



St Anselm's Catholic Primary School

Admissions Policy

October 2016

Introduction

St Anselm's Catholic Primary School is a voluntary aided school in the trusteeship of the Archdiocese of Southwark. The Governing Body is the admissions authority and is responsible for ranking applications received via Wandsworth Council for places in the reception class in respect of children who will be five years old in the forthcoming academic year (1 September – 31 August). The Governing Body returns the applications ranked according to its published admissions criteria so the Council can make offers to parents following the coordination process across the borough.

The Governing Body will rank all applications according to the criteria set out below; first according to the main categories (1-8) and, within each main category, by subsidiary categories (i-iii) as they apply on the closing date for applications.

Main categories (in order of priority)

1. Baptized Catholic looked after children, including those subsequently adopted or subject to residence, or special guardianship, orders.
2. Baptized Catholic children with at least one parent who is a practising Catholic attending Mass in the Parish of St Anselm's, Tooting Bec.
3. Baptized Catholic children with at least one parent who is a practising Catholic attending Mass in another parish.
4. Baptized Catholic children not falling within categories 1, 2 or 3.
5. Other looked after children, including those subsequently adopted or subject to residence, or special guardianship, orders.
6. Baptized children with a parent who is a practising member of another Christian denomination.
7. Children with at least one parent who is a practising member of another religion or faith.
8. Other children.

Subsidiary categories (in order of priority)

The following priorities will be applied (i-iii) when applications within the main categories exceed places available and it is necessary to decide between them.

- (i) children with a sibling who will be on the roll of the school at the time of admission;
- (ii) children for whom the school is particularly suitable on exceptional medical, social or pastoral grounds;
- (iii) children living nearest to the school, measured in a straight line.

Notes (these notes form part of the admissions criteria – please read carefully)

Catholic means a baptized member of a Church in full communion with the See of Rome. The overall priority afforded to baptised Catholic children reflects the school's Catholic mission, trusteeship and voluntary aided status under statute. Applications under categories 1-4 must be accompanied by a copy of the relevant Baptismal Certificate (for applications under categories 6 and 7, equivalent documents may be sought).

Looked after children, etc. refers to those for whom care and/or accommodation is provided by a local authority (s22 of the Children Act 1989) and those for whom such provision has ceased because they were adopted (s46 of the Adoption and Children Act 2002) or became subject to a residence order (s8 of the Children Act 1989) or a special guardianship order (s14A of the Children Act 1989). Applications on behalf of such children must be accompanied by undertakings regarding due opportunity for Catholic practice. The priority afforded to these children reflects the mission of the Catholic Church to serve the most vulnerable in the community and the statutory Code of Practice for Admissions.

Catholic practice is as defined by the Catholic Church in Doctrine and Canon Law, in essence: baptism and attendance at Mass on Sundays and Holy Days of Obligation. The Governing Body requires those parents that wish to be considered under categories 2 and 3 to supply information on the family's religious practice over the last three years via a supplementary form. The Governing Body will then seek verification of that information from the appropriate parish priest(s). Applications without information on religious practice, verified by a priest's reference, cannot be considered under main categories 2 or 3. The school may not engage directly with parents to assess or verify religious practice following changes in the law; this is a matter for parish priests. The St Anselm's Parish Priest has supplied a statement on his approach which is annexed to this guide.

The Parish of St Anselm's is the ministry provided by the parish team based at St Anselm's Church, Tooting Bec. Where families divide their regular Mass attendance between two or more parishes, or have formally moved from one parish to St Anselm's Parish within six months of the deadline for admissions, the Governing Body will deem their application *prime facie* to fall into category 3 (subject to reference).

Siblings are defined by the Governing Body as a brother or sister, step-brother or step-sister of the candidate, or another child for whom the parents have full and permanent legal care or guardianship and who resides with the family for the majority of the time. The sibling must be on the roll of the school at the time of admission of the candidate.

Claims of *exceptional medical, social or pastoral grounds* must: (i) be made at the time of application on the Wandsworth Council form; (ii) relate to the needs of the child rather than the family; and (iii) be relevant to the application to *this* school rather than to a general need. The Governing Body will require validation of any claim to a higher priority on the basis of exceptional grounds, in the form of written evidence, from the appropriate professionals (e.g. doctor, social worker and/or priest). This process should not be confused with arrangements for applicants with statements of special educational needs (SEN) for whom a separate process is provided by the local education authority (contact Wandsworth Local Education Authority (LEA) Special Needs Assessment Section).

Home refers to the permanent home address at which the child lives for the majority of his or her time as at the deadline for applications. Offers of a place at the school may be subject to the verification of address of residence. Delays to verifying address of residence may cause applications to become “late” and therefore considered after the initial round of offers have been made (see below).

The *distance* between home and school is measured in a straight line commencing in all cases at the location of the home as determined by the National Land Planning Gazetteer and terminating at the central point of the school site as determined by Wandsworth Council’s Geographical Information System. This system is used to prioritise applicants for admission to all schools in Wandsworth. Measurements by alternative systems, and/or between other points, cannot be taken into account under any circumstances. Where applicants have identical distance measurements, priority between or amongst them will be determined by lottery.

Deferred entry - The School Admission Code published in December 2014 has given expanded guidance on deferred entry to reception and also the admission of summer born children. The Code now specifies that a child’s parents can defer the date their child is admitted until later in the school year but not beyond the point at which they reach compulsory school age nor beyond the beginning of the final term for which it was made. Therefore, following the offer of a place, a parent may make a request for deferred entry or part-time attendance directly to the school.

Arrangements for applicants with Statements of Special Educational Needs or Education, Health and Care Plans are provided by the local authority (contact Wandsworth Pupil Services, Special Needs Assessment Section).

Late applications: applications received by Wandsworth Council after the relevant deadline are ranked by the school *after* the first round of offers has been made. An application may be deemed “late” by the Council if it is not complete – including verification of address – by the deadline. After the first round of offers has been made, all outstanding applications are ranked on the register of continuing interest according to the admissions criteria.

Signature _____ Chair of Governors Date _____

Signature _____ Headteacher Date _____