



# St. George's Catholic School

## APPLICATION/ADMISSIONS CRITERIA 2017/2018

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 Governors of St. George's Catholic School in Maida Vale, London, intend to admit 180 (The Published Admissions Number, PAN) pupils into Year 7 for the academic year 2017/2018, subject to the progress of building work. Priority of admission will be given to baptised Catholic children.

### **IN THE EVENT OF OVER-SUBSCRIPTION, APPLICANTS WILL BE CONSIDERED IN THE FOLLOWING ORDER OF PRIORITY**

- 1 Catholic looked-after children and Catholic children who have been adopted (or subject to child arrangements order or special guardianship orders) immediately following having been looked-after.**
- 2 Baptised Catholic pupils with a Certificate of Catholic Practice.**
- 3 Other Baptised Catholic pupils.**
- 4 Other looked-after children and other children who have been adopted (or subject to child arrangements order or special guardianship orders) immediately following having been looked-after.**
- 5 Pupils of another Christian denomination (which is a member of 'Churches Together in Britain and Ireland'), and whose minister can confirm in writing that they are members of the parish community.**
- 6 Pupils of another Christian denomination (which is a member of 'Churches Together in Britain and Ireland'), and whose minister cannot confirm in writing that they are members of the parish community.**
- 7 Pupils of other faiths, and whose religious leader can confirm in writing that they are members of the faith community.**
- 8 Any other pupils.**

**When the offer of a place to all applicants in any of the categories listed above would lead to over-subscription, the following provision will be applied.**

**The attendance of a sibling at the school at the time of enrolment will increase the priority of an application within each category.**

#### **EXCEPTIONAL NEEDS**

**The Governing Body will give top priority within a category to an application where compelling evidence is provided at the time of application, from an appropriate professional such as a doctor, priest or social worker, of an exceptional medical, pastoral, social or other need of the child, which can only be met at this school.**

#### **TIE BREAK**

**In the event of there being insufficient places to admit all candidates in any of the categories detailed above, priority will be given to candidates living nearest to the main entrance of the school, on Lanark Road. Distances are measured by a straight line from the centre of the address (determined by Ordnance Survey data) of the child's home to the Lanark Road school main entrance, as measured by the Local Authority's computerised measuring system. Where it is necessary to differentiate between applicants living in flats using the same street entrance, priority will be given to the applicant(s) living closest to the ground floor and then by ascending flat number order. When the last offer is made to a child of a multiple birth (twins, triplets etc.) the remaining child(ren) will also be offered a place, even though it will mean exceeding the published admissions number.**

#### **PROCEDURE**

The school is part of the pan-London application scheme which requires applicants to submit:

- 1) A Common Application Form (CAF) to the local authority in the area where they reside or an e-admissions application to their local authority.
- 2) To achieve priority parents should also complete the School's Supplementary Information Form (SIF) obtainable from the School or from the LA.

Applicants applying under criteria 2 must submit a Certificate of Catholic Practice (CCP) by the closing date. This form (which used to be called a priest's reference form) is available from the school or from the diocesan website. Parents should fill in the top part of the form with their details and then take the form to their parish priest (or the priest at the parish where they normally worship) for signature. It is the parent's duty to ensure that the CCP is submitted to the school in good time. The priest will only sign this form if he knows you.

If you do not complete both the CAF/e-admissions application and the SIF *and* return the former to the Local authority *where the applicant is residing* and the latter to the School by the pan-London specified date in October, (either by post or by hand) the governors may be unable to consider your application fully and it is possible that you may not be offered a place. The deadline date for applications is: Monday 31st October 2016.

Supplementary Information Forms should be sent to:

The Admissions Officer

St George's Catholic School

Lanark Road, Maida Vale, W9 1RB

NB The Certificate of Catholic Practice must also be returned to the School by the same specified date in October.

Late applications i.e. those received after the closing date will not be considered until after the initial offers have been made.

Families will be informed of the outcome of their application by their local authority at the beginning of March 2017.

### **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. Your appeal must reach the school no later than 30<sup>th</sup> March 2017.

### **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 local authority will be informed, the Common Application Form and the Supplementary Information form will be completed and 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. 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.

### **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 Admissions Criteria and not in order in which applications are received or added to the list. Names are removed from the list after one year, unless applicants request to remain on the list.

### **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 formally agreed by both the local authority 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.

## **EDUCATIONAL HEALTH AND CARE PLAN (EHC)**

The admission of pupils with an 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 and disability (SEND) code of practice. If your child has an EHC plan you must contact your local authority Special educational needs and disability officer.

## **CHILDREN EDUCATED OUTSIDE THEIR CHRONOLOGICAL AGE GROUP**

Parents may apply for their child to be educated outside his/her chronological age group i.e. a year behind or a year ahead. Application should be made to the Chair of Governors at the time of application and any supporting evidence should be submitted at the same time. Governors will consider each case on its own merits and permission will only be given in exceptional circumstances.

**NOTES** (these notes form part of the oversubscription criteria)

**'Looked after child'** has the same meaning as in Section 22 of the Children's 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)

**'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 sister 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. For the purposes of this policy this includes a look-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 Bishops' Conference of England and Wales.

**'Christian'** for the purpose of this policy means a member of one of the Churches affiliated to the 'Churches Together in Britain and Ireland'.

**'Resident'** a child is deemed to be resident at a particular address when he/she resides for 50% or more of the school week. Proof of residence may be requested in the form of the current council tax statement.

**'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 arrangement 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(s).