



CATHOLIC PRIMARY SCHOOL

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St. Charles Catholic Primary School

ADMISSION POLICY 2017-2018

Reception applications are invited for September 2017 from families whose child attains four years of age between 1/9/2016 and 31/8/2017. The final date for applications is January 15th 2017. Offers of places will be sent to parents on 18th April 2017.

St Charles Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. 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.

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

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 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 Governing Body has responsibility for admissions to this school and intends to admit the Published Admission Number (PAN) of 45 pupils to the reception class in the school year which begins each September. **Applicants whose children are attending the School's nursery do not have an automatic right of entry to the Reception class.** Applications must be made in the way outlined in this policy.

Oversubscription Criteria

Where there are more applications for places 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 are subject to an adoption, child arrangements order or special guardianship order, which was made immediately following being 'looked after'.

Within each of the following criteria priority will be given to children with siblings in School at the time of admission.

2. Catholic children with a certificate of catholic practice who are resident in the parish of St Pius X, North Kensington
3. Catholic children with a certificate of catholic practice who are resident in parishes of St Aidan's, East Acton and Church of the Transfiguration, Kensal Rise.
4. Other baptised Catholic children with a certificate of catholic practice.
5. Other baptised Catholic children.

6. Other 'Looked After Children' and children who are subject to an adoption, child arrangements order or special guardianship order, which was made immediately following being 'looked after'.
7. Catechumens and members of an Eastern Christian Church.
8. Christians of other denominations whose application is supported by a minister of religion.
9. Children of other faith communities whose parents wish them to have a Catholic education and whose application is supported by their religious leader.
10. Any other applicants.

Exceptional Need

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

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.

The Governing Body does not give priority under its admission criteria for twins, triplets or other multiple applications from one family for the same year group. Where the final place is offered to a child who has a twin/triplets etc. applying for a place in the same school year, these siblings will also be admitted.

Tie Breaks

Nursery – within each of the sub-categories listed above priority will be given to families who opt for a full time place (30 hours per week).

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 (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 Royal Borough 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. If children live equal distance from the School, a random allocation will be made by an independent adjudicator.

Application Procedures and Timetable

To apply for a place at this school you should complete two separate forms. In order to make a full application you should complete the School's Supplementary Information Form (**SIF**) attached to this policy and return it to the governors' Admissions Panel via the School office, together with all other relevant paperwork required for your application. Applicants applying for Reception **must** also complete a Common Application Form (**CAF**) from the Local Authority to which they pay council tax and return it to them as per their instructions. If you do not complete both the CAF and the SIF and return them by the closing date, 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. Applications received after the closing date will be dealt with after the initial allocation process has been completed.

In Year Admissions

Applications for In-Year admissions must be made to the Royal Borough of Kensington and Chelsea. The School's supplementary form and accompanying documents must be returned 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 are ranked by the Governing Body in accordance with the oversubscription criteria. Catholic children without an offer of a school place elsewhere are given priority immediately after Catholic 'looked –after' children; similarly, other children without offer of a school place are given priority immediately after other 'looked-after' children. 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. At the end of the academic year the School will write to applicants on the waiting list to ask whether they want their application transferred to the next academic year. If a response is not received within the stipulated time names will be removed. 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 School is making an offer.

Certificate of Catholic Practice

Catholic applicants applying must submit a Certificate of Catholic Practice (CCP) by the closing date. This form (which used to be called a priest's 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 Church 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 Catholic family.

Right of Appeal

Parents who are not offered a place for their child are entitled to appeal to an independent panel under provisions of the School Standards and Framework Act 1998. Parents who wish to appeal may obtain an appeal form from the School. These must be returned to the School office by 22nd May 2017 for the appeal to be heard by the end of the summer term.

Waiting Lists

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 admissions criteria set out above and not in the order in which applications are received. Names in the waiting list will be kept for a period of one academic year from the proposed date of admission. At the end of the year the School will write to applicants on the waiting list to ask whether they want their application transferred to the next academic year. If a response is not received within the stipulated time names will be removed. 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 School is making an offer.

Pupils with an Education, Health and Care Plan

The admission of pupils with a statement of Special Educational Needs/Education, Health and Care Plans is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining statements/education, health and care plans by

the pupil's home Local Authority. Details of this separate procedure are set out in the Special Educational Needs Code of Practice.

Deferred Entry

Applicants may also defer entry to the School up until statutory school age and/or request that their child attend part time until statutory school age is reached 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 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. Entry may not be deferred beyond statutory school age or beyond the year of application, therefore applicants whose children have birthdays in the summer term may only defer until the 1st April 2018.

Children Educated Outside Their Chronological Age Group

Requests for admission outside of the child's chronological year of entry will be considered in accordance with para. 2.17 (Admissions Code). Such requests must be made in writing to the Chair of Governors during the Autumn Term in the year of application i.e. Sept – Dec. The Governing Body, as the admission authority for the School, must make decisions on the basis of the circumstances of each case. Permission will only be given in exceptional circumstances. Parents will also be informed of their statutory right to appeal. This right does not apply if the child is offered a place in another year group at the School. Each case will need to be supported by a professional (e.g. GP, social worker) that provides the reason for admissions outside of the chronological year group.

Summer Born

Parents may wish children, born between 1st April – 31st August, to start Reception in the September following their 5th birthday. Parents should inform the Chair of Governors in writing, by the closing date and make an application in the usual way. The application will be ranked with all the other applications and there is no guarantee that an offer will be made.

Notes (these notes form part of the oversubscription criteria)

- *'Looked after child' has the same meaning as in S.22 of the Children's 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'. An adopted child is any child who has been formally adopted, having previously been in care and whose parent/ guardian can give proof of this.*
- *'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.*
- *'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).*

- *'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.*
- *"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.*
- *'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.*
- *'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism.*
- *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.*
- *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 Diocese and the Local Authority for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.*
- *'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.*
- *'Parent' is defined as the person or persons who have legal responsibility for the child.*
- *'Christian' is defined as a member of a Church which belongs to 'Churches Together in Britain and Ireland'.*
- *'Home address' is defined as the place where the child lives for more than 50% of the School week.*

For the purposes of this policy, parish boundaries are as shown on the Parish maps which should accompany this policy and can be accessed on the website at: http://www.rcdow.org.uk/fileupload/sitebuilder_boundaries/StCharlesSquare12201032107.jpg