

St Francis Catholic Primary School

Governors' Admissions Policy 2017-2018

(Please keep for your information)

Mission Statement

St. Francis Catholic Primary School exists to help parents of this area to bring up their children in the Catholic Faith in the context of a good education. It is central to our mission that every child matters as a unique gift from God. As a Christian community we aim to develop the whole child within an ethos of faith, love, care and respect.

Our mission is to provide high quality:

- o Catholic teaching and learning*
- o Catholic worship*
- o Education delivered by inspirational staff*
- o Opportunities that encourage all to become independent and responsible*

The school is commissioned to do this by the Trustees of the Catholic Archdiocese of Southwark in the parish of Peckham in partnership with the Local Authority, Southwark.

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*St. Francis 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. The school exists primarily to serve the Catholic community and Catholic children always have priority of admission.*

*Governors should draw up criteria to ensure that a Catholic education is provided first for baptised Catholic children. However, the Governing Body welcomes all applications, particularly from those of other denominations and faiths who support the religious ethos of the school.*

*Having consulted with the Local Authority and other admission authorities, the Governors intend to admit into the reception class, in September 2017, up to 60 pupils without reference to ability or aptitude.*

*Where the number of applications exceeds 60, the Governors will offer places using the following criteria in the order stated:-*

- 1. Looked after baptised catholic children or looked after baptised children in the care of catholic families and previously looked after catholic children who have been adopted.*
- 2. Baptised catholic children. Evidence of baptism will be required.*
- 3. Children enrolled in the catechumenate. Evidence of enrolment in the catechumenate will be required.*
- 4. Looked after children and other previously looked after children who have been adopted who are not catholic.*
- 5. Children who are members of Eastern Orthodox Churches. Evidence of baptism will be required.*
- 6. Children who are members of non-catholic Christian denominations that are part of Churches Together in England. (see attached list) Evidence of membership of the church should be provided e.g. Baptism endorsed by a minister at the church where the family usually worship.*
- 7. Children of other faiths. Evidence of membership should be provided by the leader of a designated place of worship.*
- 8. Any other children.*

*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.*

- 1. For Category 2 above – Applications will be ranked in the order shown on the Supplementary Form; first - weekly Mass attendance, second - fortnightly etc. This evidence must be provided by the parents/carers and be endorsed by a priest at the church(es) where the family normally worship.*
- 2. A brother or sister on the school roll at the time of admission. Evidence of the relationship may be required. Normally this would mean a sibling through blood, marriage or adoption. They will not necessarily be residing at the same address or have the same surnames.*
- 3. Social, pastoral and medical needs which make the school particularly suitable for the child in question. Strong and relevant evidence must be provided by an appropriate professional authority (e.g. qualified medical practitioner, education welfare officer, social worker or priest).*
- 4. Distance from home to school. Evidence of permanent home address would be required. Using the safest, shortest walking route as a 'tie break', measurements will be taken from the applicant's address to the pupil entrance on Friary Road. Where the last remaining place is to be allocated and two or more children are deemed to live at the same distance from the school the place will be decided by drawing lots.*

**Note:**

*Catholics include members of the Ordinariate Latin and Oriental Rite that are in union with the Bishop of Rome. Reference to Christian denominations refers to denominations that are full members of Churches Together in England.*

**Admissions procedure**

*Parents must complete the Local Authority's on-line application before the closing date notified by the Local Authority. The Supplementary Information Form which is available from the school should also be completed and returned to the school no later than the closing date notified by the Local Authority.*

*Completion of a Supplementary Form is not mandatory; however, if one is not received the Governors will not be able to apply their admission criteria and the application will be considered under the 'any other children' category. The school will retain one copy and pass the second copy to the applicant. Offers of places will be available to parents from Southwark's eAdmissions website by the date published by the Local Authority.*

**Appeals**

*Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with section 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. 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.*

**Waiting Lists**

*Parents of children who have not been offered a place at the school may ask for their child's name to be placed on the waiting list. The waiting is reviewed before 2 weeks before the end of each term. Parents are notified at the time of each review and will be asked if their application is to remain on the list or to be removed. The waiting list will be operated using the same admissions criteria listed above for In-Year and Nursery Applications. Putting 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. It is possible that when a child is directed*

*under the local authority's fair access protocol they will take precedence over those children already on the list.*

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

*The admission of pupils with a statement of Special Educational Needs or with an EHC Plan is 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.*

***Admission of children outside their normal age group***

*Parents who are seeking a place for their child outside of their normal age group, e.g: the child has experienced problems such as ill health or the parents of a summer born child preferring not to send their child to school until the September following their fifth birthday, may request that they are admitted out of their normal age group – to reception rather than year 1.*

*Governors will make decisions on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group, and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They will also take into account the views of the school's head teachers. When informing a parent of the decision which year group the child should be admitted to, the governors will set out clearly the reasons for their decision.*

*Where the governors agree to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to the age group to which pupils are normally admitted to the school the local authority will process the application as part of the main admissions round, (unless the parental request is made too late for this to be possible) and on the basis of the determined admission arrangements, including the application of oversubscription criteria where applicable. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.*

***Late Applications***

*Any late applications will be considered by the Governors' Admission 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.*

*This admissions procedure, although primarily relevant to children for whom a place is sought at the normal age of entry to primary education (Reception), applies also to succeeding years, subject to availability of places.*

***Reviewed February 2016***