.
  9. Christian children of other denominations whose parents wish them to have a Catholic education. (*A letter of support from the parish vicar/minister will be required.*)
  10. Children of other Faiths whose parents wish them to have a Catholic education. (A letter of support from the parish vicar, minister or Faith leader will be required.)
  11. Any other applicant.

**Tie Break:** If the admissions figure has not been reached after applying the above procedure, distance will be used as a measurement. Distance will be measured in a straight line from the centre of the home address to the centre of the school using a computerised mapping system, provide by the Local Authority. In the minority of cases when applicants distance measurements are exactly the same, in blocks of flats for instance, the computer system will randomly order the priority of applicants.

**Multiple births:** Key Stage 1 – If only one place is available at the school and the next child who qualifies for a place is one of multiple birth siblings, we will go over the published admission number to support the family. These children will be deemed as 'excepted' pupils under the KS1 class size legislation.

### **In Year Admissions**

Applications for In Year admissions are made directly to the school. 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, (with the following modifications' Catholic children without an offer of a school place elsewhere are given priority after Catholic "looked after"; similarly, other children without an offer of a school place are given immediately after other 'looked after' children). If a place cannot be offered at this time then you may ask us for the reason 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 (as modified above) 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 decide who is at the top of the list and will inform the parent/guardian that the school will be making an offer.

### **Pupils with a statement of special educational needs/education, health and care plan (EHC)**

The admission of pupils with a statement of Special Educational Needs or Education Health and Care Plan (EHC) is dealt with by a completely separate procedure. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has a Statement of SEN or EHC plan you must contact your local authority SEN officer. Where this school is named in a child's Statement of SEN or EHC Plan, the child will be admitted'

### **Fair Access Protocols**

The school is committed to taking its share of vulnerable children who are 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 governing body and the diocese for the current admission year. The governing body has this power even when admitting such a child would exceed the normal admission number.

### **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 deferment 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 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 1<sup>st</sup> April 2017. If the school is oversubscribed, they are very unlikely to obtain a place.

### **Children educated outside their chronological age group**

Any application for a child to be educated out 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.

### **EXPLANATION OF TERMS USED IN THIS POLICY**

**Looked after children:** Same meaning as in Section 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).

In order to be given highest priority for admission, a child has to fall within the definition of 'looked after' in section 22 (1) of the Children Act 1989. As this Act applies to England and Wales, a child has to be looked after by an English or Welsh local authority in order to be given highest priority.

Paragraph 1.7 of the School Admissions Code gives equal highest priority to 'previously looked after children'. Given the definition of a looked after child, a child will have to have been looked after by an English or Welsh local authority in order to be considered previously looked after. Under paragraph 1.7 of the Code, a child has to have been looked after **immediately** before they were adopted or became subject to a residence order or special guardianship order.

In addition, in order to fall within the definition of a previously looked after child, an adopted child must have been adopted under the Adoption and Children Act 2002. This Act didn't come fully into force until December 2005, it is therefore not possible for a child to have been adopted under that Act prior to then.

Any offer of a place on the grounds of proximity is conditional on the child being resident at the address provided at the closing date for application. A business address, a child-minder's address, or any other address other than the child's home will not be accepted. Proof of address will be sought and may be subject to further investigation.

Children with a statement of special educational need that names the school will be allocated a place through a separate procedure, in accordance with the Special Educational Needs Code of Practice.

**Practising Catholic:** '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:** For the purpose of this policy '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 this includes a looked-after child who is part of a Catholic family where a priest's reference 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).

**Siblings:** 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.

**Staff:** means all staff

**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).

'**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.

#### **PLEASE NOTE**

Acceptance at St. Aloysius' Catholic Infant School does not guarantee a place at St. Aloysius' Catholic Junior School. Priority for admission to the Junior School is similar to that of the Infant School. Therefore, if families move out of the parish or are no longer practising Catholics, a child may not be accepted at the Junior School.

Acceptance at the Nursery does not guarantee a place for your child in the Infant School.

The school is usually able to admit children from all categories.

**Amended and approved on: Spring 2 2015**

**Diocese of Westminster  
Catholic Primary Schools  
Supplementary Information Form 2016 – 2017**



<b>Name and Address of School:</b>
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**Child's Details**

Child's surname:	
Child's Christian or other first name:	
Date of Birth:	
Home Address:	
Postcode:	

**Parent/Carer Details**

Parent(s)/Carer(s) name:	
Address (if different from above):	
Telephone number:	
<b>Alternative contact details:</b>	
Name:	
Address:	
Telephone number:	

