



The Governing Body of
St Mary & St Michael Catholic Primary School

Admissions Policy for the 2016/17 academic year

St Mary & St Michael Catholic Primary School was 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 trust deed and instrument of government. It 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. 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 year group is 60. The Governing Body has sole responsibility for admissions to this school and intends to admit 60 pupils to the reception year group in the school year which begins in September 2016. Applications are invited from families whose child will reach their 5th birthday between 1st September 2016 and 31st August 2017.

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

Within this policy 'applicant' refers to you, the parent applying for a place, and 'candidate' refers to the child for whom the application is made.

Oversubscription Criteria

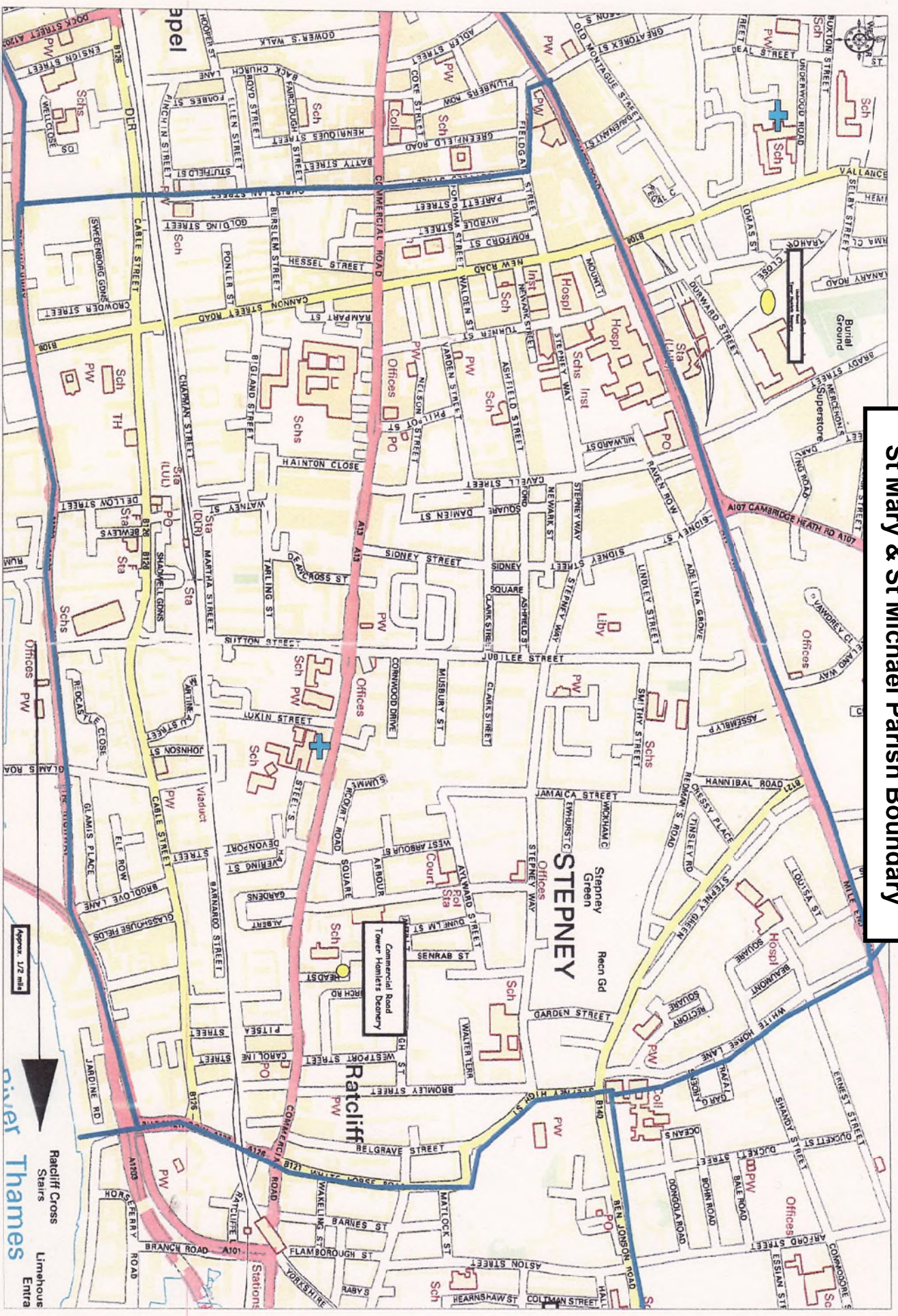
Where there are more applications for places than the number of places available, places will be offered according to the following order of priority:

1. Catholic 'looked after' children and Catholic children who have been adopted or made subject to child arrangements orders or special guardianship orders, immediately following having been looked after.
2. Catholic children with a Certificate of Catholic Practice who are resident in the parish of St Mary & St Michael.
3. Catholic children with a Certificate of Catholic Practice who are resident in other parishes within the Tower Hamlets Deanery for whom St Mary & St Michael is the nearest Catholic school. Please find listed below the parishes within Tower Hamlets Deanery in order of proximity to St Mary & Michael:

- | | |
|-------------------|-------------------|
| 1. Wapping | 6. Poplar |
| 2. Tower Hill | 7. Bethnal Green |
| 3. Underwood Road | 8. Bow |
| 4. Limehouse | 9. Bromley-By-Bow |
| 5. Mile End | 10. Millwall |

If you are unsure parish you live in, please go to the following website where you can view maps of all the parishes within the Tower Hamlets Deanery:
http://catholicdirectory.org/Catholic_Information.asp?ID=37521

St Mary & St Michael Parish Boundary



Westminster Diocese. Mapped June 2003

© Crown Copyright 2008. All rights reserved. License number 100020449. Printed Scale - 1:6450

4. Other Catholic children.
5. Other 'looked after' children and Catholic children who have been adopted or made subject to child arrangements orders or special guardianship orders, immediately following having been looked after.
6. Catechumens and members of an Eastern Christian Church.
7. Christians of other denominations whose parents wish them to have a Catholic education and whose application is supported by a minister of religion.
8. Children of other faiths whose parents wish them to have a Catholic education and whose application is supported by a religious leader.
9. Any other applicants.

