



ST. DOMINIC'S CATHOLIC PRIMARY SCHOOL
Southampton Road, London NW5 4JS
T: 0207 485 5918

ADMISSIONS POLICY 2017 – 2018

For the Reception Class and Years 1 to 6

St. Dominic's is a Catholic Primary school under the trusteeship of the Diocese of Westminster and is intended for the education of children of Catholic families. The school takes its name from the founder of the Order of Preachers, St. Dominic, and is inspired by his vision of the Gospel being preached throughout the world. The school is conducted by its governing body as part of the Catholic Church in accordance with the Diocesan Trust Deed and instrument of government, and seeks at all times to be a witness to Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. Catholic doctrine and practice permeates every aspect of the school's activity in pursuit of academic excellence. 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 class at St. Dominic's is 45. The governing body has sole responsibility for admissions to this school and intends to admit 45 children in the school year which begins in September 2017. Applications are invited for September 2017 from families whose child attains 4 years of age between 1st September 2016 and the 31st August 2017.

Applicants whose children are attending the school's nursery must make a fresh application if they seek a place in the Reception class.

Application Procedures and Timetable:

To apply for a place at St. Dominic's, you need to complete and return **two separate forms** by **15th January 2017**. You should complete the school's **Supplementary Information Form (SIF)** attached to this policy, and return it to the school office or send it to the school address shown at the top of the first page of this policy, accompanied by the child's Certificate of Baptism and proof of residency. You **must** also complete **an E-admissions application online** at www.eadmissions.org.uk and submit by **15th January 2017** paper forms are available from your Local Authority on request. You will be advised of the outcome of your application in April initially by a letter from the Local Authority on the school's behalf.

Applicant must provide valid baptismal certificate and a **signed Certificate of Catholic Practice form** when applying under criteria 2 and 3 (shown below) and the form can be obtained from the school office along with the Supplementary Information Form or downloaded from the Westminster Diocese website.

If you are unsuccessful, you may ask the school for the reason related to the oversubscription criteria listed below, and you have the right of appeal to an independent appeal panel.

If you do not complete both the E-admissions application and the SIF and return them by the closing date, the Governing Body (Admitting Body) may be unable to consider your application fully and your child may not get a place at the school.

In this policy, 'applicant' refers to you, the parent/carer making an application on behalf of the child, and 'candidate' refers to the child for whom an application is made.

OVERSUBSCRIPTION CRITERIA

Where there are more applications for places than the number of places available, places will be offered according to the 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. Baptised Catholic children, with a Certificate of Catholic Practice, who are resident in the Parish of St. Dominic's and who have a sibling at the school at the time of admission.
3. Baptised Catholic children, with a Certificate of Catholic Practice, who are resident in the Parish of St. Dominic's.
4. Baptised Catholic children who are resident in the Parish of St. Dominic's and who have a sibling at the school at the time of admission.
5. Baptised Catholic children who are resident in the Parish of St. Dominic's.
6. Other baptised Catholics.
7. 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.
8. Christians of other denominations supported by a letter from a minister/religious leader, showing membership of the faith community.
9. Children of other faiths supported by a letter from a minister/religious leader, showing membership of the faith community.
10. Any other children.

Brothers and Sisters:

In any category, if an applicant child has a brother or sister who will be attending the school at the proposed time of admission, governors will give priority to that child than to children in the same category who do not have brothers or sisters at the same school.

Twins:

In cases where multiple siblings tie for the last available place, then all will be offered a place, even if this exceeds the planned admission number.

Tie Breaker:

Where the order of priority is otherwise equal, a tie-breaker will apply and preference will be given to a child who lives the shortest distance to the school. Distances is measured in a straight line from the child's home to the centre of the school, using the local authority's computerised measuring system, with those living closer to the school receiving higher priority. The distances are measured by the Local Authority. Proximity to school is measured on a computerised mapping system of the area, measured in a straight line ('as the crow flies') between the property address to the centre of the school. For the purposes of this policy, the address given must be the one in which the child resides for 50% or more of the school week.

Offers of a school place:

Offers of places will be sent on or about 18th April, 2017 (the Primary National Offer Day).

Appeals:

Unsuccessful applicants have the right of appeal to a three Governor Panel. Please contact the School for a copy of the School's Appeals Application form to be completed by Friday 27th May, 2017.

If an appeal is unsuccessful, no further appeal may be made within the same school year unless there have been significant and material changes in the applicant's circumstances.

