

*St. Joan of Arc Catholic  
Primary School*



*School Admission Policy  
and Supplementary  
Information Form*

***(NB This Policy does NOT apply to the School Nursery)***

# Parish Boundary Map



# ADMISSIONS

Places at St Joan of Arc will be allocated in accordance with the following policy and procedure.

You should note in particular the following:

- The school regularly receives many more applications than it has places available. Even if your application falls within one of the first oversubscription criteria there is no guarantee that a place will be available.
- The school's governing body has no discretion to admit pupils to infant classes in excess of class size limits laid down by law.
- A place in the school's Nursery does not guarantee you a place in Reception. You will need to re-apply.



**St. Joan of Arc Catholic Primary School**  
Northholme Road, Highbury Park, London, N5 2UX

## **Admissions Policy 2017-2018**

### **ADMISSIONS**

St. Joan of Arc Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeates 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.

Places at St Joan of Arc will be allocated in accordance with the following policy and procedure.

You should note in particular the following:

- The school regularly receives many more applications than it has places available. Even if your application falls within one of the first oversubscription criteria there is no guarantee that a place will be available.
- A place in the school's Nursery does not guarantee you a place in Reception. You will need to re-apply.
- Applications arriving after 15/01/17 will be dealt with after all initial offers have been made.
- Offers of places will be sent to parents on or about the Monday the 18<sup>th</sup> of April 2017.

### ***ADMISSIONS POLICY***

1. St Joan of Arc Catholic Primary School is a Catholic school which serves the following parishes:

**St Joan of Arc, Highbury**  
**St Thomas More, Manor House**  
**Our Lady of Good Counsel, Stoke Newington**

In this document we describe these parishes as the "Three Parishes".

A map showing the parish boundaries is available with the school application pack. This will be used to determine the parish in which each applicant's residential address is situated.

2. The Published Admissions Number (PAN) for the Reception Year at St. Joan of Arc is 60. The Governing Body has sole responsibility for admissions to this school and intends to admit 60 children in the school year which begins in September 2017. Applications are invited from families whose child will reach their 4<sup>th</sup> birthday between 1<sup>st</sup> September 2016 and 31<sup>st</sup> August 2017. The Governing Body proposes to admit up to 30 pupils into each of the two classes in each year group. Wherever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the Trust Deed of the Diocese of Westminster. (This can be obtained from the Diocesan website: [www.rcdow.org.uk](http://www.rcdow.org.uk)).
3. To apply for a place for your child you must complete the Common Application Form and the Supplementary Information Form, as well as the supporting documents listed under "Procedure". If you are applying for a place in the school's Reception class it is very important that you do this in the timeframe set out.
4. Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the criteria listed below.
5. If you are refused a place for your child in the school's Reception, Infant or Junior classes (i.e. Reception or years 1-6) 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 are entitled by law to appeal to an independent appeals panel. You will be given details of how to lodge an appeal if your application is unsuccessful. You should however note that this panel can only consider whether this policy and procedure has been correctly applied. It cannot change this policy.

#### ***OVERSUBSCRIPTION CRITERIA***

Where there are more applications than the number of places available, places will be offered according to the following order of priority:-

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1. Catholic looked after children and Catholic children who have been adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after.
2. Baptised children with a Certificate of Catholic Practice with one or more sibling(s) attending the school at the time of their enrolment.
3. Baptised children with a Certificate of Catholic Practice whose parent(s)/legal guardian(s) are resident in one of the Three Parishes.
4. Baptised children with a Certificate of Catholic Practice not included in criteria 1 and 2 above.
5. Other baptised Catholics.
6. Other looked after children and other children who have been adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after.
7. Children from families of Christian denominations and whose application is supported with a letter confirming membership of the faith community by a minister of religion, with one or more sibling(s) attending the school at the time of their enrolment.
8. Children from families of Christian denominations and whose application is supported with a letter confirming membership of the faith community by a minister of religion.

9. Any other applicants with one or more sibling(s) attending the school at the time of their enrolment.
10. Any other applicants.

