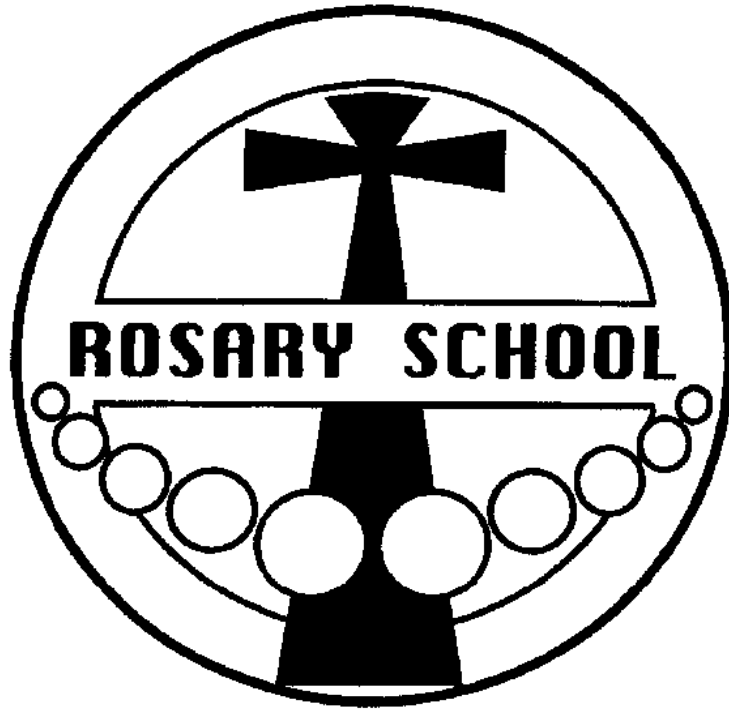


The Rosary Catholic Primary School Camden



Admissions Policy

2016/2017

Updated November 2014

Admission Criteria. Rosary Catholic Primary School. Camden 2016 - 2017

The Rosary Catholic Primary School is a voluntary aided Primary School. It is a place where prayer and worship are threaded through the daily life of the school and the Gospel message underpins the pursuit of academic excellence. It is essential that the Catholic character of the school's education is fully supported by all families within the school. All applicants are expected to give their full, unreserved and positive support for the aims and ethos of the school.

The governing body has responsibility for admissions to this school and intends to admit 45 pupils PAN to the reception class in the school year which begins in September 2016. **A place in the nursery does not automatically guarantee a place in Reception.**

Applications for reception are invited for September 2016 from families whose child attains 4 years of age between 01/09/2015 and 31/08/2016.

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.

Oversubscription Criteria.

Whenever there are more applicants 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 or guardian applying for a place, and 'candidate' refers to the child for whom the application is made.

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. Baptised Catholic children who have a sibling at this school at the time of admission.
3. Baptised Catholic Children who are resident in the Parishes of St Dominic's Priory Southampton Road, NW5 4LB, St Thomas More, Maresfield Gardens NW3 5SU and St Mary's Holly Place, NW3 6QU
4. Other baptised Catholics
5. 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'.

6. Catechumens and members of the Eastern Christian Church
7. Christians of other denominations whose application is supported by a minister of religion.
8. Children of other faiths whose application is supported by their Religious Leader.
9. Any other applicant.

Exceptional Need

The governing body will give top priority to an application within a category where compelling evidence is provided at the time of application, from an appropriate professional such as doctor, priest or social worker, of an exceptional social, medical or pastoral need of the child which can **only** be met at this school.

Multiple Applications

Where the offers of places to all the applicants listed above would lead to over subscription the following provisions will be applied.

- The attendance of a brother or sister, including step and half siblings, at the school at the time of enrolment will increase the priority of an application within each category.
- 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.

Fair Access Protocols

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.

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 decide who is at the top of the list and make an offer.

Reception Year Deferred Entry

Applicants who are offered a place for their child may defer entry up to the first day of term following the child's fifth birthday (statutory school age). Applications are made in the usual way and then deferral is requested. The place will then be held open 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 age or the academic 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 out of his/her age group will be considered by governors on an individual basis and will only be granted in exceptional circumstances. A letter of application outlining special circumstances should be sent directly to the Chair of the Admissions Committee (Admissions Authority).

Applications and Procedures. **2016 - 2017**

Reception

To apply for a place in reception at this school, you **should** complete and return **two separate forms** in order to make a full application. You **must** complete the school's **Supplementary Information Form (SIF)** attached to this policy, and return it to the admissions secretary at the school office of The Rosary School, 238 Haverstock Hill Hampstead NW3 2AE along with your child's original birth certificate and baptism certificate. You **must** also complete a **Common Application Form** from your Local Authority and return to them. In the case of Camden residents, Camden Children's Schools and Family Department, it should be sent directly to the admissions Department, Camden Children School's and Families, Crowndale Centre, 218-220 Eversholt Street NW1 1BD.

If you do not complete BOTH of the forms described above and return them by 15th January 2016, the governing body may be unable to

consider your application fully and it is very unlikely that your child will be offered a place at the school.

Applications received after the closing date will be dealt with after the initial allocation process has been completed.

The local authority will write to you on behalf of the governing body with the outcome of your application on or about Monday 18th April 2016. This information will also be available on line.

Nursery Children

Attendance at the nursery **does not** guarantee a place in reception.

Parents of children attending the Rosary School nursery **must** complete a CAF but **should** complete the school's Supplementary Application Form, if they want to be considered under criteria 1 – 8.

Right of Appeal.

If you are unsuccessful you may ask us for the reasons for the refusal of a place. The reasons will be related to the oversubscription criteria listed in the policy and you will have the right to 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. The deadline for submission of an appeal is 27th May 2016.

Waiting Lists.

In addition to their right to appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out in the Policy above and **not** in the order the applications were received or added to the list. Names are usually removed from the list at the end of the academic year unless applicants request in writing to remain on the waiting list.

Pupils with a Statement of Special Educational Needs/Education, Health and Care Plan

The admission of pupils with a statement of Special Educational Needs or Educational Health 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. Children with this school named in their Statement of SEN or EHC Plan will be admitted to the school.

Change of Details.

If any of the details on either of your forms changes between the date of application and the receipt 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 school.

Notes: These notes form part of the oversubscription criteria.

'Looked after child' or **previously 'Looked after child'** has the same meaning as 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. This means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents).

'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.

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

'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.

'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.

'Catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

'Eastern Christian Church' indicates Orthodox Churches, and is normally 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'

'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.

'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.

Parish Boundaries – for the purposes of this Policy, parish boundaries are shown on the attached map.

'Distance from School' means distance as measured from the child's home to the centre of the school by using the Local Authority's computerised

mapping system. If distances are identical then the governors will draw lots in the presence of an independent witness.