

St George's Cathedral Catholic Primary School
33 Westminster Bridge Road
London SE1 7JB

Admissions Policy
for entry during
Academic Year 2017 - 18

St George's Cathedral Catholic Primary school is a voluntary aided school in the Diocese of Southwark. It is in the trusteeship of the Diocese. 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.

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.

The school exists primarily to serve the Catholic community. However, the Governing Body welcomes applications, subject to availability of places, from those of other denominations and faiths, who support the religious ethos of the school.

The Governing body of St George's Cathedral Catholic Primary School has responsibility for all admissions to this school, and, having consulted with the local authority and other admission authorities, intends to admit 60 pupils to the Reception classes in the school year which begins in September 2017. There is a single point of entry in September each year.

Admissions Criteria

Where applications for admission exceed the number of places available, the Governing body will allocate places in accordance with the following criteria, in the order of priority set out below:

1. Baptised Catholic 'looked after' children or Catholic previously 'looked after' children.
2. Baptised Catholic children and children enrolled in the catechumenate.
3. Other 'looked after' or previously 'looked after' children.
4. Children who are members of Eastern Christian Churches, including Orthodox Churches. Evidence of Baptism or reception, from the authorities of that Church will be required.
5. Children of families who are committed members of other Christian denominations. Evidence of Baptism (or dedication) and of religious commitment provided by a priest or minister where the family regularly worships, will be required.
6. Children of other faiths. Evidence of religious commitment provided by a priest, minister or religious leader where the family regularly worships, will be required.
7. Any other children.

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

- (i) The attendance of a sibling at the school at the time of admission will increase the priority of an application within each category.
- (ii) For categories 2 and 4 above, the strength of evidence of commitment to the faith as demonstrated by the level of the family's Mass attendance on Sundays will increase the priority of an application within each category. This evidence must be provided by the parents or guardians and be able to be endorsed by a priest at the church where the family normally worships.
- (iii) For categories 5 and 6 above, the strength of evidence of commitment to the faith as demonstrated by the level of the family's attendance at services will increase the priority of an application within each category. This evidence must be provided by the parents or guardians and be able to be endorsed by a priest, minister or religious leader from the place where the family normally worships.
- (iv) 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 or pastoral need of the child, which makes the school particularly suitable for the child in question. Written verification by the appropriate authority (e.g. medical practitioner, education welfare officer, social worker, priest) will be required at the time of the application.
- (v) The distance from the child's home to the school gate. This will be measured by the shortest safe walking route, from the child's home to the main school entrance in Lambeth Road.

Notes

'Looked after child' has the same meaning as in Section 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.

'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.

Reference to other Christian denominations refers to other denominations that are full members of Churches Together in England.

'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.

By 'regular practising Catholic family', we mean at least one parent/carer and the children attend Mass on Sundays and Holy Days of Obligation as a central part of their lives. Missing Mass more than once a month would not be deemed as regular practice.

A sibling is defined as a full brother or sister or step/half brother or sister living at the same address, a child who is living as part of the family unit by reason of a Court Order, or a child who has been placed with foster carers as a result of being 'looked after' by the local authority.

Admissions Procedure

Admissions to the Reception Classes

To apply for a place at this school, you must complete and return two separate forms.

1. The **Common Application Form** available from Southwark Council (020 7525 5337), nurseries or libraries. The form must be returned directly to Southwark Council.
2. The **Supplementary Form** available from the school, must be returned to the Headteacher at the school. This is required in order that our admissions criteria may be applied fairly. The following original documentation is required with the Supplementary Form:
 - Birth Certificate
 - Baptismal Certificate
 - Parents Passport
 - Proof of Address

You will be advised of the outcome of your application by a common offer on a date specified by the local authority (i.e. Southwark Local Authority). This will initially be by letter from the local authority on behalf of the school. If you are unsuccessful (unless your child gained a place at a school you ranked higher on your Common Application Form), you may ask the school for the reasons, related to the over-subscription criteria listed above, and you have the right of appeal to an independent panel.

Both the Common Application Form and the Supplementary Form MUST be completed if you wish you son / daughter to be considered for a place. You are advised to make copies of the forms. You should retain copies and pass the original forms to the school and the local authority, as indicated.

Appeals

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with sections 88 and 94 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. Appellants have the right to make oral representations to the Appeal Panel.

Waiting List

Parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list. The waiting list will be operated using the criteria listed above. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

The waiting list will be maintained by the LA until 30th September and subsequently by the school until 31st January.

Children with a Statement of Special Educational Need

The admission of children with a Statement of Special Educational Need is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements by the child's local authority of residence. Details of the procedure are set out in the Special Educational Needs Code of Practice.

Late Applications

Any late application made between the offer day and 30th September need to be made through the LA. Late applications will be considered by the Governors' Admissions Committee in the event of there being any available places, using the above criteria. If all places have been filled, parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

Admissions to the Nursery Class

Application for a Nursery place is made directly to the school by filling in an application form and returning it to the school with the following original documentation:

- Birth Certificate
- Baptismal Certificate

Children are admitted to the Nursery class at the age of three years plus, on a part-time basis, up to a maximum of 25 children in each session. There are two intakes: one in September and one in January in each academic year.

A *separate* application **must** be made for a Reception class place for children attending the Nursery class.

Admissions Policy reviewed September 2014