

Admissions Policy



Reviewed February 2016



Servite Catholic Primary School

'Learning to love, loving to learn'

Admissions Policy 2017-2018

The governing Body is responsible for admissions and intends to admit up to a maximum of 30 children annually to the Reception Class. The Published Admission Number (PAN) is 30.

Applications are invited for **September 2017** from families whose child attains 4 years of age between **01/09/2016 and 31/08/2017**.

Wherever there are more applicants than places available, priority will be given to Catholic applicants in accordance with the Oversubscription Criteria given below.

Please note that the school is usually oversubscribed with Catholic applicants.

As a Catholic School, we aim to provide a Catholic education for all our pupils. As 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 aim and ethos of the school.

For those who apply under criteria 2 and 3, parents[®] must provide the completed Catholic Practice Form. This must be signed by the Parish Priest and endorsed with the parish stamp. Parents must provide a baptismal certificate for their child. All documentation must be received by the application deadline.

Oversubscription Criteria

If the number of applications exceeds the number of places available, places will be offered in 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 order immediately following having been looked after.
2. Catholic Children with a certificate of Catholic Practice[®] from families who have a sibling[®] at the school at the time of admission.
3. Catholic Children with a Certificate of Catholic Practice who worship at the parish of Our Lady of Dolours, Fulham Road
4. Catholic Children with a certificate of Catholic Practice
5. Other Catholic children.
6. Other "looked after children"[®] and children who have been adopted or made subject to child arrangements orders or special guardianship order immediately following having been looked after.
7. Children of Catechumens [®] and members of an Eastern Christian Church[®].



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8. Christians[Ⓞ] of other denominations and whose application is supported by a letter from a minister/religious leader, showing membership of the faith community.
9. Any other applicants.

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

Within each category priority will be given to children of staff, where the staff member has been employed at the school for at least two years at the time of application.

Geographical proximity[Ⓞ] of the child's home to the school.

Exceptional Needs

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, medical or pastoral needs* of the child which can only be met at this school.

*Claims for an exceptional medical or pastoral need to be taken into account must be made at the time of the application and not retrospectively. It is the needs of the child for a place at the school which will be considered by the governors, not those of other family members.

To demonstrate an exceptional social, medical or pastoral need of the child, which can only be met at school, the governing body will require compelling written evidence from an appropriate professional.

Notes: (these notes form part of the oversubscription criteria)

Ⓛ 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 this includes a looked after child you is part of a Catholic family where a **Certificate of Catholic Practise** 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).

Ⓜ A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions. (see the definition in Section 22(1) of the Children's Act 1989) at the time of making an application to a school. This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).

'**Adopted**' means a child who has ceased to be looked after, having been adopted, and whose parents can give proof of this status.

'**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.



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1. Under the provisions of the Children and Families Act 2014, 'residence orders' have been replaced by 'child arrangements orders'.

'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).

③ A Certificate of Catholic Practise 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.

④ 'Catechumen' means a child who is a member of the Catechumen of the Catholic Church. This will normally be evidenced by a certificate of reception into the order of the Catechumens.

⑤ 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that church.

⑥ 'Christian' for the purpose of this Policy means a member of one of the churches affiliated to 'Churches Together' in Britain and Ireland.

⑦ '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.

⑧ 'Parent' means the adult or adults with legal responsibility for the child.

⑨ For the purposes of this policy, geographical proximity to the school will be calculated using a straight line (as the crow flies) measurement from the child's home 'address point' determined by Ordnance Survey Data to the centre of the school grounds as determined by the Local Authority 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. In the event of a tie; a decision will be made by random allocation in the presence of an independent witness.

Education, Health and Care Plans (EHC)

The admission of pupils with an EHC is dealt with by a complete separate procedure. Details of this separate procedure are set out in the Special Educational Needs Code of Practise. 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 to the school.

Appeals

The Education Act of 1990 makes provision for appeals against a decision of the Governors in respect of admission. All unsuccessful applicants have a right to appeal. Appeals must be logged by the appropriate date currently **Friday 26th May 2017**. The appeals timeline can be obtained from the school office/website.

Application Procedure

In order to make an application, you **must** complete a **PAN London e-admissions** from your local authority. **Paper forms are also available from your LA on request**. Please note you do not need to complete a PAN London e-admissions if you are applying to Nursery.

All applicants **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, relevant for your application.



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If you do not complete both of the forms described above and return them by the closing date **13th 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 as soon as possible after the offer date.

The LA will send the outcome of your application to Reception Class on or about 17th April 2017.

In Year Admissions

In year applications are made directly to the school. If a place is available and there is no waiting list, the governor's will offer of a place to the family. 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 to 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 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 they will inform the parents that the school is making an offer.

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.

Fair Access Protocols

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set in out in the 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.

Children applying from the school's nursery will have no priority and therefore a fresh application must be made for the Reception class.

Deferred Entry

Applications are invited for **September 2017** from families whose child attains 4 years of age between **01/09/2016 and 31/08/2017**.

Applicants may defer entry to school up until statutory school age i.e. the first day of term following the child's fifth birthday. Applicants may also request that their child attend part time until statutory school age is reached. Application is made in the usual way and then the deferment is requested. Entry may not be deferred



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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 of their chronological age group (except Reception application for summer born children)

Any application for a child to be educated out of her/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 to support their request.

Summer Born Children

If a parent wishes his/her summer born child to start school in Reception in the September following his/her 5th birthday i.e. a child born 1st April – 31st 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 applications. Parents must then submit an application in the normal Right of Appeal. Appeals must be received in the school by 26th May 2017.

Certificate of Catholic Practice

Applicants applying under Criteria 2, 3 and 4 must submit a Certificate of Catholic Practise (CCP) by the closing date. The 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 the parish where they normally worship) for signature. It is the parent's duty to ensure that the CCP is admitted 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.

Home Address

Home address is defined as the place where the child resides more than 50% of the school week.

Multiple Applications

In the case of twins or other multiple applications from one family competing for a single place, we will offer the other twin/triplet a place in the same class.

Approved by Full Governing Body

Signed: _____ (Headteacher)

Signed: _____ (Chair of Governors)

Date: _____