



ST ANSELM'S CATHOLIC PRIMARY SCHOOL
SUPPLEMENTARY INFORMATION FORM FOR ADMISSION – YEARS 1-6
Return to the School Office



19 Tooting Bec Road, London, SW17 8BS Tel: 020 8672 9227 - Fax: 020 8767 6134

PAGE 1 - application

This is an application form for a place in Years 1-6. The Prospectus contains important information about the school (including the separate annexes) BUT the information relating to admissions relates only to applications to the Reception Class. Pages 3 and 4 of this form set out the admissions criteria and associated notes relevant to admissions to Years 1-6.

You need only complete and submit page 1 of this form to make a valid application for Years 1-6, BUT if you wish your application to be considered under categories 2-4 or 6-7 of the admissions criteria (see pages 3-4) you must also complete Section A of page 2 and return it to the school. You may wish to discuss Section B with your priest but do not ask him to complete or sign it. We will contact your priest DIRECTLY for completion of Section B.

Surname of child:

Forename(s):

Date of birth:

Current school:

Class / Year Group for which application is being made:

Current Class / Year Group:

If none, please state reason:

Names of

Address (main residence) of child:

Mother:

Father:

Postcode:

Contact telephone(s):

Period of residence at this address:

Please state whether the candidate has any siblings at St Anselm's Catholic Primary School (and in which Class / Year Group in each case):

Please state whether you are making a claim of an exceptional medical, social or pastoral need (please list any enclosed relevant documents here):

Signature of parent(s):

Date:

PAGE 2 – supplementary information

SECTION A (for the family)

If you wish your application to be considered under categories 2-4 or 6-7 of the admissions criteria (see pages 3-4) you must also complete Section A On this page and return it to the school. You may wish to discuss Section B with your priest but do not ask him to complete or sign it. We will contact your priest DIRECTLY for completion of Section B.

Surname of child:	Forename(s):
Religions of~ Mother: Father:	Date and place of baptism: (a copy of any baptismal certificate <i>must</i> accompany this form)
Name(s) of the parish(es) of regular attendance over the last 3 years. Please give dates for the periods of active worship and the name(s) of the priest(s) to whom you are/were best known. Please indicate clearly the parish(es) where you <i>currently</i> attend Mass.	Attendance of family at Mass (please circle most appropriate description): <i>Sunday:</i> Mother: Weekly Fortnightly Monthly Occasionally Father: Weekly Fortnightly Monthly Occasionally <i>Holy Days of Obligation:</i> Mother: All Most Some Few Father: All Most Some Few <i>For how many years has this been the case?</i> Mother: Up to 1 1-2 2-3 over 3 Father: Up to 1 1-2 2-3 over 3 <i>Which Mass do you normally attend (please give time of Mass)?</i> Mother: Father:

Applicants' declaration / checklist

(a) I/we have completed Page 1. (b) A copy of my/our child's baptismal certificate is enclosed. (c) The information set out above is accurate and truthful. (d) I/we understand that this form may be passed to the priest of the parish(es) we have named for verification and direct return to the school.

Signature of parent(s):

Date:

SECTION B (for the priest)

Please fill in this reference for the family to which Section A refers. A copy of this form may be supplied to the family in the event of appeal proceedings. If the circumstances are not covered by the choice of statements on the left-hand side, please make any relevant comments in the box on the right. Please return this form to the address at the bottom of the page as soon as possible.

Please tick which of the statements below apply:	Please make any additional comments you believe may be helpful to the Governors in considering this application.
I am able to confirm satisfactory Catholic practice over the relevant period.	
I am able to confirm the information supplied by the family.	
I am unable to affirm satisfactory Catholic practice over the relevant period.	
The family is not known to me.	
Signature of Parish Priest:	Name of Parish Priest:
Date:	Name of Parish:

ADMISSIONS CRITERIA (ORDER OF PRIORITIES)
(Applicable to non-reception applications: Years 1-6)

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 responding directly to applications for places in Years 1-6. Where there is a vacancy and more than one application, they will be ranked according to the criteria set out below; first according to the main categories (1-8) and, within each main category, by subsidiary category (i-iii) as they apply on the date that the vacancy is confirmed. The Governing Body is responsible for determining the year group to which each application relates.

Main categories (in order of priority)

1. Baptized Catholic looked after children.
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.
6. Baptized children whose parents are practising members of other Christian denominations.
7. Children whose parents are practising members of other religions or faiths.
8. Other children.

Subsidiary categories (in order of priority)

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

- (i) children with siblings on the roll of the school during the relevant academic year;
- (ii) children for whom the school is particularly suitable on exceptional medical, social or pastoral grounds;
- (iii) children living nearest to the school along lit and maintained walking routes as determined and measured by the Council's GIS system.

Notes (these notes form part of the Admissions Criteria – please read carefully)

Catholic

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

Looked after children refers to those for whom care and/or accommodation is provided by a local authority (s22 of the Children Act). 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 as well as the statutory Code of Practice for Admissions.

Catholic practice

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. In order to satisfy itself as to "practice" 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. Subsequently the Governing Body will seek a reference from the appropriate parish priest(s) covering up to the last 3 years. Applications without information on religious practice, subsequently verified by a priest's reference, cannot be considered under categories 2 or 3. The reference will focus on: attendance at the appropriate Masses over the last three years; and the date of baptism of the child. With regard to category 2, account will be taken of the St Anselm's Parish Mass censuses undertaken periodically. The school is unable to engage directly with parents to assess or verify religious practice following changes in the law; this is a matter for parish priests.

Parish of worship

The Parish of St Anselm's comprises 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

The Governing Body defines a "sibling" 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 date of deadline for applications with the expectation that they complete the academic year in question at the school.

Exceptional grounds

Claims of "exceptional medical, social or pastoral grounds" must: (i) be made at the time of application; (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 and distance

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. The distance between homes and the school will be as determined by Wandsworth Council's geographical information system (both route and length) with the information available to it as at the date of deadline for applications. Offers of a place at the school may be subject to the verification of address of residence.

Age, school year and class size

Applications will relate to year groups in the following way:

Class / Year group	Birthday between 1 Sept and 31 Aug	Class / Year group size
1	6 th	30
2	7 th	30
3	8 th	30
4	9 th	30
5	10 th	30
6	11 th	30

Class size has been determined by the Governing Body with reference to (a) statute (key stage 1) and (b) the local education authority's net capacity assessment of the facilities on-site from which an indicated admission number of 30 per year group was derived. Governors set the published admissions number at the same level. This number has been confirmed on appeal.

Advice

In addition to information available from Wandsworth Council and the DCSF, parents seeking authoritative advice on admissions issues must contact the Clerk of Governors, in writing, at: St Anselm's Catholic Primary School, 19 Tooting Bec Road, London SW17 8BS.

'Waiting List' and Appeals

Vacancies arising in Year Groups 1-6 have been rare in recent years and the school maintains a Register of Interest in places (*NB* time spent on this register cannot be taken into account in deciding to whom to offer a place; the only relevant factors are those in the admissions criteria). It is likely that some applications will be unsuccessful due to all the places (30) in a specific year group being occupied. Parents have the right to appeal against a decision by the Governing Body that it is unable to offer their child a place at the school. Appeals are heard by independent panels established by Wandsworth Borough Council under provisions of the School Standards and Framework Act 1998 and Education Act 2002. The Government has published a statutory *School Admissions Appeals Code* (available via the DCFS website). Notice of an appeal should be lodged with the Clerk of Governors as soon as possible after a decision has been communicated to parents.