

OUR LADY OF VICTORIES CATHOLIC PRIMARY SCHOOL
ADMISSION POLICY FOR RECEPTION CLASS
ACADEMIC YEAR 2012/2013

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 school life. It is essential that the Catholic character of the school's education is fully supported by all families in the school. It is expected that all applicants desire a Catholic education for their child and will therefore give their full, unreserved and positive support for the aims and ethos of the school.

All applications from practising Catholics must be supported by a priest's reference.

The governing body has responsibility for admissions to this school and intends to admit 30 pupils to the Reception Class in the school year which begins in September 2012. Whenever there are more applications than places available, priority will always be given to **practising Catholic** (*See note 1*) applicants in accordance with the over-subscription criteria listed below.

Applications are invited for September 2012 from families whose child attains 4 years of age between 01/09/2011 and 31/08/2012.

Priority will be given to -

1. **Catholic** (*See note 2*) **looked-after children** (*see note3*) in public care to a local authority.
2. Baptised Catholic children from **practising Catholic** (*see note 1*) families resident within the parish boundaries of Our Lady of Victories and Our Lady of Mt. Carmel and St. Simon Stock.
3. Baptised Catholic children from **practising Catholic** (*see note 1*) families not resident within the parish boundaries of Our Lady of Victories and Our Lady of Mt. Carmel and St. Simon Stock.
4. Other baptised Catholic children.
5. Other looked-after children.
6. **Catechumens** (*see note 5*) and members of an **Eastern Christian Church** (*see note 4*).
7. Christians of other denominations whose **parents** (*see note 6*) wish them to have a Catholic education and whose application is supported by a minister of religion.
8. Children of other faiths whose **parents** (*see note 6*) wish them to have a Catholic education and whose application is supported by a minister of religion.
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 governing body will give top priority to an application within a category where 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.

To demonstrate an exceptional social, medical or pastoral need of the child which can only be met at this school the governing body will require compelling written evidence from an appropriate professional, such as a priest, social worker or doctor to be provided at the time of application.

The attendance of a brother or sister (including step brothers and sisters, half brothers and sisters or adopted brothers and sisters, resident in the same household) who will still be in attendance when the applicant starts school will increase the priority of an application within each category. Multiple birth children (twins, triplets etc) will be treated as individual applications. Where only one place is available for more than one child within the same family the offer of a place will be decided by random allocation in the presence of an individual witness.

Further priority will be given according to proximity to the school. Nearness to the school will be calculated using a straight line (as the crow flies) measurement from the child's home 'address point' determined by Ordnance Survey Data to the centre of the school grounds as determined by the Royal Borough using its computerised measuring system. 'Home address' is defined as where the child lives for 50% or more of the school week. The child living closest to the school will receive the highest priority. Accessibility by car or public transport will be disregarded.

If applicants share the same address (for example, live in the same block of flats or shared house) priority will be given to those closest to the ground floor and then by ascending flat number order.

Procedure for Admission to the Reception Class

1. Telephone or write to the school for THE SCHOOL'S SUPPLEMENTARY INFORMATION FORM (SIF), Prospectus and the list of required accompanying documents which include a copy of the child's baptismal certificate. The form will also be made available on the Royal Borough website: www.rbkc.gov.uk.
2. Applicants are asked to complete the school's Supplementary Information Form (SIF) along with the accompanying documents and post these to the school by the **15th January 2012**. If you do not complete the school's Supplementary Information Form (SIF) your child's chance of being offered a place at the school may be adversely affected. For practising Catholic applicants this must include a priest's reference which should be obtained from your parish priest. For all other denominations the application must be supported by a reference from the minister of religion.
3. A Common Application Form (CAF) must be completed for the application to be valid and this must be obtained from the Home Local Authority (borough of residence). Proof of address will be checked and validated by the Home Local Authority for all applications for a place in the Reception Class. Residents of the Royal Borough of Kensington and Chelsea will be able to obtain the Common Application Form from the school or the Town Hall. Applications can also be submitted online from 1st September 2011 at: www.rbkc.gov.uk
4. **Parents** (*see note 6*) will be advised of the outcome of their application to the Reception Class by their Home Local Authority.
5. Unsuccessful applicants will be given reasons related to the oversubscription criteria listed above and advised of their right to appeal to an independent appeal panel.

N.B. If after making an application any of the information given on any of the forms submitted by applicants, or any other form, letter or document associated with the application changes, the Headteacher must be informed immediately. Failure to do so may prejudice the application. False information or the omission of material information may result in disqualification, or the loss of a place after it has been offered, accepted or taken up.

IT MUST BE NOTED THAT a Nursery placement **DOES NOT GUARANTEE A PLACE IN THE RECEPTION CLASS** of the school. A fresh application has to be made under the usual procedure the following year. **Parents** will be advised of the outcome of their application to the Nursery Class **BY THE SCHOOL**.

For the past three years, no applicant has been offered a place beyond criterion 3.

Waiting Lists

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the subscription criteria set out above and not in the order in which applications are received or added to the list. Names are normally removed from the list after one year of no contact from the proposed date of admission.

In-Year Admissions

Applications for In-Year admissions are made in the same way as those made during the normal admissions round. (i.e. applications should be made to the Local Authority where the child lives (Home LA) on a Common Application Form (CAF) and returned to that LA. The school's Supplementary Information Form (SIF) and accompanying documents should be returned to the school). Where there is no waiting list the local authority will be notified and the child will be admitted. If a place is offered, this will be notified to the family by the Home LA.

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 are given priority immediately after Catholic 'looked-after' children; similarly, other children without an offer of a school place are given priority immediately after '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 (as modified above) and not in the order in which 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 the Local Authority (LA) can inform the **parent** (*see note 6*) that the school is making an offer.

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 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.

Deferred Entry

Parents (*see note 6*) have the right to defer entry for their child until s/he is of statutory school age i.e. up to the first day of the term following the child's fifth birthday. Applicants may also request that their child attend part-time until statutory school age is reached. Applications should be made from September 2011 in the normal way in these circumstances.

Notes

1. **Practising Catholic** means a Catholic child from a practising Catholic family where this practice is verified by a reference from a Catholic priest in the standard format laid down by the Diocese.
2. **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 for a child by a certificate of baptism in a Catholic church or a certificate of reception into the full communion of the Catholic Church.
3. **Looked-After child** has the same meaning as 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** (*see note 6*)).
4. **Eastern Christian Church** includes Orthodox Churches, and is normally evidenced

by a certificate of baptism or reception from the authorities of that Church.

5. **Catechumen** means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.
6. **Parent** is defined as the person or persons who have legal responsibility for the child.