

OUR LADY OF VICTORIES CATHOLIC PRIMARY SCHOOL
ADMISSION POLICY FOR RECEPTION CLASS
ACADEMIC YEAR 2013/2014

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 Published Admissions Number (PAN) for the Reception Class at Our Lady of Victories is 30. 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 2013. 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 from families whose child has reached their 4th birthday between 1st September 2012 and 31st August 2013.

Priority will be given to -

1. **A Catholic** (See note 2) **looked-after child** or a Catholic child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. (see note3) *A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of the social services functions (see the definition in section 22(1) of the Children Act 1989).*
2. The governing body will give priority to baptised Catholic children of qualified, full-time teachers in the following circumstances:
 - a). Where the member of staff has been employed at the school for two or more years at the time of application, and /or
 - b). The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
3. 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.
4. 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.
5. Other baptised Catholic children.
6. Other looked-after children or a looked after child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. (See note3) *A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of the social services functions (see the definition in section 22(1) of the Children Act 1989).*
7. **Catechumens** (see note 5) and members of an **Eastern Christian Church** (see note 4)
8. 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.

- 9 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.
- 10 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.

If, despite the application of the criteria and priorities there is still oversubscription within a category, 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 2013**. 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 2012 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 on or about 16th April 2013 (Primary National Offer Day).
 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 two 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 outside of the normal point of entry (Reception) must be made to the Royal Borough of Kensington and Chelsea Admission Team on the In-Year Application Form. The school's supplementary form and accompanying documents must be returned to the school.

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 (see category 1 above); similarly, other children without an offer of a school place are given priority immediately after 'looked-after' children (see category 6). 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 and if a place is offered, this will be notified by the Admissions Team.

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 for September 2013 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. An 'adoption order' is an order under Section 46 of the Adoption and Children Act 2002. A 'residence order' is as an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).
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.

All Comments to be returned to the school by Friday 24 February 2012.

By post

**Our Lady of Victories Roman Catholic Primary School, Clareville Street,
London, SW7 5AQ**

Or email

info@olov.rbkc.sch.uk