

Admissions Policy 2017-2018



ST FRANCIS OF ASSISI CATHOLIC PRIMARY SCHOOL ADMISSIONS POLICY 2017-2018

St Francis of Assisi 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 class at St Francis of Assisi Catholic Primary School is 45. The Governing Body has sole responsibility for admissions to this school and intends to admit 45 children in the school year which begins in **September 2017. Applications are welcome from families whose child reaches his/her 4th birthday between 1st September 2016 and 31st 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*.
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 St Francis of Assisi.
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.

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

When the last offer is made to a child of a multiple birth i.e. twin, triplet etc., the remaining child(ren) will also be offered a place, even though it will mean exceeding the published admission number.

APPLICATIONS IN PREVIOUS YEARS

Last year, the school was heavily oversubscribed. We received 123 applications for 45 places.

Places were offered as follows:

Oversubscription criterion	Places offered
01	0
02	20
03	16
04	7
05	0
06	2

In accordance with the distance criteria set out in our tie-breaker, the governing body was unable to offer places to any applicants beyond criterion 6.

As the school is usually oversubscribed by Catholic candidates, it is very unlikely that those 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. Nearness to the school will be calculated using a straight line measurement (as the crow flies) from the child's home address point determined by the Royal Borough of Kensington and Chelsea using its computerised measuring system. The child living closest to the school will receive the highest priority. Accessibility by car or public transport will be disregarded.

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 in the same way as those during the normal admissions round. If a place becomes available and there is no waiting list, the local authority will be informed, the Common Application Form and the Supplementary Information Form will be completed and 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. 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 so that the local authority can inform the parent that the Governing Body is making 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. Parents wishing to defer entry for summer born children should note that entry can only be deferred up until 1st April 2018.

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 providing compelling professional evidence.

APPLICATION PROCEDURE 2017 - 2018

All applicants **must** complete a **Common Application Form (CAF)** which is available from and returnable to the local authority in which they are resident. In addition, applicants should complete **St Francis of Assisi Supplementary Information Form (SIF)** which is supplied in the application pack. The CAF and the SIF are also obtainable from your local authority and are available online. **The CAF must be completed and submitted to the local authority by 13 January 2017. The Supplementary Information Form (SIF) is available from the school or the local authority and should be completed and returned to the school by 13 January 2017.**

If you do not complete both the CAF and the SIF and return them by **13 January 2017**, the governing body may be unable to consider your application fully and it is very unlikely that your child will get a place at the school. Late applications will be considered after the initial allocation process has been completed.

Applications for criterion 1 must be accompanied by written proof of the child's status from the appropriate authority. Those wishing to be considered under criterion 2, 3 or 4 should also provide the School with a copy of the child's baptismal certificate. If the certificate is not available, applicants should indicate in writing the reasons for this being the case. Those applying under criterion 2 or 3 should obtain a Diocesan **Certificate of Catholic Practice form** from the school or parish and hand it to their parish priest when completed. The Diocesan Certificate of Catholic Practice form is also available on the Diocesan website at:

<http://rcdow.org.uk/education/parents/> under related files on the right-hand side of the screen.

The local authority will write to you on behalf of the governing body with the outcome of your application on or about 18 April 2017 and the information will also be available on line. You should indicate your acceptance of the place as soon as possible. The school maintains a waiting list, ranked according to the published criteria, and places will be offered as and when vacancies occur. The waiting list will remain open for twelve months following the normal date of admission. If you wish your child's name to stay on the waiting list you must apply to the school in writing before the twelve month period expires.

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. Information concerning the Appeals Procedure will be sent out to those who are unsuccessful in obtaining a place. 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 school days** from receipt of the letter of refusal **or before 26th 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 are removed from the list after one year, unless applicants request in writing to remain on the list.

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

The admission of pupils with a statement of Special Educational Needs/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/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. Any child with St Francis of Assisi Catholic Primary School named in his/her Statement of SEN or EHC Plan will be admitted.

DATES

Closing date for applications – 13 January 2017

Notification date – on or about 18 April 2017

Interpretation of terms used in the Admissions Policy and Oversubscription Criteria

'Looked after child' has the same meaning as in S.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 at the time of making an application to the school).

'Adopted' For the purposes of this policy an adopted child is any child who has been formally adopted from care and whose parent/ guardian can give proof of legal adoption.

'Child Arrangements Order' 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 prior to the granting of the order qualify under this category.

'Special Guardianship Order' A special guardianship order is an order under the terms of the Children Act 1989 s.14A appointing one or more individuals to be a child's special guardian(s). Children 'looked after' immediately prior to the granting of the order qualify under this category.

'Candidate' The child on whose behalf an application is being made.

'Applicant(s)' The parents and/or legal guardians submitting an application for a place on behalf of a child or a young person of 16 years or over submitting their own application.

'Practising Catholic' 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.

'Catholic' A member of a Church in full communion with the See of Rome, including Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church. For the purposes of this Policy it

also includes a “looked after” child who is in the process of adoption by a “Catholic family”.

‘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.

‘Christian’ A member of one of the Churches that belongs to “Churches Together in Britain and Ireland”.

‘Sibling’ A brother or sister to include step brothers and sisters, half brothers and sisters or adopted brothers and sisters, who live at the same home as the child.

‘Family’ Those who live at the residential address of the parent/legal guardians who are submitting an application for a place on behalf of a child. Where the admission arrangements refer to “practising Catholic families”, it is sufficient for just one parent to attend.

‘Residential Address’ Residence is defined as where the child lives for more than 50% of the school week.