



ENGLISH MARTYRS CATHOLIC PRIMARY SCHOOL Diocese of Westminster

ADMISSIONS POLICY 2017 - 2018

English Martyrs is a Catholic Primary School in the Trusteeship of the Westminster Diocese and is intended for the education of Catholic children. 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 English Martyrs 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 2017. Applications for September 2017 are invited from families whose child reaches his / her 4th birthday between 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 over-subscription criteria listed below.

Nursery Children

Parents of children attending English Martyrs Nursery must make a fresh application for the Reception Class. Applicants should be aware that Nursery education is a non-statutory service, and that accordingly a child's attendance in English Martyrs Nursery Class does not guarantee a future place in the Reception Class.

Over-subscription Criteria

Where there are more applications than the number of places available, children will be accepted 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 after having been looked after.
2. Children who are baptised Catholic children from practising Catholic families and who live in the Parish of English Martyrs Church.
3. Children who are baptised Catholic children from practising Catholic families and who live in the Parish of St. Patrick's Church.
4. Children who are baptised Catholic children from practising Catholic families and who live in neighbouring parishes which are within **Boundary 1** as listed below.

- | | |
|------------------------------------|---|
| 1. St. Anne's Church | 4. St. Mary Moorfields – City of London |
| 2. Holy Trinity – Southwark | 5. St. Mary & St. Michael |
| 3. Our Lady of Saletta - Southwark | |

5. Children who are baptised Catholic children from practising Catholic families and who live in neighbouring parishes which are within **Boundary 2** as listed below

- | | |
|--------------------------------|---------------------------|
| 1. Our Lady of the Assumption | 3. Our Lady's Limehouse |
| 2. English Martyrs - Southwark | 4. St. Monica's - Hackney |

6. Children who are baptised Catholic children from practising Catholic families and who live in neighbouring parishes which are within **Boundary 3** as listed below.

- | | |
|--------------------------|---------------------------------------|
| 1. St. Mary & St. Joseph | 2. Our Lady & St. Catherine of Sienna |
|--------------------------|---------------------------------------|

7. Other baptised Catholic children from practising Catholic families.
8. Any other baptised Catholic.
9. Other 'looked after' children and other children who have been adopted or made subject to child arrangements orders or special guardianship orders, immediately after having been looked after.
10. Catechumens and members of an Eastern Christian Church.
11. Children who are Christians of other denominations whose application is supported by their faith minister.
12. Children of other faiths.
13. Any other children.

Where the offer of places to all the children in any of the categories listed above would lead to an over-subscription the following provisions will be applied.

- 1) The attendance of a brother or sister at English Martyrs School at the time of enrolment will increase the priority of an application within each category.
- 2) The Governors will give top priority within a category to children where compelling evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can only be met at this school, as opposed to any other. Written evidence will be required from an appropriate professional such as a priest, doctor or other qualified person.
- 3) Where the final place is offered to a child who has other sibling/s applying for a place in the same year group, the sibling/s will also be admitted.

The Boundaries Map showing the Parishes in Tower Hamlets will be used to determine parishes, and is available for parents to view from the school office or from the parish office.

Applications must be supported in all cases by proof of Date of Birth and in the case of Catholics and members of Christian denominations a Certificate of Baptism or Certificate of Reception and proof of residential address.

Information about applications in previous years

In 2016 the school was heavily oversubscribed. We received a total of 101 applications for 30 places. The school received 0 applications for a place in category 1. 17 applicants in category 2 were offered places, 13 applicants in category 3 were offered places. No other applicants from categories were offered places.

Final Adjudication

Where the offer of places to all the children in any of the sub-categories listed above would lead to over-subscription, the places up to the admission number will be offered to those living nearest to English Martyrs School, distances are measured by the LA.

Distance for this purpose will be measured from the Scarborough Street entrance of the school in a straight line to the home address as defined by LBTH.

In the incidence of equidistance from the school of children living in flats, the place will be offered after random allocation which will take place in the presence of an independent witness.

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, (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. The waiting list will be maintained by the governing body in order of the oversubscription criteria (as modified above) 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 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. Applicants whose children have birthdays in the summer term should be aware that, if they wish to defer, they will need to apply for a Year 1 place for the following September and if the school is oversubscribed they are very unlikely to obtain a place.

