

St. Vincent's Catholic Primary School

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ADMISSIONS POLICY 2016 -17

St. Vincent's is a voluntary aided Catholic Primary School with a Nursery class. Our Mission statement is 'Together through Christ we grow and learn' and this permeates all that we do.

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.

Applications are invited for September 2016 from families whose child attains 4 years of age between 01/09/2015 and 31/08/2016. The Published Admission Number (PAN) of children to be admitted in any one year is 30 for the Reception class through to years 1 - 6.

The Governors' welcome applications from practising families whose child is baptised a Catholic and whose application is supported by a completed form from their parish priest stating they are practising Catholics. **A place in the Nursery does not guarantee a place in the Reception Class.**

OVERSUBSCRIPTION CRITERIA

In the event of having more applicants than places available, priority will always be given to Catholic applicants, in accordance with the criteria listed below:

1. Catholic looked after children and Catholic children who have been adopted or made subject to child arrangements orders or special guardianship orders.
2. Baptised Catholic children from a practising Catholic family who have a sibling at the school in the year of the admission. (A sibling is defined as a brother or sister, half brother or sister or stepbrother or sister whose main residence is the same address)
3. Baptised Catholic children from a practising Catholic family who attended St.Vincent's Nursery Class.
4. Other Baptised Catholic children from a practising family.
5. Other Baptised Catholic children.
6. 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.
7. Catechumens and members of an Eastern Church whose application is supported by a minister of religion.
8. Christians whose parents wish them to have a Catholic education and whose application is supported by a minister of religion.
9. Children of other faiths whose parents wish them to have a Catholic education and whose application is supported by a religious leader.
10. Any other applicants

Where the order of priority is otherwise equal, preference will be given to a child who lives the shortest distance from the school. Home address is defined as the address at which the child resides for 50% or more of the school week. Distances are measured by a straight line from the address seed point (determined by Ordnance Survey data) of the child's home address to the main school gate for pupils, as measured by the Local Authority's computerised measuring system. Where it is necessary to differentiate between applicants living in flats using the same street entrance, priority will be given to the applicant(s) living closest to the ground floor and then by ascending flat number. These arrangements also apply equally of other ages than Reception. An admission panel composed of members of the governing body will make a final decision based on the criteria as set down in this policy on all admissions to the school.

MULTIPLE APPLICATIONS

Where the final place is offered to a child who has a twin/ triplets etc applying for a place in the same school year, these siblings will be admitted.

COMPASSIONATE CIRCUMSTANCES

Exceptional compassionate circumstances will be taken into account to give top priority to a child within an admissions category. Evidence from an appropriate professional must be presented at time of application demonstrating that the needs of the child can only be met at St Vincent's. Evidence supplied after the governors have processed the applications will not be considered.

RECEPTION YEAR DEFERRED ENTRY

We recognise that some children are below compulsory school age and therefore parents may wish to defer entry until the first day of the term following the child's fifth birthday (statutory school age) Application is made in the normal way, then the request for deferment made. The place will be held open until the first day of the spring or summer term depending on the child's date of birth. Admission may not be deferred beyond statutory school age or beyond the year of application. Parents should be aware that if their child has a summer birthday and they choose to defer entry, then the parents must apply for a Year 1 place and in an oversubscribed school they are unlikely to be successful. Applicants may also request that their child attend part-time until statutory school age is reached. If you wish to exercise this right please make an appointment to see the Headteacher after you have received your offer letter.

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. Applications should be addressed to the Chair of Governors and submitted in the autumn term prior to completion of the CAF and SIF.

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.

APPLICATION PROCEDURE 2016 - 2017

Applicants should apply in the first instance using the the Common Applications Form (CAF) of their home borough and the St. Vincent's Catholic Primary School SIF Form. The child's Baptismal certificate and proof of date of birth must be presented at the time of application. We also require the Priest Reference Form, if applicable, and some proof of your address. You must complete a CAF. For the 2016/17 intake, the closing date for the applications is **15th January 2016**. Applications received after the closing date will be dealt with after the initial allocation process has been completed.

All applicants will be notified on **18th April 2016** of the school's decision. 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. The Supplementary Information Form (SIF) and the Diocesan Priest's Reference Form are obtainable from the school or the school website (www.stvincentsprimary.org.uk) The CAF is also obtainable from the LA office of the home borough in which you are resident and should also be returned there.

PREVIOUS YEARS

St. Vincent's is over-subscribed and for the last ten years the governing body has been unable to offer places beyond category 4. As the school is usually oversubscribed by catholic candidates it is very unlikely that candidates who are not Catholic will obtain a place.

CHANGE OF DETAILS

If any of the details on either of your forms changes between the date of application and the receipt of the letter of offer or refusal, you must inform the school and the local authority immediately. If misleading information is given on either of your forms, the governing body reserves the right to withdraw the place even if the child has started at the school.

IN-YEAR ADMISSIONS

In year applications are made directly to the school. Where there is no waiting list the local authority will be notified and 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 with the following modifications: Catholic children without an offer of a school place elsewhere are given priority

immediately after Catholic 'looked-after' children; similarly, other children without an offer of a school place are given priority immediately after other 'looked-after' children. 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 inform the parents whether an offer can be made or not.

APPEALS

You may appeal against the decision to refuse your child's admission to the school by writing to the Chair of Governors in the first instance. This must be within the set time limit. The deadline for submission of an appeal is 27th May 2016. It is not possible to re-apply for a place within the same academic year. The appeal will be heard by an Independent Appeals Panel.

WAITING LIST

A waiting list is maintained in the order of the over-subscriptions criteria and not in order in which applications are received or added to the list. In the event of not being offered a place your child's application will be held on file for a maximum of 1 academic year unless the parent/carer indicates otherwise.

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.

DEFINITIONS

'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 for a child by a certificate of baptism in a Catholic church or a certificate of reception into the full communion of the Catholic Church.

'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.

'Family' normally includes the Catholic or Catholics who have legal responsibility for the child.

'Catechumen' Acceptance into the catechumenate is demonstrated by a certified copy of the entry in the register of Catechumens.

'Looked-after child' means a child in the care of the Local Authority or provided with accommodation by them e.g. children with foster parents (see section 22 of The Children's Act 1989)

'Parent' is the person or persons who have legal responsibility for the child.

'Adopted'. An adopted child is any child who has been formally adopted and whose parent/guardian can give proof of adoption.

'Child Arrangements Order'. A Child Arrangements order is an order under the terms of the Children's Act 1989 s.8 which defines it as an order setting the arrangements to be made as to the person with whom the child is to live.

'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'