Waiting List:

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. The waiting list will be maintained in order of the admissions criteria set out above, and not in the order in which the applications are received or added to the list. Names are normally removed from the list after one full year unless parents/carers submit a written request asking for their application to remain on the waiting list.

Children 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. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has a EHC plan you must contact your local authority SEN officer.

Fair Access:

St. Dominic's 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, 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 Governing Body and the Diocese for the current

school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

Consideration would also be given by the Admitting Body as to whether the school was a suitable placement to meet the needs of the child and whether it was compatible with the current efficient education of pupils already within the school or the efficient use of the school's resources.

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, and the Admitting Body consider the school to be a suitable placement to meet the child's needs, the child will be admitted. The Admitting Body will also consider whether to admit him/her would be detrimental to the education of the other children in the class/school or if it would mean an inefficient use of resources. 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 is 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 so that an offer can be made.

Reception Year Deferred Entry:

Applicants are invited for September 2017 from families whose child attains 4 years of age between 01/09/2016 and 31/08/2017.

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 1st April 2018.

Children educated outside their chronological age group (except Reception applications for summer born children)

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.

Summer Born Children

If a parent wishes his/her summer born child to start school in Reception in the September following his/her 5th birthday i.e. a child born between 1st April – 31st 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.

Certificate Of Catholic Practice

Applicants applying under criteria [2 and 3] 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 practising Catholic family.

Notes (these notes form part of the oversubscription criteria):

'Looked after child' has the 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 (for example: children with foster parents).

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

'Certificate of Catholic Practice' means a certificate given by the family's parish priest (or the priest in charge of the church where the family practises) in the for laid down by the Bishops' Conference of England and Wales.

'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 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 (that is a looked-after child in the process of adoption by a Catholic family).

'Adopted'. For the purposes of this policy adopted means a child who has been adopted from care and whose parents can provide written evidence 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 which defines it as an order appointing one or more individuals to be a child's special guardian(s).

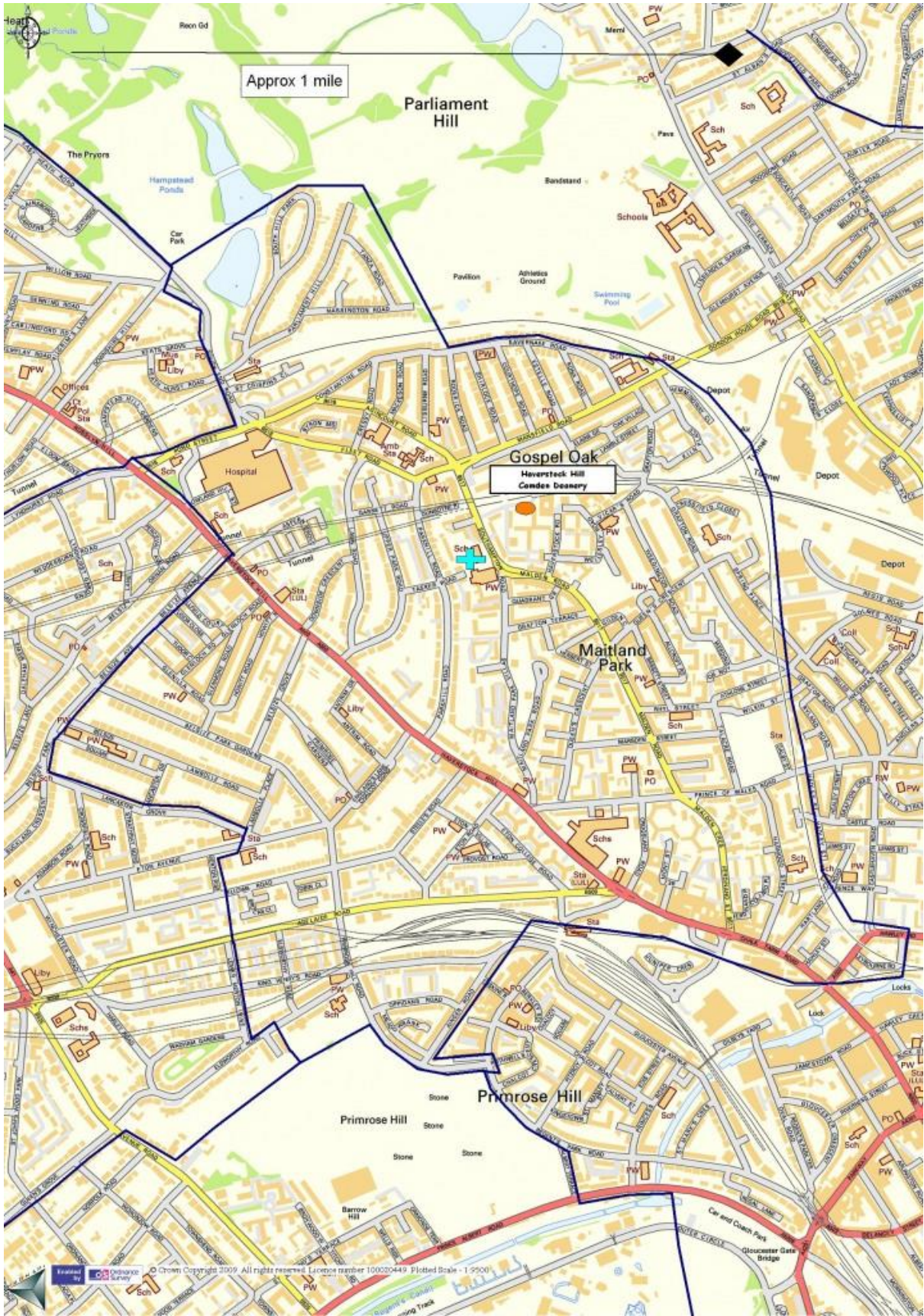
'Christian' for the purposes of this policy, means a member of one of the Churches affiliated to 'Churches Together in Britain and Ireland'.

