



## St Thomas More Catholic Primary School Admission Policy 2015–16

St Thomas More Catholic Primary School is a voluntary aided school in the Archdiocese of Southwark. The school 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 Jesus Christ. The school exists primarily to serve the Catholic community and Catholic children always have priority of admission. However, the Governing Body welcomes applications, subject to the availability of places, from those of other denominations and faiths who support the religious ethos of the school.

Having consulted with the Local Authority, and other admission authorities, the Governors intend to admit into the reception class for the Academic Year beginning in September 2015, up to 30 pupils without reference to ability or aptitude.

Where the number of applications on behalf of children exceeds 30, the Governors will offer places, in the order stated, using the following criteria:–

- 1) A looked after baptised Catholic child or a baptised Catholic child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.
- 2) Baptised Catholic children of practising Catholic parents/carers as verified by reference from the parish priest of the parish where the family regularly worships. Priority will be given to those who are resident in the parish of St John Fisher & St Thomas More, Eltham Well Hall. A parish map is available at the school. Evidence of Baptism will be required.
- 3) Children enrolled in the catechumenate. Evidence of enrolment in the catechumenate will be required.
- 4) Other looked after children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order.
- 5) Children who are members of Eastern Orthodox Churches in union with Rome. Evidence of Baptism will be required.

- 6) Children of families who are committed members of other Christian denominations. Evidence of Baptism (or dedication) and of religious commitment provided by a priest or minister where the family regularly worship, will be required.
- 7) Children of other faiths whose parents are in sympathy with the aims and ethos of the school and whose application is supported by a religious leader.
- 8) Any other children.

The following order of priorities will be applied when applications within any of the above categories exceed the places available and it is necessary to decide between applications:

- 1) For Category 2 above – the strength of evidence of commitment to the faith as demonstrated by the level of the family's Mass attendance on Sundays. This evidence must be provided by the parents/carers as verified by reference from the parish priest of the parish where the family regularly worships. Applications will therefore be ranked as regular, occasional or irregular, with regular being given the highest priority.
- 2) For Categories 4, 5, 6 and 7 above – the strength of evidence of commitment to the faith as demonstrated by the level of the family's attendance at services. This evidence must be provided by the parents or carers and be endorsed by a priest or minister where the family regularly worships. Applications will therefore be ranked as regular, occasional or irregular, with regular being given the highest priority.
- 3) A sibling on the school roll at the time of admission. Evidence of the relationship will be required. Siblings are defined as natural brothers/sisters, step-brothers/sisters but not other relatives (e.g. cousins) or unrelated children who live at the same address.
- 4) Children with an exceptional and professionally supported medical, social or pastoral need for a place at this school. This must be supported by written evidence, e.g. from a specialist health professional, doctor, social worker, priest or other care professional which sets out the reasons why this school is the most suitable school and the difficulties that would be caused if the child had to attend another school. The admission decision will be considered by the school's governing body. Advice will be sought from medical and teaching professionals where appropriate.
- 5) Distance from the child's home to the main entrance of the school measured as a straight line using the measurement supplied by Royal Greenwich Local

Authority's derived from their geographical information system. The computerised mapping system measures from a single fixed point in the centre of the home address to the main entrance of the school. If more than one applicant lives in a multi-occupancy building e.g. flats, priority will be given to the applicant whose door number is the lowest numerically and/or alphabetically. The home address is where the child lives as the only or principal residence. The principal home address will be considered as being the address of the parent who is in receipt of child benefit/child tax credits for the child if the child lives equally between both parents.

**Note:**

Catholics include members of the Latin and Oriental Rite Churches that are in union with the Bishop of Rome. Reference to other Christian denominations refers to denominations that are full members of the Churches Together in England.

A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

**Admissions procedure:**

The online or paper Common Application Form (CAF) supplied by the home Local Authority must be returned to that Local Authority. The Supplementary Information Form (SIF) – available from the school and the parish priest of St John Fisher & St Thomas More, Eltham Well Hall – must be completed and returned to the school not later than the closing date published by Royal Greenwich, the maintaining Local Authority. The SIF MUST be completed if you wish your child to be considered for a place under the faith criteria. Applicants who do not complete the SIF will be considered under criterion 8. You are advised to make two copies of the forms. You should retain one copy and pass the second copy to the school or your priest, as indicated.

Offers of places will be sent to parents on the common offer date as notified by the home Local Authority.

**Appeals:**

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with sections 88 and 94 of the School Standards and Framework Act 1998. Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be made to the Admissions Appeal Clerk at the school address. Appellants have the right to make oral representations to the Appeal Panel.

