



## *Good Shepherd Catholic Primary School*

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### **THE SCHOOL GOVERNORS' ADMISSIONS POLICY 2017-2018**

The Good Shepherd Primary School is a Catholic school founded by the Church to provide education for Catholic children. Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the criteria listed below.

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. Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the criteria listed below.

**The Published Admissions Number (PAN) for the reception class at The Good Shepherd is 30. The Governing Body has sole responsibility for admissions to this school and intends to admit 30 children in the school year which begins in September 2017. Applications are welcome from families whose child reaches his/her 5<sup>th</sup> birthday between 1<sup>st</sup> September 2017 and 31<sup>st</sup> August 2018.**

Parents will be asked to submit proof of the certificate of Baptism (if applicable) and proof of address, together with their application form and Certificate of Catholic Practice (if applicable), which must be signed by their parish priest, or a priest who knows them.

#### **OVERSUBSCRIPTION CRITERIA**

***Where there are more applications for places than the total of 30 places available, places will be offered according to 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 with a Certificate of Catholic Practice.
  - a. Top priority will be given to siblings within this criteria
  - b. **Up to 6 places** will be made available to Catholic children eligible for the Pupil Premium. Please note that any siblings within this category who are eligible for Pupil Premium will be included within the 6 available places.
  - c. Baptised Catholic Children whose parent is a qualified teacher who has been employed at The Good Shepherd Catholic Primary School for two or more years at the time of application and/or children of a member of staff who has been recruited to fill a vacancy for which there is a demonstrable skill shortage. \*numbers are limited – refer to Children of staff at the school section below.
3. Baptised Catholic Children from Catholic families.
4. 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.
5. Children from families practising other Christian faiths in the following order:
  - a. the eastern Christian churches (including the Orthodox churches)
  - b. the Church of England
  - c.
  - d. other Christian denominations
6. Any other applicants.

#### **SIBLINGS**

**The attendance of a brother or sister at the school at the time of admission will give top priority of an application within each category, immediately after exceptional needs.** In the context of these admission criteria, "sister or brother" means brothers and sisters, step brothers and sisters, half brothers and sisters or adopted brothers and sisters. A sibling relationship does not apply when the older child(ren) will leave before the younger one starts.

## EXCEPTIONAL NEED

The Governing Body will give top priority to an application within a category where compelling written evidence is provided by a third party professional (such as a doctor, social worker or priest) at the time of application of a special educational or other need of the child which can only be met at this school.

## ELIGIBILITY FOR THE PUPIL PREMIUM

Up to 6 places will be made available to children eligible for the Pupil Premium. If more than 6 children who apply are eligible for the Pupil Premium, priority will be given to siblings and those who live nearest to the school as determined by Hammersmith and Fulham Local Authority using its computerised measurement system.

Eligibility will be determined if you are in receipt of any of the following:

- Income Support
- Income-based Job Seekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided you are not entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

Applicants applying under this category will need to tick the appropriate box on the Common Application Form. By ticking this box you give your consent for the home Local Authority or School to check for eligibility using the Department for Education's FSM Eligibility Checking Service. You may also be asked to provide documentary evidence of eligibility.

## TIE BREAK

Where the offer of places to all the applicants in any of the categories listed above would lead to oversubscription, **places up to the Published Admission Number of 30 will be offered to those whose home is nearest the school.** This will be measured using a straight line (as the crow flies) measurement from the child's home 'address point' determined by Ordnance Survey data to the school main entrance gate on Gayford Road as determined by Hammersmith and Fulham Local Authority using its computerised measurement system. "Home" means the address at which the child resides for more than 50% of the year.

## APPLICATIONS IN PREVIOUS YEARS

For the past five years the Governing Body has been unable to offer places to any applicants beyond oversubscription criterion 2. Whilst the school welcomes applications from all categories, it is usually oversubscribed by Catholic candidates.

*The following distances tell you how far from school our furthest admission lived in the specified year of entry:*

2013/2014	-	0.4499 mile
2014/2015	-	0.2614 mile
2015/2016	-	0.2957 mile
2016/2017	-	0.2772 mile

## TWINS OR MULTIPLE BIRTHS

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 also be admitted.