**For these purposes;**

- A *‘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.*
- B *‘Christian’ means a member of one of the member churches of Churches Together in Britain and Ireland.*
- C *‘Parent’ means the person or persons who have legal responsibility for the child.*
- D *‘Sibling’ means brother or sister, to include adopted brothers and sisters, half brothers and sisters, step brothers and sisters or foster siblings. A sibling relationship does not apply when the older child will leave before the younger one starts.*
- E *‘Adopted’. An adopted child is a child who has been adopted from care and whose parents can provide evidence of this status.*
- F *‘Looked after children’ 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).*
- G *‘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. Children ‘looked after’ immediately before the order is made qualify in this category.*
- H *‘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 child ‘looked after’ immediately before the order is made qualifies in this category.*
- I *“Certificate of Catholic Practice” means a certificate given by the family’s parish priest (or the priest in charge of the church where the family practises) in the form laid down by the Bishops’ Conference of England and Wales.*
- J *‘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.*
- K. *‘Parish Boundary’. For the purpose of this policy parish boundaries are shown on the map included in the policy.*

## ***TIE BREAK***

Where the offer of places to all the applicants in any of the categories listed above would lead to oversubscription, the following provisions will be applied.

- i. Applicants who live nearest to the school; nearness to the school will be determined by the Local Authority via a computerised mapping system using a **straight line distance measurement**. Routes will be calculated from the home address (as defined by the Land & Property Gazetteer) to the midpoint of the school grounds (as determined by Islington Local Authority).

In the case of equidistance from the school, the final place will be offered by random allocation i.e. lottery. This will take place in the presence of an independent witness.

- ii. In addition to their right 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 oversubscriptions criteria set out above and not in the order in which applications are received or added to the list. Names are normally removed from the list at the end of each academic year, unless applicants request to remain on the list.

## ***Twins and Siblings from Multiple Births***

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

## ***Pupils with an Education Health and Care Plan (EHCP)***

The admission of pupils with an Education, Health and Care Plan (EHCP) is dealt with by a completely separate procedure. This used to be called Statement of Special Educational Needs. Details of this separate procedure are set out in the *Special Educational Needs Code of Practice*. If your child has an Education, Health and Care Plan (EHC Plan) you must contact your local authority SEN officer. Children with this school named in their EHCP plan will be admitted.

## ***PREVIOUS YEARS***

In 2012-2013, the school received 174 applications. Pupils were admitted to the reception year group up to category 4.

In 2013-2014, the school received 174 applications. Pupils were admitted to the reception year group up to category 9.

In 2014-2015, the school received 175 applications. Pupils were admitted to the reception year group up to category 4.

In 2015-2016, the school received 189 applications. Pupils were admitted to the reception year group up to category 3.

In 2016-2017, the school received 202 applications. Pupils were admitted to the reception year group up to category 3.

## ***RIGHT TO DEFER 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 deferment is requested. The place will then be held until the first day of the spring or summer term. 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. Parents wishing to defer entry for summer born children should note that entry can only be deferred up to the 1<sup>st</sup> of April 2018.

## ***CHILDREN EDUCATED OUTSIDE THEIR CHRONOLOGICAL AGE GROUP (except summer born applications for Reception)***

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.

## ***SUMMER BORN CHILDREN***

If a parent wishes his/her summer born child to start school in Reception in the September following his/her 5<sup>th</sup> birthday i.e. a child born between 1<sup>st</sup> April – 31<sup>st</sup> 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.

## ***IN-YEAR ADMISSIONS***

Applications for In-Year admissions 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. 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 re-rank the list and make an offer to the person at the top of the list. The local authority will be informed of the offer as soon as it has been accepted.

## ***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 local authority 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.



## ***CHANGE OF DETAILS***

If any of the details on either of your forms change 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.

### **Procedure & Timing**

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 listed below. If you do not complete both of the forms described above and return them by the 15<sup>th</sup> of 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.

