

ORATORY ROMAN CATHOLIC PRIMARY SCHOOL

ADMISSIONS POLICY 2012-2013

The Oratory Roman Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. It is a Voluntary-Aided one-form entry school in the trusteeship of the Fathers of the London Oratory of St Philip Neri. The school is conducted by its Governing Body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Jesus Christ.

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. Applications are invited for September 2012 from families whose child attains 4 years of age between 01/09/2011 and 31/08/2012. As a Catholic school, we aim to provide a Catholic education for all our pupils. As 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. Whenever there are more applications than places available, priority will always be given to practising Baptised Catholic applicants in accordance with the criteria listed below.

Criteria

Where there are more applications for places than the number of places available, places will be offered in the following order of priority: (in the past 5 years, no applicant has been admitted beyond criterion 2C).

1. Catholic looked after¹ children.

2. Baptised Catholic children from practising Catholic families ('Practising Catholic' means a Catholic child from a practising Catholic family where practice is verified by a reference from a Catholic priest and 'Practising' means **weekly** attendance at Mass on Sundays and Holidays of Obligation. 'Families' comprises of the Catholic or Catholics who have legal responsibility for the child in the following order of priority within this section:

A who at the time of enrolment will have a Baptised Catholic sibling at the Oratory Primary School. 'Sibling' is defined as brother or sister including adopted brothers and sisters, half brothers and sisters or step brothers and sisters.

This is important because priority is given to Baptised Catholic children from practising Catholic families who at the time of enrolment will have a Baptised Catholic sibling on role at the school.

B attending Mass regularly at The Oratory Church²

C attending Mass regularly at Our Most Holy Redeemer Church³

D attending Mass regularly at another Catholic Church⁴

3. Other Catholic children.

4. Other 'looked after' children.

5. Catechumens and members of an Eastern Christian Church⁵.

6. Christians of other Christian denominations whose parents wish them to have a Catholic education and whose application is supported by a minister of religion.

'Christian is defined as a member of a church which belongs to 'Churches Together in Britain and Ireland'

7. Children of other faiths whose parents wish them to have a Catholic education and whose application is supported by a religious leader.

8. Any other children.

¹ 'Looked after' child has the same meaning as in 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).

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³ 'attending Mass regularly' at Our Most Holy Redeemer church means normally attending for a period of at least one year and supported by a priest reference. If Mass attendance at Our Most Holy Redeemer has been for less than a year, a further priest reference from the family's previous parish should also be provided.

⁴ 'attending Mass regularly' at another Catholic Church means normally attending for a period of at least one year and supported by a priest reference. If Mass attendance has been for less than a year, a further priest reference from the family's previous parish should also be provided.

⁵ 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

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, pastoral or other need of the child which can most appropriately be met by this school. The evidence should state why the Oratory Catholic School is the only school that can meet the need and the argument must be compelling.

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to over subscription, the places up to the admission number will be offered to those living nearest to the school. Nearness to 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. 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 point (for example, those who live in the same block of flats or shared house) priority will be given to those who live closest to the ground floor and then by ascending flat number order.

A copy of the child's Baptismal certificate and a reference from a Catholic priest **MUST** be produced to support the school's Supplementary Information Form (SIF)

PROCEDURES AND GUIDANCE

An Application Form for Admission to Primary School

An Application for Admission to Primary School must be completed for the application to be valid and this must be obtained from the Home LA (borough of residence). Proof of address will be checked and validated by the Home LA for all applications for a place in the Reception Class **and** for all casual admissions. Residents of the Royal Borough of Kensington and Chelsea will be able to obtain the application form from the school and the Town Hall. Applications can also be submitted online from 1 September 2010 at: www.rbkc.gov.uk

A copy of the child's baptismal certificate and a reference from a Catholic priest must be received to support the school's Supplementary Information Form (SIF). Proof of address and proof of the child's date of birth must also be provided if a place is offered. Failure to produce these documents will invalidate any offer made.

All Supplementary Information Forms for reception class must be received by the closing date 15 January 2012.

