

# **ADMISSIONS POLICY 2017 - 2018**

..... **S. BROWN**  
Chair of Governors

**FOR REVIEW AUTUMN TERM ANNUALLY**



# ST SAVIOUR'S R.C. PRIMARY SCHOOL

## ADMISSIONS POLICY

### 1) **MISSION STATEMENT:**

**THE PERSON AND TEACHINGS OF JESUS CHRIST ARE CENTRAL TO OUR CATHOLIC COMMUNITY.**

**WE LOOK TO JESUS FOR EXAMPLE AND INSPIRATION IN ALL AREAS OF SCHOOL LIFE.**

**HIS GOSPEL VALUES UNDERPIN AND PERMEATE EVERYTHING WE DO.**

### 2) **INTRODUCTION**

St. Saviour's Catholic Primary School is a Voluntary Aided school in the Archdiocese of Southwark. It 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. All applicants are required to declare their positive support for the aims and ethos of the School.

3) **The Admission process for 2017/18** - The governing body has sole responsibility for admissions to this school and intends to admit 30 pupils to the reception class in the school year, which begins in September 2016.

4) All applications for a place in the Reception Class, whether from Lewisham or elsewhere, must be:

- a) Made online through the LEA on Lewisham's Common Application Form. Applicants may also complete the Supplementary Information Form (SIF) available from St. Saviour's School or Lewisham's website at [www.lewisham.gov.uk](http://www.lewisham.gov.uk) to support their application to a Catholic Primary School (*this form if completed must be returned to the School before 15<sup>th</sup> January 2017 (TBC)*); Applications made to the LA without a SIF being completed will be considered by the Governing Body under criteria 'K'.
- b) submitted by the deadline prescribed by the LA.

5) Children who attend a Nursery Class attached to a primary school frequently transfer to the main school but this cannot be guaranteed. Parents of children attending St. Saviour's Nursery must apply for a place in the Reception Class in accordance with (a) above. These applications will be considered with other applicants at the appropriate time.

6) **Consideration of Applications** - St. Saviour's R.C. Primary School will consider all applications for places in accordance with the LA deadlines. Where fewer applications than the agreed admission number are received, St. Saviour's R.C. Primary School will offer places to all those who have applied.

7) **Oversubscription** - *Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set below.*

After the admission of pupils with statements of Special Educational Needs where St. Saviour's R.C. Primary School is named on the statement, the criteria will be applied in the order in which they are set out below:

- a) Looked after Catholic children or looked after children in the care of Catholic families and previously looked after Catholic children who have been adopted or who have become the subject of a residence or guardianship order.
- b) Baptised Catholic<sup>(2)</sup> children from practising<sup>(3)</sup> Catholic families (*as demonstrated by the family and verified by the parish priest*).

- c) Baptised Catholic<sup>(2)</sup> children from practising Catholic families (*as demonstrated by the family and verified by the parish priest*) and who regularly attend St. Saviours Catholic Church (Lewisham) but are resident outside the Parish<sup>(5)</sup>.
  - d) Baptised Catholic<sup>(2)</sup> children from practising Catholic families (*as demonstrated by the family and verified by their parish priest*) and who are resident in other parishes;
  - e) Other Baptised Catholic<sup>(2)</sup> children;
  - f) Other looked after children and other previously looked after children who have been adopted or who have become the subject of a residence of guardianship order.<sup>(1)</sup>
  - g) Children of Roman Catholic Catechumens<sup>(4)</sup>
  - h) Baptised Eastern Orthodox<sup>(5)</sup> children;
  - i) Christians of other denominations whose parents are in sympathy with the aims and ethos of the School and whose application is supported by a minister of religion.
  - j) Children of other faiths whose parents are in sympathy with the aims and ethos of the School and who can provide evidence of regular practice of their faith.
  - k) Other applicants
- 8) The following order of priorities will be applied when applications within any of the above categories exceed the places available and it is necessary to decide between applications.
- i. For Category b), c) and d) above - places will be offered first to those applicants who demonstrate the strength of evidence of commitment to the faith as demonstrated by the level of the family's Mass attendance on Sundays. This evidence must be provided by the parents/carers and be endorsed by a priest at the church(es) where the family normally worship. Applications will be ranked in the order shown on the Supplementary Form, priority being given in order to those who attend mass weekly, then 3 times a month, twice a month and finally once a month.
  - ii. Sibling<sup>(7)</sup> who will be attending the School at the proposed date of admission of the applicant and who is expected to be on the roll of the school after the intended date of admission.
  - iii. Those whose home addresses are closest to the School, as measured by a straight line distance from the main entrance of the School to the main entrance to child's normal place of residence. In the event of two or more identical applicants (i.e. applicants living the exact home to school distance) qualify for the last available place the place will be allocated by drawing lots.
- 9) **Definitions** - For the purposes of the criteria set out in paragraph 7 above the following definitions will apply:
- 1. Children in public care (sometimes referred to as Looked After Children) are children who are in the care or interim care of a local authority pursuant to S31 & S38 of the Children Act 1989 or who are accommodated by a local authority, . Pursuant to S20 of the Children Act 1989.
  - 2. Catholics include members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome. Evidence of baptism or reception into the Church will be required.
  - 3. Practising Catholic Families are defined as those who attend Mass on Sundays (family being the child and their immediate family/legal guardian).
  - 4. Roman Catholic Catechumens are those who have a duly authorised certificate of enrolment in the Catechumenate.
  - 5. East Orthodox children are those with a certificate of baptism from an Eastern Orthodox Parish.
  - 6. The Parish Boundaries will apply as shown on the published Parish Boundary map as supplied by the Diocese of Southwark.
  - 7. A sibling is the person who has the same natural father or mother or legal guardian as a pupil on the roll of the School at the time of admission and who shares permanent domicile with that parent/legal guardian and the pupil is already on the roll of the school and who is expected to be on roll at the intended date of admission.
- 10) The Governing Body may increase the priority of an application within a category where evidence is provided at the time of application of an exceptional social, medical, pastoral or other need of the child which can most appropriately be met at this School.
- 11) **Operation of Waiting Lists** - Subject to any provisions regarding waiting lists in the LEA's co-ordinated admission scheme, the School will operate a waiting list. Where in any year St. Saviour's School receives more applications for places than there places available, a waiting list will operate until a month after the last normal annual admission date of January. This will be maintained by St. Saviour's School and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 8 above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

