

# Governing Body of Our Lady and St Joseph Catholic Primary School

Diocese of Westminster

## **Admissions Policy for the 2017/2018 academic year**

Our Lady and St Joseph is a Catholic school 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 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 permeates 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 Governing Body is the admissions authority for Our Lady and St Joseph Catholic Primary School and intends to admit 60 children (PAN – Published Admissions Number) to Reception Class in the school year beginning September 2017. If there are more applications than places available priority will always be given to Catholic applicants in accordance with the oversubscription criteria detailed below.

**Signed on behalf of the Governing Body**

Date: ..... 2016

Date for Review: completed by January 2017

**Applications are invited for September 2017 from families whose child attains 4 years of age between 01/09/2016 and 31/08/2017.**

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

### **Oversubscription Criteria**

1. Catholic 'looked after' children and Catholic children who have been adopted or made subject to child arrangement or special guardianship orders, immediately after having been looked after.
2. Baptised Catholic children, with a Certificate of Catholic Practice, who have a sibling at the school at the time of admission.
3. Baptised Catholic children with a Certificate of Catholic Practice who are resident in the parishes of Poplar and Limehouse.
4. Other baptised Catholics.
5. Other 'looked after' children and children who have been adopted or made subject to child arrangements orders or special guardianship orders.
6. Children of Catechumens and members of an Eastern Christian Church.
7. Christians of other denominations whose application is supported by a letter from their minister/religious leader confirming membership of the parish/faith community.
8. Children of other faiths whose application is supported by a letter from their minister/religious leader confirming membership of the parish/faith community.
9. 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.

The **attendance of a sibling** at the school at the time of enrolment will increase the priority of an application within each category.

For categories 2, 3 and 4 a **baptismal certificate** will be required.

For categories 2 and 3 Certificate of Catholic Practice is required.

### **MULTIPLE APPLICATIONS**

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.

### **APPLICATIONS IN PREVIOUS YEARS**

For the past year the governing body has been unable to offer places to any applicants beyond oversubscription criterion [4]. As the school has been oversubscribed by Catholic candidates, it is very unlikely that applicants who are not Catholics will obtain a place.

## **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 as measured by the Local Authority (LA).

## **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 local authority 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 in the same way as for the normal admissions round. Parents should complete their local authority's e-admissions form on-line and fill in the SIF and send or take it 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 and make an offer.

## **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 for which the application is made. Applicants whose children have birthdays in the summer term should be aware that, entry can only be deferred up until 1<sup>st</sup> April 2018.

## **SUMMER BORN CHILDREN**

If a parent wishes his/her summer born child to start school in Reception in the September following his/her 5<sup>th</sup> birthday i.e. a child born between 1<sup>st</sup> April – 31<sup>st</sup> August being admitted to Reception at 5 years of age, they should make the school aware of this by writing a letter to the Chair of Governors at the time of application. Parents must then submit an application in the normal way. This application will be treated in the same way as all other applications and there is no guarantee that an offer will be made.

## **CHILDREN EDUCATED OUTSIDE THEIR CHRONOLOGICAL AGE GROUP (except Reception applications for summer born children)**

Parents may apply for their child to be educated outside his/her chronological age group i.e. a year behind or a year ahead. Application should be made to the Chair of Governors at the time of application and any supporting evidence should be submitted at the same time. Governors will consider each case on its own merits and permission will only be given in exceptional circumstances.

## **APPLICATION PROCEDURE 2017 - 2018**

In order to make an application, you **must** complete an e-admission form on the local authority web site <https://www.eadmissions.org.uk/eAdmissions/app> paper forms are available from the LA on request. You **should** also complete the **School's Supplementary Information Form (SIF)**. 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 [address below] together with all other relevant paperwork required for your application. If you do not complete both of the forms described above and return them by 15<sup>th</sup> January 2017, 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.

Applicants applying under criteria 2 and 3 must submit a Certificate of Catholic Practice by the closing date. This form is available from the school or from the diocesan website at [www.rcdow.org.uk/schools/governors/admissions](http://www.rcdow.org.uk/schools/governors/admissions)

The local authority will write to you on behalf of the Governing Body with the outcome of your application on or about 18<sup>th</sup> April 2017. This information will also be available on line. Parents/carers should accept the place as soon as possible.

