

# **St Elizabeth Catholic Primary School**

## **School Admissions Policy 2016-17**



**The Governing Body of St Elizabeth Catholic Primary School**

**Adopted this policy: April 2015**

**Review Date: April 2016**

**Next Review Date: April 2017**

## **Safeguarding Statement**

At St Elizabeth Catholic Primary School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at St Elizabeth Catholic Primary School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

(See school Safeguarding Policy for more information)

## **Equality statement**

As a school we are committed to ensuring that equality principles are embedded within all school policies and procedures, as we endeavour to:

- Eliminate discrimination, harassment and victimisation.
- Promote equality of access and opportunity within our school and within our wider community.
- Promote positive attitudes to difference and good relationships between people with different backgrounds, genders, cultures, faiths, abilities, sexual orientation, and ethnic origins.

(See school Equality Policy for more information)

# ST ELIZABETH CATHOLIC PRIMARY SCHOOL

## ADMISSIONS POLICY 2016 - 2017

St Elizabeth Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. 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. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

The Published Admissions Number (PAN) for the reception class at St Elizabeth is **60**. The Governing Body has sole responsibility for admissions to this school and intends to admit **60** children in the school year which begins in September 2016. Applications are welcome from families whose child reaches his/her 4<sup>th</sup> birthday between 1<sup>st</sup> September 2015 and 31<sup>st</sup> August 2016.

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

In this policy *applicant* refers to the person making an application on behalf of a child; *candidate* refers to the child on whose behalf the application is being made.

### OVERSUBSCRIPTION CRITERIA

Where there are more applications 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 have been adopted or made subject to child arrangement orders or special guardianship orders, immediately after having been looked after.
2. Baptised Catholic children supported by a reference from their parish priest.
3. Other baptised Catholics.
4. Other looked after children and children who have been adopted (or made subject to residence orders or special guardianship orders) immediately after having been looked after.
5. Catechumens and members of an Eastern Christian Church.
6. Christians of other denominations whose application is supported by their Minister of Religion.
7. Any other children.

### EXCEPTIONAL NEED

The Governing Body will give top priority, after the appropriate category of looked-after children, to an application where compelling evidence is provided at the time of application, from an appropriate professional such as a doctor, priest or social worker, of an exceptional social, medical, pastoral or other need of the child, which can only be met at this school.

Where the final place is offered to a child who has other siblings applying for a place in the same school year, these siblings will also be admitted.

The attendance of a sibling (brothers, sisters, half brothers and sisters, step brothers and sisters or adopted brothers and sisters) at the school at the time of enrolment will **increase the priority** of an applicant **within each category**.

## **TIE BREAK**

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.

In the school year 2014-2015 we were heavily oversubscribed receiving **117** applications for **60** places. Offers of places were made in the following categories:

1	0
2	40
3	3
4	0
5	2
6	4
7	11

## **FAIR ACCESS**

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 governing body and the Diocese for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

## **IN-YEAR ADMISSIONS**

Applications for In-Year admissions are made directly to the school. If a place is available and there is no waiting list the child will be admitted. If there is a waiting list, 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 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. 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 so that an offer can be made.

## **RECEPTION YEAR DEFERRED ENTRY**

Applicants may defer entry to school up until statutory school age i.e. the first day of term following the child's fifth birthday. Application is made in the usual way and then the deferral 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. Parents wishing to defer entry for summer born children should note that entry can only be deferred up until 1<sup>st</sup> April 2017.

## **SUMMER BORN CHILDREN**

Parents may apply for children, born between 1<sup>st</sup> April – 31<sup>st</sup> August 2012, to start Reception in the September following their 5<sup>th</sup> birthday. The request should be submitted in writing to the Chair of Governors by 15<sup>th</sup> January 2017 and an application made in the usual way. The application will be ranked with all other applications and there is no guarantee that an offer will be made.

## **APPLICATION PROCEDURE 2016 - 2017**

In order to make an application, you **must** complete a **Common Application Form (CAF)** from your local authority and return it to them. Applicants should complete the SIF in order to be ranked against the oversubscription criteria. 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 required for your application. If you do not complete **both** of the forms described above and return them **both** (CAF and SIF) by **15<sup>th</sup> January 2016**, 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 after the initial allocation process has been completed.

Parents of children attending the nursery **must** make a fresh application for reception. Attendance at the nursery **does not** guarantee a place in reception.

The local authority will write to you on behalf of the Governing Body with the outcome of your application on or about **16<sup>th</sup> April 2016**.

### **RIGHT OF APPEAL**

If you are unsuccessful you may ask us for the reasons for the refusal of a place. These reasons will be related to the oversubscription criteria listed in the policy and you will have the right of appeal to an independent panel. The deadline for submission of an appeal is **27<sup>th</sup> May**.

### **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.

### **PUPILS WITH A STATEMENT OF SPECIAL EDUCATIONAL NEEDS/EDUCATION, HEALTH AND CARE PLANS**

The admission of pupils with a statement of Special Educational Needs/education, Health and Care Plan is dealt with by a completely separate procedure. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has a Statement of SEN you must contact your local authority SEN officer. Children with this school named in their Statement of SEN or EHC Plan will be admitted.

### **CHANGE OF DETAILS**

If any of the details on either of your forms changes between the date of application and the receipt of the letter of offer or refusal, you **must** inform the School and the local authority immediately. If misleading information is given or allowed to remain on either of your forms, the Governing Body reserves the right to withdraw the place, even if the child has already started at the School.

