



Servite RC Primary School

*"Learning to love, loving to learn"*

# Admissions Policy



Revised March 2011

Admissions Policy 2012-2013

The governing Body is responsible for admissions and intends to admit up to a maximum of 30 children annually to the Reception Class. Wherever there are more applicants than places available, priority will be given to Catholic applicants in accordance with the Oversubscription Criteria given below.

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 aim and ethos of the school.

**For those who apply under criteria 2 and 3, parents must provide the completed Catholic Practice Self Assessment and Parish Priest's Reference Form. This must be signed by the Parish Priest and endorsed with the parish stamp.**

**Parents must provide proof of date of birth and a baptismal certificate for their child. All documentation must be received by the application deadline.**

### **Oversubscription Criteria**

**If the number of applications exceeds the number of places available, places will be offered in the following order of priority:**

1. Baptised Catholic<sup>①</sup> children who are in public care to a local authority ("looked after children"<sup>②</sup>)
2. Baptised practising<sup>③</sup> Catholics who worship at the parish of Our Lady of Dolours, Fulham Road
3. Other baptised practising Catholic children
4. Other Baptised Catholic children.
5. Other looked after children
6. Catechumens<sup>④</sup> and members of an Eastern Christian Church<sup>⑤</sup>.
7. Christians of other denominations whose parents wish them to have a Catholic Education and whose application is supported by a minister of religion.
8. Any other applicants.

**Where the offer of places to all the applicants in any of the categories above would lead to oversubscription, the following provisions will be applied:**

The attendance of a brother or sister (step or half who are resident in the same household) at the school at the time of enrolment will increase the priority of an application in each category.

Geographical proximity<sup>⑨</sup> of the child's home to the school.

**Notes: (these notes form part of the oversubscription criteria)**

① 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 looked after child you 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).

② 'looked after child' has the same meaning as in section 22 of the Children Act 1989, and means any child in the care of the local authority or provided with accommodation by them (e.g. children with foster carers).

③ 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 school. Practising means weekly attendance at Mass on Sundays or Saturday Vigil Mass and Holy Days of Obligation for 3 years or more.

④ 'Catechumen' means a child who is a member of the Catechumen of the Catholic Church. This will normally be evidenced by a certificate of reception into the order of the Catechumens.

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

⑥ 'Christian' for the purpose of this Policy means a member of one of the churches affiliated to 'Churches Together' in Britain and Ireland.

⑦ 'Sibling' means brother or sister to include adopted brothers and sisters, half brothers and sisters or step brothers and sisters. A sibling relationship does not apply when the older child(ren) will leave before the younger one starts.

⑧ 'Parent' means the adult or adults with legal responsibility for the child.

⑨ For the purposes of this policy, geographical proximity 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. The child living closest to the school will receive the highest priority. Accessibility by car or public transport will be disregarded. In the event of a tie; a decision will be made by random allocation in the presence of an independent witness.

**Exceptional Needs**

The Governing Body will give top priority to an application within a category where compelling evidence is provided at the time of application of an exceptional social, medical or pastoral needs\* of the child which can only be met at this school.

\*Claims for an exceptional medical or pastoral need to be taken into account must be made at the time of the application and not retrospectively. It is the needs of the child for a place at the school which will be considered by the governors, not those of other family members. To demonstrate an exceptional social, medical or pastoral need of the child, which can only be met at school, the governing body will require compelling written evidence from an appropriate professional.

## **Appeals**

The Education Act of 1990 makes provision for appeals against a decision of the Governors in respect of admission. All unsuccessful applicants have a right to appeal. Appeal procedures can be obtained from the school office.

## **Application Procedure**

In order to make an application, you **must** complete a **Common Application Form (CAF)** from the local authority in which you live in (not applicable to Nursery applicants). You **should** also complete the **School's Supplementary Information Form (SIF)**. The information on the SIF enables the Governing Body to assess your application fully against the school's criteria in the event of oversubscription. Please return the SIF (in person or by post) to the school together with all other relevant paperwork, relevant for your application.