### **Certificate of Catholic Practice**

Applicants applying under Criteria 2, 3 and 4 must submit a Certificate of Catholic Practice (CCP) by the closing date. This form (which used to be called a Priest Reference Form) is available from the school or from the Diocesan website. Parents should fill in the top part of the form with their details and then take the form to their Parish Priest (or the Priest at a 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. The Priest will only sign this form if he knows you and agrees that you are a practising Catholic family.

### **Documents Required**

The Supplementary Information and Certificate of Catholic Practice Forms can be obtained from the school website [www.st-joanofarc.islington.sch.uk](http://www.st-joanofarc.islington.sch.uk), the Islington Primary Booklet or from the school office during term time on:

**MONDAYS from 3 – 4 pm and THURSDAYS from 12:30 – 1:30pm**

**ONLY AT THESE TIMES**

or by writing to the school.

Please provide the school with the original following documents:

- a. Baptismal Certificate, if applicable

Please note that the Governing Body may seek independent verification of your residential address.

b. Certificate of Catholic Practice, if applicable

You may send original documents to us, which can be returned if requested. This, however, is at your own risk.

If you are not the parent of the child for whom you are applying you should also provide the school with proof that you are his/her legal guardian(s).

It is not the Governing Body's practice to conduct interviews. However, the priest providing a reference may wish to meet with parent(s)/legal guardian(s) before completing the form.

Applications will be accepted from the 1<sup>st</sup> of September for children due to start school the following year.

**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.

**Right of Appeal**

If you are unsuccessful you may ask us 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 the 27<sup>th</sup> May 2017.

**Waiting List**

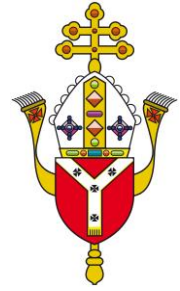
In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This list will be maintained in order of the oversubscription criteria set out in the policy and not in the order in which applications are received or added to the list. Names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

You will be informed by your Local Education Authority if your child has been allocated a place.

Applications for places in other classes will be considered when received.

In the first week of the September term, Reception and Nursery Teachers will carry out home visits. A "settling in period" will follow, when the children will attend school for half days.

**Diocese of Westminster  
Catholic Primary Schools  
Supplementary Information Form  
2017 – 2018**



<b>Name and Address of School:</b>
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**Child's Details**

Child's surname:	
Child's first name:	
Home Address:	Date of Birth:
	Postcode:

**Parent/Carer Details**

Parent's name:	
Address (if different from above):	
Telephone number:	

**Details of Religion**

Religion of child: (Please tick)	Catholic	Other Christian (name of denomination )	Other faith
Catholic Parish you live in:			
Church where child was baptised and date of baptism: (baptism certificate required)			
Name and position of priest supplying Certificate of Catholic Practice (where appropriate)			

**I confirm that I have read and understood the Admissions Policy and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that should any information I have given prove to be inaccurate that governors may withdraw any offer of a place even if the child has already started school.**

Signed.....

Date.....

Please note:

- Where applicable parents can obtain a Certificate of Catholic Practice from the school or from the Diocese of Westminster website.
- Applicants from other Christian denominations and other faiths should attach a letter from their minister or religious leader, confirming membership of that faith community.
- You **must** complete your local authority's application form online by the closing date. If you do not do this you will not be offered a place.

**Checklist:**

Have you enclosed:

Copy of baptism certificate

Certificate of Catholic Practice (where necessary)

**Have you completed** your local authority's online application form?



**BISHOPS' CONFERENCE OF ENGLAND AND WALES**

**CERTIFICATE OF CATHOLIC PRACTICE**

**Details of child (for identification only)**

Full name of child: \_\_\_\_\_

Address of child: \_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

I am [the child's parish priest] [the priest in charge of the Church where the family practises] **[delete as applicable]**

I hereby certify that this child and his/her family are known to me and, to the best of my knowledge and belief, the child is from a practising Catholic family.

Priest's name \_\_\_\_\_ Position \_\_\_\_\_

Parish (or ethnic chaplaincy) \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

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

*Parish stamp or seal*

Date \_\_\_\_\_