



*"Learning together in faith and love"*



**ARCHDIOCESE OF WESTMINSTER/ROYAL BOROUGH OF KENSINGTON & CHELSEA**  
**St Mary's Catholic Primary School**  
**East Row, North Kensington, London W10 5AW**

### **2017-2018 ADMISSIONS POLICY**

St. Mary's 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 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 Published Admission Number (PAN) for the Reception Classes at St. Mary's 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 welcome from families whose child reaches his/her 4<sup>th</sup> birthday between 1<sup>st</sup> September 2016 and 31<sup>st</sup> August 2017.

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

In this policy *applicant* refers to the person making an application on behalf of a child; *candidate* refers to the child on whose behalf the application is being made.

#### **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 made subject to child arrangements orders or special guardianship orders, immediately after having been looked after.
2. Baptised Catholic children, from practising Catholic families, who have a sibling at the school at the time of admission.
3. Baptised Catholic children from practising Catholic families who are resident in the Parish of Our Lady of the Holy Souls, North Kensington.
4. Other baptised Catholics.
5. Other 'looked after' children and children who have been adopted or made subject to child arrangements orders or special guardianship orders.
6. Catechumens and members of an Eastern Christian Church.
7. Christians of other denominations whose application is supported by their Minister of Religion.
8. Children of other faiths whose application is supported by their Religious Leader.
9. Any other children.

The Governing Body will give top priority to an application within a category where compelling evidence is provided at the time of application of an exceptional social or medical need of the child which only be met at this school.

Any application on these grounds within one of the above admission criteria must be made at the time of application and be accompanied by supporting documentation from an appropriate professional e.g. social worker or NHS Consultant fully detailing the child's condition or need which fully states why St Mary's is the appropriate school where these needs can be met. The Governing Body reserves the right to request further information where an application is made on this basis.

### **EXCEPTIONAL NEED**

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.

### **MULTIPLE APPLICATIONS**

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.

### **APPLICATIONS IN PREVIOUS YEARS**

For the past three years the governing body has been unable to offer places to any applicants beyond oversubscription criterion [4]. As the school is usually oversubscribed by Catholic candidates, it is very unlikely that applicants who are not Catholics will obtain a place.

### **TIE BREAK**

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to oversubscription, the places up to the admission number will be offered to those living nearest to the school as measured by the Local Authority (LA).

### **FAIR ACCESS**

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 Diocese for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

### **IN-YEAR ADMISSIONS**

Applications for In-Year admissions are made directly to the school. If a place is available and there is no waiting list the child will be admitted. If there is a waiting list, 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 decide who is at the top of the list and make an offer.

## 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. Applicants who wish to defer and whose children have birthdays in the summer term should note that the latest admission date for this year will be 1<sup>st</sup> April 2017.

## CHILDREN EDUCATED OUTSIDE THEIR CHRONOLOGICAL AGE GROUP

Any application for a child to be educated out of his/her age group will be considered by governors on an individual basis and will only be granted in exceptional circumstances. Parents should write to the Chair of Governors during the autumn term in the (academic) year of application, giving reasons and compelling professional evidence.

## APPLICATION PROCEDURE 2017-2018

In order to make an application, you **must** complete a **Common Application Form (CAF)** from your local authority and return it to them. You **should** also complete the **School's Supplementary Information Form (SIF)**. 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 **15<sup>th</sup> 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. Applications received after the closing date will be dealt with after the initial allocation process has been completed.

Applicants applying under criteria 2 and 3 must submit a priests' reference form (PRF) by the closing date. This form is available from the school or from the diocesan website at [www.rcdow.org.uk/schools/governors/admissions](http://www.rcdow.org.uk/schools/governors/admissions)

The local authority will write to you on behalf of the Governing Body with the outcome of your application on or about Monday 18<sup>th</sup> April 2016. This information will also be available on line. Parents/carers should accept the place as soon as possible.

## NURSERY CHILDREN

Attendance at the nursery **does not** guarantee a place in reception.

Parents of children attending St. Mary's 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. The deadline for submission of an appeal must be **a minimum of 20 schools days** from receipt of the letter of refusal.

## 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 2017, unless applicants request in writing to remain on the list.

## **PUPILS WITH A STATEMENT OF SPECIAL EDUCATIONAL NEEDS/EDUCATION, HEALTH AND CARE PLAN (EHC)**

The admission of pupils with a statement of Special Educational Needs or 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 a Statement of SEN or EHC plan you must contact your local authority SEN officer.

## **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 AND OVERSUBSCRIPTION CRITERIA

<b>Looked after Children</b>	<i>'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).</i>
<b>Catholic</b>	<i>'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 by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a priest's reference 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).</i>
<b>Practising Catholics</b>	<i>'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. The child and at least one parent have attended Sunday Mass or Saturday vigil Mass weekly for two years or more from reception in to the Catholic Church.</i>
<b>Special Guardianship Order'</b>	<i>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).</i>
<b>Child Arrangements Order</b>	<i>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</i>
<b>Eastern Christian Church</b>	<i>Includes Orthodox Churches, and is normally evidenced by a Certificate of Baptism or Reception from the authorities of that Church</i>
<b>Family</b>	<i>Those individuals who live at the residential address of the parents and/or legal guardians who are submitting an application for a place on behalf of a child.</i>
<b>Sibling</b>	<i>'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.</i>
<b>Parent</b>	<i>Parent' is defined as the person or persons who have legal responsibility for the child.</i>
<b>Catechumens</b>	<i>'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.</i>
<b>Home Address</b>	<i>'Home address' is defined as the place where the child lives for more than 50% of the school week.</i>
<b>Christian</b>	<i>'Christian' is defined as a member of a Church which belongs to 'Churches Together in Britain and Ireland'.</i>
<b>Social Needs</b>	<i>To demonstrate an exceptional social, medical or pastoral need of the child which can only be met at this school, the governing body will require compelling written evidence from an appropriate professional, such as a social worker, doctor, or priest.</i>
<b>Resident</b>	<i>A child is deemed to be resident at a particular address when he/she resides there for more than 50% of the school week.</i>