**Waiting Lists:**

Parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list. Waiting lists are kept for the entire academic year. The waiting list will be operated using the criteria listed above. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

**Late Applications:**

In the event of there being any available places, using the above criteria any late applications will be considered by the Governors Admissions Committee. If all places have been filled, parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

**In-year Admissions:**

The school manages its own in-year applications for admission to primary school. Application forms for in-year admissions are available from the school office. Forms should be completed and returned to the school office along with copies of the baptismal certificate (if available). The Governors will use the same criteria to rank the application as that listed above. Families will be contacted directly by the school to arrange for the child to visit the school. St Thomas More Catholic Primary School participates in the Local Authority's Fair Access Protocol. Children admitted via the Fair Access Protocol take priority over those children on the school's waiting list and those pending appeal.

This admissions procedure, although primarily relevant to children for whom a place is sought at the normal age of entry to primary education (year R) applies also to succeeding years subject to availability of places.

# St Thomas More Catholic Primary School Supplementary Information Form



This form should be completed when applying for a place in a Catholic School in the Archdiocese of Southwark. Please complete and sign the form below (after the child's third birthday) and, if you are Catholic, hand it to your parish priest or the parish priest at the church at which you normally worship. He will add his reference in Part 2. If you are not a Catholic, please hand the form to your priest, minister or faith leader who will add his or her reference in Part 3.

**NB You must also complete and return a Common Application Form (available from schools and/or Local Authorities)  
A priest's reference must be dated after the child's third birthday**

## PART 1 (To be completed by all parents or carers)

School to which you are applying: \_\_\_\_\_

Address of school: \_\_\_\_\_

Surname of child: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Christian/forename(s) of child: \_\_\_\_\_

Religion/Denomination: (eg Roman Catholic) \_\_\_\_\_ Boy  Girl

Date and place of Baptism (if applicable): \_\_\_\_\_

Name of current school, nursery or playgroup (if any): \_\_\_\_\_

Parents' names: \_\_\_\_\_

Parents' religions/denominations: \_\_\_\_\_

Home address: \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Contact numbers: Home \_\_\_\_\_ Work \_\_\_\_\_ Mother/Father/Carer)

If **Catholic**, indicate which Mass you normally attend: Saturday at \_\_\_\_\_ (time)

or Sunday at \_\_\_\_\_ (time)

Parish in which you live (eg Holy Innocents, Orpington) \_\_\_\_\_

Usual place of worship (if different): \_\_\_\_\_

How long have you worshipped there? \_\_\_\_\_ years

How often do you attend Mass?  weekly  at least once a month  less often

Please add here any other information you may feel is relevant to this application in relation to the school's admissions policy.  
(Continue on a separate sheet if necessary).

I confirm that the information we have given on this form is accurate and truthful:

Signed: \_\_\_\_\_ Parent/carer Date: \_\_\_\_\_

**PART 2 (To be completed by Catholic priests only, after the child's third birthday)**

A. For all schools:

I am satisfied that the child is a baptised Catholic

Yes  No

B. For schools requiring evidence of practice:

<u>PARENT/CARER</u>		<u>CHILD</u>	
Are the parents known to you?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Is the child known to you?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Regular attendance at Mass (i.e. weekly)	<input type="checkbox"/>	Regular attendance at Mass (i.e. weekly)	<input type="checkbox"/>
Occasional attendance at Mass (i.e. at least once a month)	<input type="checkbox"/>	Occasional attendance at Mass (i.e. at least once a month)	<input type="checkbox"/>
Irregular attendance at Mass (i.e. less than once a month)	<input type="checkbox"/>	Irregular attendance at Mass (i.e. less than once a month)	<input type="checkbox"/>
How long have the parent(s) attended your church?	_____	How long has the child attended your church?	_____

Comment (if appropriate) regarding the points above:

Priest's name: \_\_\_\_\_ Parish (or ethnic chaplaincy): \_\_\_\_\_

Address: \_\_\_\_\_ Tel.: \_\_\_\_\_

Parish stamp or seal

Priest's signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PART 3 (To be completed only by priests/ministers of other denominations or faiths)**

**Non-Catholic parents/carers from other denominations or faiths should hand this form to their priest/minister or faith leader who should complete the section below and return it as soon as possible to the school indicated over.**

I confirm that this family are members of our faith community  The family is not known to me

Name of minister: \_\_\_\_\_ Denomination/faith: \_\_\_\_\_

Parish or faith community: \_\_\_\_\_

Address: \_\_\_\_\_ Tel.: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Comment (if appropriate) regarding the points above:

**To the priest, minister or other faith leader:**

*Please ensure this form is completed and returned to the school as soon as possible.*