## **NURSERY CHILDREN**

Children attending Our Lady & St Joseph Nursery will have no priority and they must make a fresh application to enter the Reception Class.

## **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. Should you wish to appeal please contact the school as soon as possible for an appeal form on which you must list your reasons for making an appeal. The deadline for submission of an appeal is 27<sup>th</sup> May 2017.

## **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 in writing to remain on the list.

## **PUPILS WITH AN EDUCATION HEALTH AND CARE PLAN (EHC)**

The admission of pupils with an Education Health and Care Plan (EHC) 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 an EHC plan you must contact your local authority SEN officer. Children with this school named in their 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.

## **CERTIFICATE OF CATHOLIC PRACTICE**

Applicants applying under criteria 2 and 3 must submit a Certificate of Catholic Practice 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 parish where they normally worship) for signature. It is the parent's duty to ensure that the Certificate of Catholic Practice 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 practising Catholic family.

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

**'Looked after child'** has the same meaning as in S.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 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 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 appointing one or more individuals to be a child's special guardian(s). Children 'looked after' immediately before the order is made qualify in this category.

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

**'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.

**'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 parent (or a child of 7 years of age or older) who is a member of the Catechumenate.

**'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.

**Parish Boundaries** – for the purposes of this Policy, parish boundaries are shown on the attached map.

**'Distance from school'** means 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. If distances are identical, the Governing Body will draw lots in the presence of an independent witness.

## **Outcomes of Applications**

**A: Reception Class** You will be advised of the outcome of your application on 17<sup>th</sup> April 2017 (national offer day) initially by letter on our behalf. If you are unsuccessful you may ask us for the reasons, related to the oversubscription criteria and you have the right of appeal to an independent appeal panel.

**B: Nursery Class** You will be notified by the school towards the middle of May 2017 for admissions to nursery in the academic year 2017-2018.

**C: Mid-Year Admissions** You will be notified as soon as the Governors able to meet and consider your application.

You will be asked to confirm, within a given timescale, acceptance of any place offered.

# Our Lady and St Joseph Catholic Primary School

Wade's Place,

LONDON E14 0DE

Tel: 020 3764 8860

Headteacher - Mr P Devereux

September 2016

Dear Prospective Parent or Guardian,

## ***Reception Class Application Year 2017-2018***

I am pleased that you are considering Our Lady and St Joseph Catholic Primary school for your child. We believe it is a special place in which we can support the growth, learning and development of all our pupils.

The application process for Reception Class place allocation takes place in conjunction with the London Borough of Tower Hamlets. It is important that you read the contents of the information pack carefully and ask us if there is anything about which you are not sure. You will also have a Guidance booklet from Tower Hamlets which you should also read carefully. You will be required to complete an e-admission form on the local authority web site, paper forms are available from the LA on request. If you are applying from other boroughs you will need to obtain a CAF from your own borough and return it to them.

As Our Lady & St Joseph is a voluntary aided school the Governors, who allocate places, require additional information. This means you should complete the **Supplementary Information Form** which is attached to this letter. Also attached is the Admissions Policy. If the school receives more applications than there are places, 'Oversubscription Criteria' are applied by the Admissions Panel. These are detailed in the policy. If you are applying under criteria 2 or 3 your Parish Priest will need to sign and stamp the Certificate of Catholic Practice form. Please give him plenty of time and don't leave this to the last minute.

When you have completed the Supplementary Information Form please bring it into school to hand in at the office or send it by post.

At the same time you must bring with you or send:

- your child's Baptismal certificate and Certificate of Catholic Practice.
- proof of address – 2 recent utility bills for example.
- Any other relevant documents (eg those indicating change of name since birth registration or other legal information of which the school should be aware.)

In due course you will be notified of the Governors' decision. Should the Governors not be able to offer your child a place you have the right to appeal. If this happens details of the Appeals procedure will be given to you at the time.

The Governors look forward to receiving your application.

Yours sincerely,

Mr Devereux  
Headteacher