'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.

'Brother' includes step-brother, half-brother and adopted brother.

'Sister' includes step-sister, half-sister and adopted sister.

'Sibling' refers to brothers, sisters, step/half brothers or sisters or adopted brothers/sisters.



**Diocese of Westminster
Catholic Primary Schools
Supplementary Information Form
2017–2018**



Name and Address of School: St Dominic's Catholic Primary School Southampton Road London NW5 4JS

Child's Details

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

Parent/Carer Details

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

Details of Religion

Religion of child: (Please tick)	Catholic	Other Christian (name of denomination e.g Methodist)	Other faith
Catholic Parish you live in:			

Church where child was baptised and date of baptism: (baptism certificate required)	
Name and position of priest or religious leader supplying Certificate of Catholic Practice (where appropriate) :	
Names of brothers or sisters at this school:	Name Class or Year Group
Is your child 'looked after' by the Local Authority, adopted or subject to a child arrangements or special guardianship order having previously been 'looked after'? (Please circle your response)	YES NO

I confirm that I have read and understood the Admissions Policy and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that should any information I have given prove to be inaccurate that the governors may withdraw any offer of a place even if the child has already started school.

Signed.....

Date.....

Please note:

- Where applicable parents can obtain a Certificate of Catholic Practice form from the school or from the Diocese of Westminster website at www.rcdow.org.uk/Education Follow Guidance & Policy Documents, Admissions: Guidance notes and reference form for priests.
- Applicants from other Christian denominations and other faiths may attach a letter from their minister or religious leader confirming membership of the faith community.
- You **must** complete your local authority's E-admissions application on line by the closing date. If you do not do this you will not be offered a place.

Checklist:

Have you enclosed? Copy of baptism certificate (*where necessary*)
 Certificate of Catholic Practice (*where necessary*)
 Evidence of exceptional need (*where appropriate*)

Have you completed your local authority's E-admissions application?



BISHOPS' CONFERENCE OF ENGLAND AND WALES

CERTIFICATE OF CATHOLIC PRACTICE

Details of child (for identification only)

Full name of child: _____

Address of child: _____

Postcode: _____ Date of Birth: _____

I am [the child's parish priest] [the priest in charge of the Church where the family practises] **[delete as applicable]**

I hereby certify that this child and his/her family are known to me and, to the best of my knowledge and belief, the child is from a practising Catholic family.

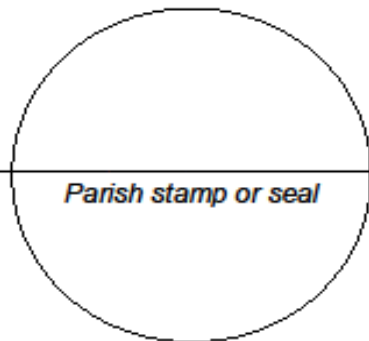
Priest's name _____ Position _____

Parish (or ethnic chaplaincy) _____

Address _____

Telephone _____

Priest's signature _____



Parish stamp or seal

Date _____