12) **Arrangements for Appeals Panels** - Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with section 85(3) of the School Standards and Framework Act 1998. Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be made to the Admissions Appeal Clerk at the school address. Parents/Carers have the right to make oral representations to the Appeal Panel.

Infant classes are restricted by the legislation to 30 children. Parents should be aware that an appeal against refusal of a place in an infant class may only succeed if it can be demonstrated that:-

- a) the admission of additional children would not breach the infant class size limit; or
- b) the admission arrangements did not comply with admissions law or had not been correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or
- c) the panel decides that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

**Fair Access Protocol** - The school participates in the local authority's Fair Access Protocol to allocate places to vulnerable and other children in accordance with the School Admission Code 2012. Admitting pupils under the protocol may require the school to admit above the planned admission number for the relevant year group.

### **Pupils with a Statement of Special Educational Needs or Education, Health and Care (EHC) Plan**

The admissions of pupils with a Statement of Special Educational Needs or with an EHC Plan are dealt with by a completely separate procedure. The procedure is integral to the making and maintaining of statements and EHC plans by the pupil's home local authority. Details of this separate procedure are set out in the SEND code of practice. Pupils with a statement or EHC plan naming the school will be admitted without reference to the above criteria.

**Admission of children below compulsory school age** - The governors will provide for the admission of all children in the September following their fourth birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year; parents may also request that their child attends part-time until the child reaches compulsory school age.



**Parish Boundaries of  
St. Saviour's R.C. Church – Lewisham**  
(as supplied by the Diocese of Southwark)

Agreed by Staff and Governors  
For review Annually

To be completed by the Priest of the Parish in which you regularly worship.

Family Name: \_\_\_\_\_ Child's name: \_\_\_\_\_

This family is known to me  (please tick)

This family is new to the Parish  (please tick)

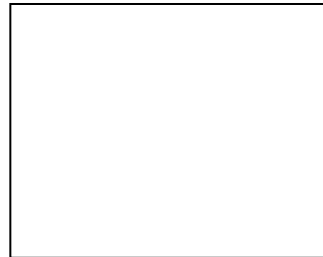
**If you are new to the Parish you should also obtain a reference from your previous Parish Priest and attach it to this form.**

- They attend mass:      Every week
- Three times each month
- Twice each month
- Once each month
- Less than once a month
- I cannot confirm they attend Mass

Signed ..... Name .....

Date ..... Tel No .....

Please add the Parish seal or stamp



**If you are not a Catholic, please ask a Minister of Religion to complete the section below:**

Family Name: ..... Child's name: .....

This family is known to me  (please tick)      This family are members of our faith community  (please tick)

Name: ..... Position: .....

Name and address of church: .....  
.....

Signature: ..... Date: ..... 201...

Catholic Primary Schools in London Borough of Lewisham  
Supplementary Information Form

for entry to  
**RECEPTION CLASS 2017/18**

Name of Child ..... known as ..... Male/Female  
Family Name ..... Date of Birth / /20.....  
Parents'/Carers' Name/s (please print) .....  
Mr/Mrs/Ms/Miss .....  
Contact Number ..... Relationship .....  
Mr/Mrs/Ms/Miss .....  
Contact Number ..... Relationship .....  
Home Address of Child .....  
..... Postcode.....  
Religion of Child ..... Date of Baptism / /  
Names of siblings who will be on roll in September 2017 at any of the schools you are applying for:  
.....

Signed ..... Parent/Carer Date / /

*Please attach any other information you may feel is relevant to this application in relation to the school's admissions policy in respect of "exceptional medical or social needs" You must support your claim with professional evidence. We ask for a letter from a hospital consultant if you have a medical reason or a social worker if you have a social reason for your claim (or provide a letter from a professional of equivalent standing). The letter must clearly state why the particular school is the only school to meet the child's specific needs. The letter must be provided with the application and must be submitted by the closing date. If this documentation is not provided it will not be possible to consider any exceptional medical or social needs. Each case will be considered on its individual merits and such applications will not necessarily be given priority over those of other children.*

**(The original of this form and your child's Baptismal Certificate must be taken to each primary school you choose to apply for so that they may be photocopied).**

The closing date for the receipt of applications is 15<sup>th</sup> January 2017.

St. Augustine's School

Holy Cross School

St. Winifred's Infant School

Our Lady & St. Philip Neri School

St. Saviour's School

St. Joseph's School