

***THE GOVERNING BODY OF
BLESSED SACRAMENT CATHOLIC PRIMARY SCHOOL
Boadicea Street, Kings Cross, London, N1 0UF***

2017/2018 ADMISSIONS POLICY FOR THE RECEPTION CLASS AND YEARS 1 TO 6

Blessed Sacrament Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Blessed Sacrament is a one-form entry school in the Diocese of Westminster and is situated in the London Borough of Islington. 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.

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 2017 from families whose child attains 4 years of age between 01/09/2016 and 31/08/2017.

Admission Numbers

The Governing Body intends to admit 30 pupils, being the Published Admission Number, to the Reception Class in the school year which begins in September, 2017.

Oversubscription Criteria

The school is usually able to offer places in all categories. Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below.

Nursery Education

Applicants should be aware that Nursery education is a non-statutory service and that accordingly a child's attendance in the School's Nursery Class does not guarantee a future place in the Reception, Infant or Junior classes.

Reception Class applications

In order to make a valid application for a place in the School's Reception Class you **must** complete:

- the Common Application Form (CAF) available from Islington School Admissions, 222 Upper Street, Islington, London N1 1XR and return it as per the instructions by the stipulated closing date. Please note that if you are not resident in Islington, then you must complete a CAF from your borough of residence and return it to them; and

You **should** complete:

- the School's Supplementary Information Form (available from Islington School Admissions and the School Office.) 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 School, together with all other relevant paperwork required for your application.

If you do not complete both of the forms detailed above and return them by 15th January 2017, the Governing Body will be unable to consider your application fully and it is very unlikely that your child will be offered a place at the School. Applications received after the closing date will be dealt with after the initial allocation process has been completed.

Parents will receive notification of offers on or about 18th April 2017 (Primary Offer Day).

In addition to the Supplementary Information Form, applicants are asked to provide the School with:

- proof of the child's date of birth.
- the original or a certified copy of the child's Baptismal certificate. If no certificate exists applicants should indicate in writing the reasons for this being the case.
- proof of their residential address. Independent verification may be sought of the applicant's residential address.

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 deferment is requested. The place will then be held until the first day of the spring or summer term. 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. Applicants may also request that their child attend part-time until statutory school age is reached.

The Admission of Children Educated Outside Their Chronological Age Group

Parents and Carers may request that their child be educated out of his/her chronological age group. Such requests must be made in writing to the Chair of Governors during the autumn term in the year of application, between 1st September and 31st December 2016. Governors will consider each request on its own merits and permission will only be given in exceptional circumstances. When the application is made, it will be ranked with all the other applications and no further exceptions will be given. A statutory right of appeal will be given upon refusal if no place has been offered in any school year.

Pupils with a Statement of Special Educational Needs

The admission of pupils with a statement of Special Educational Needs or Education, Health and Care Plan 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 Education, Health and Care Plan, you must contact your local authority SEN officer.

Fair Access Protocols

The school is committed to taking its fair share of vulnerable children who are hard to place, in accordance with locally agreed protocols. Accordingly, outside the normal round of admissions, the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol which carries the agreement of both the governing body and the diocese for the current admission year. The governing body has this power even when admitting such a child would exceed the normal admission number.

Oversubscription Criteria

Where there are more applications than the number of 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 subject to Child Arrangement orders or special guardianship orders) immediately following having been looked after.
2. Baptised Catholic children from practising Catholic families who are resident in the parish of the Blessed Sacrament. A map of the Parish is attached to this policy. Copies of the Parish map are available at the School and if requested can be sent by post.
3. Baptised Catholic children from practising Catholic families who are not resident in the parish of the Blessed Sacrament. A map of the Parish is attached to this policy. Copies of the Parish map are available at the School and if requested can be sent by post.
4. Baptised Catholic children not included in oversubscription criteria 1, 2 or 3 (*see above*).
5. Other "looked after" children and other children who have been adopted (or made subject to Child Arrangement orders or special guardianship orders) immediately following having been looked after.
6. Children of families who are Catechumens or members of an Eastern Christian Church.
7. Children from families of other Christian denominations whose application is supported by a minister of religion.
8. All other applicants.

The governing body will give top priority after the appropriate category of looked-after children, to an application where compelling evidence is provided at the time of application, from an appropriate professional such as a doctor, priest or social worker, of an exceptional social, medical, pastoral or other need of the child, which can only be met at this school.

In prioritising applications in each of the above oversubscription criteria priority will be given to children who will have a brother or sister attending a Reception, Infant or Junior class in Blessed Sacrament Catholic Primary School at the proposed date of admission.

Tie Break

In the event of there being insufficient vacancies to admit all applicants in any of the criteria detailed above, places will be offered to those children whose families' residential address is the shortest distance from Blessed Sacrament Catholic Primary School. Nearness to the school is measured on a computerised mapping system using a straight line distance measurement. Routes will be calculated from the home address to the midpoint of the school grounds (as determined by the London Borough of Islington).

Twins or multiple births

If only one place is available for more than one child, who are twins or of a multiple birth within the same family; where the final place is offered to a child who is a twin or triplet, etc, the other child/ren will be admitted.

Admission Appeals for unsuccessful applicants to the Reception Class and Years 1 to 6.

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. An appeal should be made by Monday 6th June 2016.

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 are removed from the list after one year, unless applicants request to remain on the list.

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.

Interpretation of terms used in the Admissions Policy

Applicants	The parents and/or carers submitting an application for a place on behalf of a child.
Parent	The person or persons who have legal responsibility for a child.
Catholic	For the purpose of this policy "Catholic" means a person who is 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. This definition does not include catechumens or Eastern Christians.
Practising Catholics	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.
Regular attendance	Families who attend Sunday Mass weekly.
Christian	A member of one of the Churches that is a member of "Churches Together in Great Britain and Ireland."
"Looked After" Children	Children 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).
Adopted	An adopted child is any child for whom there is legal proof of adoption.
Catechumen	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 Church	This includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
Brother or sister	Refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent, and in every case, the child should be living in the same family unit at the same address.
Family	The Catholic or Catholics who have legal responsibility for the child.
Residential address	The place where the child lives for at least 50% of the school week.
Child Arrangement Order	A Child Arrangement Order is an order under the terms of the Children Act 1989 section 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).
Summer Born Children	A child born between 1 st April and 31 st August.

