



Admissions Policy 2017/18



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St. Edward's Catholic Primary School was founded by the Sisters of Mercy to provide education for Catholic children. The admissions is conducted by its Governing Body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Our Lord Jesus Christ. 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 Governing Body has sole responsibility for admissions to St. Edward's Catholic Primary School and intends to admit up to the published admission number 60 to the Reception classes in the school year which begins in **September 2017**.

Admission to Reception Class

Applications are welcome for September 2017 from families whose child reaches his/her 4th birthday between 1st September 2016 and 31st August 2017.



Oversubscription Criteria

Whenever there are more applications than of places available, places will be offered in 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 having been looked after.
2. Baptised Catholic children who have a sibling in the school at the time of admission.
3. A Catholic child with a Certificate of Catholic Practice who is resident in either the Parish of Our Lady's, St. John's Wood or the Parish of The Rosary, Old Marylebone Road.
4. A Catholic child with a Certificate of Catholic Practice who lives outside the parishes of Our Lady's, St. John's Wood and The Rosary, Old Marylebone Road.
5. Other baptised Catholic children.
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. Other children who have a sibling in the school at the time of admission.
8. Children of catechumens and members of the Eastern Christian Churches.
9. Children of Christian traditions whose application is supported by a letter from their minister/faith leader confirming membership of the faith community.
10. Children of other faiths whose application is supported by a letter from their minister/faith leader confirming membership of the faith community.
11. Any other applications.



Exceptional Needs

Within each category, the governing body will give top priority to an application where compelling evidence is provided outlining social, medical or pastoral reasons from an appropriate professional (e.g. doctor, social worker or priest) specifying why St Edward's Catholic Primary School is the only school that can meet the child's needs and the difficulties that would be caused if the child had to attend another school.

Thereafter in, each category, the following criteria will be used to place applicants in order of priority:

- (a) Those with a parent employed by the School for two or more years at the time at which the application for admission is made.
- (b) Distance from the school is determined by Westminster Local Authority.

Note: The Admissions Department at Westminster Local Authority have provided the following explanation of how their software measures the distance from home to school: *"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 order. Where it is necessary to further differentiate between applicants living the same distance from the school, priority will be decided by random allocation."*

Multiple Applications

Where the final place is offered to a child who has other siblings applying for a place in the same school year group these siblings will also be admitted.



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 2018.

EDUCATION, HEALTH AND CARE PLANS (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 an EHC plan you must contact your local authority SEN officer. Children with this school named in their EHC Plan will be admitted to the school.

Appeals Procedure

Parents who are unsuccessful in securing a place for their child have the right of appeal. In the first instance they should write to the Chair of Governors within 21 school days, giving notice of their intention to appeal. The deadline for appeals is the 26th of May 2017.



Waiting Lists

In addition to their right to 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 the oversubscription criteria set out above and not in the order in which applications are received or added to the list. This waiting list is reviewed regularly and will be kept for one year.

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 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 at the School.

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.

Children Educated Outside Their Chronological Age Group (except summer born children)

Parents may apply for their child to be educated outside his/her chronological age group i.e. a year behind or a year ahead. Application should be made to the Chair of Governors at the time of application and any supporting evidence should be submitted at the same time. Governors will consider each case on its own merits and permission will only be given in exceptional circumstances.



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Application Procedure 2017/18

In order to make an application, you **must** register and complete the e-admissions form for your home borough and submit it electronically. Paper forms are available from the local authority on request. You **should** also complete the St Edward's Catholic Primary School **Supplementary Information Form (SIF) and Certificate of Catholic Practice** (if applicable). These forms are obtainable from the school or the school website www.stedwardsprimary.co.uk.

Through the e-admissions system, applicants will be able to apply for up to six maintained primary schools in order of preference. This form **must be completed regardless of where the applicant lives** and is the main basis of applications. This form must be submitted to your local authority by 15th January 2017.

St. Edward's Catholic Primary School Supplementary Information Form, which will enable Governors to gather information to rank applicants, must be returned to the school by 15th January 2017.

This form must be returned to:

The Admissions Officer

St. Edward's Catholic Primary School

Lisson Grove

London NW1 6LH

The child's Baptism certificate (where applicable), Certificate of Catholic Practice (where applicable), proof of residence (i.e. a Council Tax Bill, a Rental Agreement, Utility Bill or proof of home ownership) must be submitted with the form.

The closing date for applications is **15th January 2017**. If you fail to complete both the Local Authority's e-admission form and the school's Supplementary Information Form (SIF) by the closing date, your application will not be considered until after the initial offers have been made.



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If only the e-admission form is submitted on time, then the governing body will have to rank your application under criterion 11 and you are unlikely to obtain a place at the school.

Parents of children attending the nursery **must** make a fresh application for Reception. Attendance at the Nursery **does not** guarantee a place in Reception.

Offer of places

Parents will be advised of the outcome of their application on 16 April 2017. Successful applicants are required to accept the place by the date indicated on the letter and provide proof of address.

In-Year Admissions

(For admissions at times other than Reception Class at the expected point of entry)

Applications for In-Year admissions are made directly to the school. If a place is available and there is no waiting list then the governing body will admit the child. If more applications are received 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. 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.



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 when admitting the child would mean exceeding the published admission number.

Notes (these notes form part of the oversubscription criteria)

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

'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.

'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 (e.g. children with foster parents).

'Adopted'- An adopted child is a child who is adopted under the terms of the Adoption and Children Act 2002 s.46 (adoption orders).

'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).

'A sibling' is defined as a brother or sister, half brother or sister or step brother or sister, or legally adopted brother or sister whose main residence is at the same address.



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'Catholic' means a member of the Church in communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certification of Baptism in a Catholic church or a Certificate of Reception into the full communion of the Catholic Church

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

Maps of the parishes of Our Lady's, St John's Wood and The Rosary, Old Marylebone Road can be accessed on the school website.

'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 Churches' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.