## **NOTES (these notes form part of the oversubscription criteria)**

**'Adopted'**. An adopted child is a child who is adopted under the terms of the Adoption and Children Act 2002 s 46 (adoption orders).

**'Looked after child'** has the same meaning as in Section 22 of the Children 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).

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

**'Child Arrangements Order'**. A Child Arrangements order is an order under the terms of the Children Act 1989 s. 8 settling the arrangements to be made as to the person with whom the child is to live. Children 'looked after' immediately before the order is made qualify in this category.

**'Special Guardianship Order'**. A special guardianship order is an order under the terms of the Children Act 1989 s 14A which defers it as an order appointing one or more individuals to be a child's special guardian(s).

**'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.

**'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.

**'Practising Catholic'** means a Catholic child from a practising Catholic family where this practice is verified by a reference from a Catholic priest in the standard format laid down by the Diocese. 'Family' includes the Catholic or Catholics who have legal responsibility for the child.

**'Catechumen'** means a child who is a member of the catechumenate of a Catholic Church. This will normally be evidenced by a Certificate of Reception into the Order of Catechumens.

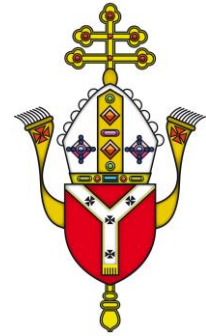
**'Eastern Christian Church'** includes Orthodox Churches, and is normally evidenced by a Certificate of Baptism or Reception from the authorities of that Church.

**'Christian'** for the purposes of this policy, means a member of one of the Churches affiliated to 'Churches Together in Britain and Ireland'.

**'Resident'** – A child is deemed to be resident at a particular address when he/she resides there for more than 50% of the school week.

**'Distance from school'** means the shortest distance as measured by a straight line, from the front door of the child's residential address (including flats) to a point at the school. The School uses the measurements provided by Tower Hamlets Local Authority. If distances are identical, the Governing Body will draw lots in the presence of an independent witness.

**Diocese of Westminster  
Catholic Primary Schools**



**Supplementary Information Form 2016-2017**

<b>Name and Address of School: St Elizabeth Catholic Primary School, Bonner Road, Bethnal Green, E2 9JY</b>
-------------------------------------------------------------------------------------------------------------

**Child's Details**

Child's surname:	
Child's first name:	
Home Address:	Date of Birth:
	Postcode:

**Parent/Carer Details**

1 <sup>st</sup> Parent(s)/Carer(s) name:	
Address:	
Telephone number:	
Alternative contact details:	
Name:	
Address:	
Telephone number:	

**Details of Religion**

Religion of child: (Please tick)	Catholic	Other Christian (name of denomination e.g Methodist)	Other faith
Catholic Parish you live in:			
Church where child was baptised and date of baptism: (baptism certificate required)			
Name and position of priest or religious leader supplying reference (where appropriate) :			

Names of brothers or sisters at this school who will still be on roll in September 2016:	Name	Class or Year Group
Is your child 'looked after' by the Local Authority, adopted or subject to a residency or special guardianship order, having previously been 'looked after'? (Please circle your response)	<b>YES</b>	<b>NO</b>

Does your child have exceptional medical, pastoral or social needs that can only be met by attendance at this school? Please circle. (Professional evidence will be required.)
<b>YES</b> <b>NO</b>

**I confirm that I have read and understood the Admissions Policy and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that should any information I have given prove to be inaccurate that the governors may withdraw any offer of a place even if the child has already started school.**

Signed..... Date.....

Please note:

- Where applicable parents can obtain a priest's reference form from the school or from the Diocese of Westminster website at [www.rcdow.org.uk/Education](http://www.rcdow.org.uk/Education) Follow Guidance & Policy Documents, Admissions: Guidance notes and reference form for priests.
- Applicants from other Christian denominations and other faiths may attach a reference from their minister or religious leader.
- You **must** complete your local authority's Common Application Form and return it to the council offices by the closing date. If you do not do this you will not be offered a place.

**Checklist:**

Have you enclosed?  
 Copy of baptism certificate  
 Priest's Reference Form (where applicable)  
 One document showing Proof of Residence in the form of a utility bill or council tax bill  
**Also Child's proof of address excluding medical cards.**  
 Tenancy agreement or copy of mortgage statement  
 Evidence of exceptional need (where appropriate)

**PLEASE RETURN THIS FORM WITH THE ABOVE DOCUMENTS BY 15<sup>th</sup> JANUARY 2016**



<b>Date of Ratification:</b>		<b>Signed:</b>  <p style="text-align: right;"><b>Ms A John (HEAD TEACHER)</b></p> <p style="text-align: right;"><b>Mr T O'Sullivan (CHAIR OF GOVERNORS)</b></p>
<b>Review date:</b>		<b>Signed:</b>  <p style="text-align: right;"><b>Ms A John (HEAD TEACHER)</b></p> <p style="text-align: right;"><b>Mr T O'Sullivan (CHAIR OF GOVERNORS)</b></p>
<b>Review date:</b>		<b>Signed:</b>  <p style="text-align: right;"><b>Ms A John (HEAD TEACHER)</b></p> <p style="text-align: right;"><b>Mr T O'Sullivan (CHAIR OF GOVERNORS)</b></p>
<b>Review date:</b>		<b>Signed:</b>  <p style="text-align: right;"><b>Ms A John (HEAD TEACHER)</b></p> <p style="text-align: right;"><b>Mr T O'Sullivan (CHAIR OF GOVERNORS)</b></p>