The Governors' admission panel meet several times following the closing date and all applicants are notified with the outcome from the submitted application to the school by the home LA. Applicants are invited to attend open days, dates of which can be found in the application pack. The Headteacher or Deputy Headteacher will meet with parents at this time and speak about the school and answer any questions parents may have. Older children from the school will then escort parents on a tour of the school. Attendance on a tour of the school is not obligatory and does not form part of the application process, but is highly recommended.

The school is highly oversubscribed and non-Catholic applicants are unsuccessful unless there is not a Catholic child seeking a place.

Reception Year Deferred Entry

Applicants may defer entry to school up until statutory school age i.e. the first day of term following the child's fifth birthday. Application is made in the usual way and then deferment is requested. The place will then be held until the first day of the spring or summer term. Applicants may also request that their child attend part-time until statutory school age is reached. Entry may not be deferred beyond statutory school age or beyond the year of application. Applicants whose children have birthdays in the summer term should be aware that, if they wish to defer, they will need to apply for a Year 1 place for the following September and if the school is oversubscribed they are unlikely to gain a place.

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Application Procedures and Timetable

Supplementary Information Forms are submitted by the set closing date to the school's address located on the SIF attached to this policy. The Admission to Primary School form must also be completed and returned to the Home LA by its closing date (**15 January 2012**) if applying for a place in Reception class. If you do not complete both the Admission to Primary School and the SIF and return **both** by the closing date, the Governing Body may be unable to consider your application fully and it is very unlikely that your child will be offered a place at the school. If the Home LA receives the Admission to Primary School by the deadline, but the school does not receive its Supplementary Information Form, the application will still be considered, but it will be ranked at the end of the school's list because the information required by Governors will not be available for Governors to consider against the school's admission criteria when the admission panel meet. Parents will be advised of the outcome of their applications by the Home LA on **18 April 2012** and will have until 2 May 2012 to accept the place.

Unsuccessful applicants will be given reasons related to the oversubscription criteria listed above and advised of their right of appeal to an independent appeal panel. They will also be offered the opportunity of being added to the waiting list. The waiting list will remain open for a full year from the proposed date of admission, but parents are advised to call the school each term to declare their continued interest.

The Supplementary Information Form (SIF) and the Priest's Reference Form are obtainable from the school and the SIF is also obtainable from the LA offices, from the school website and the LA website (links). You can collect the forms from the school or contact the school and ask for them to be sent to you.

In Year Admissions

Applications outside of the normal point of entry (Reception) must be made to the Local Authority where the child lives (Home LA) on an Admission to Primary School and returned to the home LA. The school's Supplementary Information Form, and any supporting documentation such as a Baptismal Certificate **MUST** be returned directly to the school. The priest's reference **MUST** be returned directly **by your priest** to the school. Application for In-Year admissions are made in the same way as those made during the normal admissions round. If a place is available and there is no waiting list, the Local Authority will be notified and the child will be admitted. 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 modification: Catholic children without an offer of a school place elsewhere are given priority immediately after Catholic "looked after" children. If the school is full in the requested year group, 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 or added to the list. Applicants on the waiting list must be in touch with the school at least once a term to declare their continued interest. 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 LA can inform the parent 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 both 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.

Pupils with a Statement of Special Educational Needs

The admission of pupils with a statement of Special Educational Needs is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements by the pupil's home Local Education Authority. Details of this separate procedure are set out in the Special Educational Needs Code of Practice.

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Exceptional Needs

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 written evidence from an appropriate professional, such as a social worker or doctor to be provided at the time of application. The evidence should state why the Oratory RC Primary School is the *only* school that can meet the need and the argument must be compelling.

Posting your Application:

Please ensure sufficient postage is on the envelope to take account of the weight of an item **AND** its size. It is therefore essential that you check this with the Post Office. Failure to do so will mean that the Post Office may withhold your application and that it is received after the closing date. The school will *not* be responsible for retrieving your application in such circumstances.

The Governors should be informed in writing immediately if any of the information provided with your application changes. All correspondence relating to the SIF should be addressed to the Admissions Committee c/o The Oratory Primary School. Failure to do so may prejudice the application. The Governing Body reserves the right to make inquiries regarding an applicant's religious practice and commitment to their Parish and to the Church, and to seek verification of any information given by an applicant on the Supplementary Information Form or on any form, letter or document associated with 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.

Notes

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