



## **GUARDIAN ANGELS CATHOLIC PRIMARY SCHOOL**

### **ADMISSIONS POLICY 2016-2017**

Guardian Angels 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. As 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 and understood 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 Guardian Angels is 30. The Governing Body has sole responsibility for admissions to this school and intends to admit 30 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 oversubscription criteria listed below.

Where the final place is offered to a child who has other siblings (e.g. twins) applying for a place in the same class/year, these siblings will also be admitted.

Within 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 for places 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

3. Other looked after children and children who have been adopted (or made subject to Child Arrangement Orders or Special Guardianship Orders) immediately after having been looked after
4. Catechumens and members of an Eastern Christian Church
5. Christians of other denominations whose parents wish them to have a Catholic education and whose application is supported by their minister of religion.
6. Children of other faiths whose parents wish them to have a Catholic education and whose application is supported by a religious leader.
7. Any other children.

Where the offer of places to all the applicants in any of the categories listed above would lead to an oversubscription the following provisions will be applied:

### **Siblings**

The attendance of a brother or sister at the school at the time of admission will increase the priority of an application within each category.

### **Exceptional Need**

The Governors will give top priority, after the appropriate category of looked after children, to an application where compelling written 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 or pastoral need of the child which can only be met at this school as opposed to any other.

### **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 the school as measured by the Local Authority.

### **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 **must** be made to the School on a Common Application Form (CAF) obtainable from the Local Authority or the School and you **should** also complete the school's Supplementary Information Form (SIF). 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 (31<sup>st</sup> August). 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 of application. Applicants wishing to defer entry for summer born children should note that entry can only be deferred up until 1<sup>st</sup> April 2017.

#### **ADMISSIONS IN PREVIOUS YEARS**

For the past three years on average 85% of admissions have been from categories 2 ,4 and 5 of the oversubscription criteria.

## **Application Procedures and Timetable**

In order to make an application, you **must** complete a **Common Application Form (CAF)** from your local authority and return it to them. 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 Admissions Administrator  
Guardian Angels School  
Whitman Road  
London  
E3 4RB*

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 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.

Applicants wishing to be considered as baptised Catholics should also provide the School with a copy of the child's baptismal certificate. If the certificate is not available, applicants should indicate in writing the reasons for this being the case.

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. 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 the submission of an appeal is 4pm on Friday 27<sup>th</sup> May 2016.

### **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 at the end of the school year (31<sup>st</sup> August).

### **PUPILS WITH A STATEMENT OF SPECIAL EDUCATIONAL NEEDS/EDUCATION, HEALTH AND CARE PLAN (EHC)**

The admission of pupils with a statement of Special Educational Needs (SEN) or 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 a Statement of SEN or EHC Plan you must contact your local authority SEN officer. Children with this school named in their Statement of SEN or EHC Plan will be admitted to the school.

### **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.

**CHILDREN EDUCATED OUTSIDE THEIR CHRONOLOGICAL AGE GROUP**

Any application for a child to be educated out of his/her age group will be considered by governors on an individual basis and will only be granted in exceptional circumstances. Applicants should write to the Chair of Governors during the autumn term in the (academic) year of application giving reasons and providing compelling professional evidence.

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

**‘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 may 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 defines it as an order 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, presented **at the time of application**.

**‘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’.

**Home address/residence.** A child is deemed to live at a particular address when he/she resides there for more than 50% of the school week.

**Distance from the school.** A digitised ordnance survey map is used by the Local Authority to measure the distance from the home address to the school’s designated official entrance. If distances are identical, the Governing Body will draw lots in the presence of an independent witness