Summer Born Children

Parents may apply for children born between 1st April – 31st August 2012, to start Reception in the September following their 5th birthday. The request should be submitted in writing to the Chair of Governors by 15th January 2017 and an application made in the usual way. The application will be ranked with all other applications and there is not guarantee that an offer will be made.

Children who are educated outside their chronological age group.

Parents may request that their child be educated out of his/her chronological age group. Such requests must be made in writing to the Chair of Governors during the autumn term in the year of application i.e. September-December 2016 for children born between 1st September 2012 – 31st August 2013. Governors will consider each request on its own merits and permission will only be given in exceptional circumstances. When the application is made, it will be ranked with all the other applicants and no further exceptions will be given. Parents wishing to defer entry for summer born children should note that entry can only be deferred until 1st April 2018.

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 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.

Application Procedures and Timetable 2017 - 2018

In order to make a full application for a place in this school you should complete and return **the following separate forms** by 15th January 2017 in order to make a valid application.

1. The SIF, Supplementary Information Form, available from the School Office and from the London Borough of Tower Hamlets Children's Services, Mulberry Place, 5 Clove Crescent, London E14 2BG. It should be returned to the Senior Administration Officer, English Martyrs School, St Mark St., London E1 8DJ.
2. The CAF, Common Application Form, available from London Borough of Tower Hamlets, should be returned to Children's Services, Mulberry Place, 5 Clove Crescent, London E14 2BG. Applicants who are not residents of the London Borough of Tower Hamlets must obtain a CAF from and return it to their home Local Authority.
3. A practising Catholic must complete a Certificate of Catholic Practice (CCP) which is available from the school office or from the Diocese of Westminster website at www.rcdow.org.uk.

If you do not complete both the SIF and the CAF and return them by the closing date 15th January 2017, the Governing Body may be unable to consider your application fully and it is very unlikely that your child will be offered a place in the school.

You will be advised of the outcome of your application on the 18th April 2017, initially by a letter from the London Borough of Tower Hamlets on our behalf.

Right to Appeal

If you are unsuccessful you may ask us for the reasons related to the oversubscription criteria listed above. You have the right of appeal to an independent appeal panel and should notify the school in writing by 26th May 2017 giving notice of your intention to appeal.

Waiting Lists

In addition to their right of appeal, unsuccessful applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the over-subscription criteria set out above and not in the order in which applications are received or added to the lists. Names are normally removed from the waiting list after one year.

Pupils with a Education or Health and Care Plans

The admission of pupils with a Statement of SEN/Education , Health and Care Plans (EHC Plans) where compelling evidence is provided is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements by the pupil's home Local Education Authority. Details of this separate procedure are set out in the DfE Special Educational Needs/Education, Health and Care Plans Code of Practice.

Change of Details

If any of the details on either of your forms changes between the date of application and the receipt of a 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.

Interpretation of terms used in the Admissions Policy and Oversubscription Criteria

Applicant means the parents and /or carers submitting the application for a place on behalf of a child.

- “**Parent**” is the person or persons who have parental responsibility for the child.
- “**Home Address**” is where the child lives for more than 50% of the school week.
- “**Catholic**” means a member of a Church in full communion with the See of Rome. This includes 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.
- “**Practising Catholic**” means a Catholic child from a practising Catholic family where this practise is verified by a Certificate of Catholic Practice (CCP). The form is available from the school office or from the Diocese of Westminster website at www.rcdow.org.uk.
- “**Catechumen**” means member of the catechuminate 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**” means a member of one of the Churches affiliated to ‘Churches Together in Britain or Ireland’.
- “**Adopted**” means all children who have proof of adoption.

- “**Looked after children**” means any child in the care of the local authority or provided with accommodation by them (e.g. children with foster parents) (Children Act 1989 section 22).
- “**Child Arrangements Order**” means a child arrangements order is an order under the terms of the Children Act 1989 s.8 which defines it as an order settling the arrangements to be made as to the person with whom the child is to live.
- “**Special Guardian Order**” means 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).
- “**Sibling**” means brother or sister, to include adopted brothers and sisters, half-brother and sisters or stepbrother/sisters who permanently resides at the same address and for whom the parent also has parental responsibility.