## 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 of 30.

## CHILDREN OF STAFF AT THE SCHOOL

Extract from Admissions Code December 2014: 1.39 Admission authorities may give priority in their oversubscription criteria to children of staff in either or both of the following circumstances:

- a. Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and/or
- b. The member of staff is recruited to fill a vacant post for there is a demonstrable skill shortage.

Priority will be limited to one place for each form of entry in any year with an additional maximum limit of no more than 3 children throughout the whole school (for single form entry schools). All such applications should be accompanied with the relevant paperwork supporting an application on these grounds. The applicant must take sole responsibility to provide such paperwork. Without the provision of the relevant papers, priority will not be given on these grounds.

## APPLICATION PROCEDURE AND TIMETABLE

In order to make an application, you **must** complete a **Common Application Form (CAF)** from your local authority either online or on paper and return it to them. You **should** also complete the **School's Supplementary Information Form (SIF)**. Whilst this is not compulsory, the information on the SIF enables the Governing Body to assess your application fully against the School's criteria in the event of oversubscription. Please return the SIF (in person or by post) to the school, together with all other relevant paperwork required for your application. If you do not complete both of the forms described above and return them **by 3.15pm on 13<sup>th</sup> January 2017**, the Governing Body will be unable to consider your application against the oversubscription criteria and your child will be ranked under the lowest criterion. It is very unlikely that your child will be offered a place if a SIF is not supplied.

**Parents will be advised of the outcome of their applications by their LA on 18th April 2017. Unsuccessful applicants will be advised of their right of appeal to an independent appeal panel.**

## 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 for 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.

## LATE APPLICATIONS

Applications received after the closing date will be dealt with after the initial allocation process has been completed. If the school is oversubscribed it is very unlikely that late applicants will obtain a place.

## NURSERY CHILDREN

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

## RIGHT OF APPEAL

If you are unsuccessful you may ask us for the reasons for the refusal of a place. These reasons will be related to the oversubscription criteria listed in the policy and you will have the right of 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. **Appeals must be submitted to the school in writing by Friday 27<sup>th</sup> May 2017.**

## WAITING LIST

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This list will be maintained in order of the oversubscription criteria set out in the policy and not in the order in which applications are received or added to the list. Names will be removed from the list on 31<sup>st</sup> August 2018, unless applicants request in writing to remain on the list.

## PUPILS 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 an EHC plan you must contact your Local Authority SEN officer. Children with this school named in their EHC Plan will be admitted.

## **CHANGE OF DETAILS**

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

## **IN-YEAR ADMISSIONS**

Applications for In-Year admissions should be made directly to the school. If a place is available and there is no waiting list the Local Authority (LA) will be informed 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. 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 continuing interest list. This continuing interest 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 rank the applications so that an offer can be made.

## **RECEPTION YEAR DEFERRED ENTRY**

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 of application, therefore applicants whose children have birthdays in the Summer term may only defer until the 1<sup>st</sup> April 2018.

## **SUMMER BORN CHILDREN**

If a parents wishes his/her child to be educated outside his/her normal age group, i.e a child born between 1<sup>st</sup> April – 31<sup>st</sup> August 2012 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 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 applications to Reception for 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.

## DEFINITIONS

**“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 carers).

**“Parent”** means the person or persons who have legal responsibility for the child .

**“Catholic”** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purpose of this policy this includes a looked-after child who is part of a Catholic family where a Certificate of Catholic Practice demonstrates that the child would have been baptised or received if it were not for their status as a looked-after child (e.g. a looked-after child in the process of adoption by a Catholic family).

**“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 down by the Bishop’s Conference of England and Wales.

**“Christian”** means a member of a Church which belongs to ‘Churches Together in Britain and Ireland’.

**“Family”** normally includes the Catholic or Catholics who have legal responsibility for the child (or, where the family is one practising another faith, the adult(s) who practise that faith who have legal responsibility for the child).

**‘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 which defines it as an order settling 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).

**‘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.

**‘Eastern Christian Church’** includes Orthodox Churches, and is normally evidenced by a Certificate of Baptism or Reception from the authorities of that Church.

**‘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.