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

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

Where the final place is offered to a child of a multiple birth i.e. twin, triplet etc, the remaining child/ren will also be offered a place, even though it will mean exceeding the published admission number.

The Governing Body will give top priority after the appropriate category of 'looked-after children' to an application within any of the above criteria where evidence is provided at the time of application of a special pastoral, social or medical need. To demonstrate an exceptional pastoral, social or medical need of the child which can only be met at this school, the Governing body will require written evidence from an appropriate professional, such as a social worker, doctor or priest.

Tie Breaker

Where the offer of places to all the applicants in any of the criteria listed above would lead to oversubscription, places up to the admission number will be offered to those children whose parents'/carers' residential address is the shortest distance from the main gates of St Mary & St Michael School to the front door of the applicants address as defined by LBTH. In the case of a block of flats the distance will be measured to the front door of the flat within the building. In the case of equidistance from the school or where there is more than one application from the same family competing for a single remaining place the place will be offered by random allocation i.e. lottery, which will take place in the presence of an independent witness.

Admission Appeals for unsuccessful applicants to the Reception Class and Years 1 to 6

Unsuccessful applicants have the right to appeal to an independent panel. Parents wishing to appeal should obtain a form from the school. This should be completed and returned to the school, marked for the attention of Clerk to the Admission Appeal Panel, within a minimum of 20 school days of receipt of the letter confirming that the application has been unsuccessful. In the case of applications for Reception 2016/17 the deadline for appeals is 27th May 2016.

Waiting Lists

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. The waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. The waiting list will be held open for a full academic year.

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 a Statement of SEN/EHC Plan naming this school will be admitted.

Fair Access Protocols

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

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 deferment is requested. The place will then be held until the first day of the spring or summer term. 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 1st April 2017.

In-Year Admissions

Applications for In-Year admissions are made in the same way as those made during the normal admissions round. Where there is no waiting list the child will be admitted. If more applications are received than there are places available then applications will be ranked by the governing body in accordance with the oversubscription criteria, with the following modifications: Catholic children without an offer of a school place elsewhere are given priority immediately after Catholic 'looked-after' children; similarly, other children without an offer of a school place are given priority immediately after other 'looked-after' children. 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.

Children educated outside their chronological age group

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

Application Procedures and Timetable for Reception 2016

To apply for a place at St Mary & St Michael Catholic Primary School you will need to complete and return **two separate forms** by 15th January 2016 in order to make a valid application. You should complete the school's **Supplementary Information Form (SIF)** and return it to Nancy Tiff in the school office. The information on the SIF enables the Governing Body to assess your application fully against the school's criteria in the event of oversubscription. All Catholic applicants must provide a baptismal certificate. Christians from other denominations who practice infant baptism must also supply a baptismal certificate.

You **must** also complete a **Common Application Form** from Tower Hamlets Local Authority and return it to Tower Hamlets Pupil Services, Mulberry Place, 5 Clove Crescent, London E14 2BG. Both of these forms must be received by **15th January 2016**. If you are resident in another borough please contact Pupil Admissions at your home local authority to request their Common Application Form.

You will be advised of the outcome of your application on 16th April 2016 initially by letter from the Local Authority on our behalf. If you are unsuccessful you may ask us for the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

If you do not complete both the forms described above and return them by the closing date, the Governing Body may be unable to consider your application fully and it is very unlikely that your child will get a place at 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.

NOTES: these notes form part of the oversubscription criteria.

- **'Parent'** is the person or persons who have parental responsibility for the child.
- **'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).
- **'Catholic'** means a member of the 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 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).
- **"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 practices) in the form laid down by the Bishop's Conference of England and Wales.
- **'Eastern Christian Church'** includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

- **“brother” and “sister”** includes half-brother/sister, stepbrother/sister or adopted brother/sister.
 - To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will require written evidence from an appropriate professional, such as a social worker, doctor or priest.
 - For the purpose of this policy, parish boundaries of St Mary & St Michael are shown on the attached map. Distances will be measured from the main entrance of the school in a straight line on a large scale map by the shortest walking distance using lit and made up public roads and paths.
 - Residential address is defined as the place where the child is resident for 50% or more of the school week.
 - **‘Adopted’**. Adopted means any child who has ceased to be looked after because they have been adopted and whose parents can give proof of this status.
 - **‘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 defines it as an order appointing one or more individuals to be a child’s special guardian.
-

Please ensure that all sections of the application form are completed clearly and in **BLOCK CAPITALS**.

When you return your completed application form to the school office please ensure that you bring with you original copies of the following documents:

- proof of your child’s date of birth your child’s
- Baptism certificate (if applicable)
- a proof of your home address, for example a utility bill or bank statement

Before you hand in your application form check you have included the following:

(please tick):

- **Proof of child’s date of birth**
- **Certificate of Catholic Practice (if applicable)**
- **Baptism Certificate (if applicable)**
- **Evidence of exceptional need (where appropriate)**
- **Proof of home address**