If you do not complete both of the forms described above and return them by the closing date, the Governing Body will be unable to consider your application fully and it is very unlikely that your child will be offered a place. Applications received after the closing date will be dealt with as soon as possible after the offer date. The local authority will write to you on behalf of the Governing Body with the outcome of your application.

## **In Year Admissions**

Applications 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, then the local authority will communicate the governor's offer of a place to the family. 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. If a place can not be offered at this time, then you may ask us for the reasons and you will be informed of your right to 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 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 the LEA can inform the parent that the school is making an offer.

### **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 Policy and not in the 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 Protocols**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set in out in the 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. Children applying from the school's nursery will have no priority and therefore a fresh application must be made for the Reception class.

### **Deferred Entry**

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

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

### **Home Address**

Home address is defined as the place where the child resides more than 50% of the school week.

### **Multiple Applications**

In the case of twins or other multiple applications from one family competing for a single place, the offer will be made by random location i.e. lottery which will take place in the presence of an independent witness.

**Approved by Full Governing Body**

Signed: \_\_\_\_\_ (Headteacher)

\_\_\_\_\_ (Chair of Governors)

Date: \_\_\_\_\_

Date for Review: March 2012



# Servite R.C. Primary School

252 Fulham Road, London SW10 9NA

Telephone: 020 73522588 Fax: 020 73514024

E-mail: [info@servite.rbkc.sch.uk](mailto:info@servite.rbkc.sch.uk)



## Supplementary Information Form 2012-2013

### Section A: to be completed by Parent/Guardian

Child's Surname \_\_\_\_\_

Christian Name(s) \_\_\_\_\_

Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

Post Code \_\_\_\_\_

#### 1<sup>st</sup> parent/ Guardian

Surname	
Christian names	
Main telephone number	
Alternative Contact Details	
Religion	

#### 2<sup>nd</sup> Parent/ Guardian

Surname	
Christian names	
Main telephone number	
Alternative Contact Details	
Religion	

Child's Religion	
Date of Baptism	
Place of Baptism	

Details of any brothers or sisters, who are enrolled at Servite Primary School in September 2012-2013

Full name	Date of birth

If there is a medical or social need, which may need to be considered, please provide details and attach recent evidence.

Yes

No

**This application is not complete unless the following forms are attached:**

**(Please tick to confirm that the relevant forms are included)**

Baptismal certificate

Completed Priests reference form

*(From your current Parish; your Priest may choose to forward the reference to us directly, please indicate above)*

Proof of date of birth

Please tick if you have enclosed other supporting documents *(optional)*

You **must** complete your local authority's Common Application Form and return it to the council offices by the closing date. If you do not do this you will not be offered a place.

**The Governing Body reserves the right to make inquiries regarding an applicant's religious practice and to seek verification of any information given on this Supplementary Form, or any forms, letters or documents associated with the application.**

I confirm:

- (i) that I have read the Admission Arrangements for the School and that I understand and accept the conditions therein; and
- (ii) that I understand that the completion of this form is not an offer of a place; and
- (iii) that the information given on this form is correct and that I have not omitted any material information.

Parent's/ Guardian's name in Capitals: \_\_\_\_\_

Signed: \_\_\_\_\_ Parent/ Guardian

Date \_\_\_\_\_



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## Supplementary Information Form Religious Practice 2012-2013

### Section B: Self assessment to be completed by Parent/Guardian

Child's Surname: \_\_\_\_\_

Christian Name(s): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Telephone (home): \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

#### 1<sup>st</sup> Parent/ Guardian

Surname	
Christian names	
Main telephone number	

#### 2<sup>nd</sup> Parent/Guardian

Surname	
Christian names	
Main telephone number	

**Denominational status:** *please state which denomination (Roman Catholic, Anglican, etc).*

Child	
Mother/Guardian	
Father/Guardian	

Child's	
Date of Baptism	
Place of Baptism	

**Parish in which you worship regularly**

<b>Name of parish</b>	
<b>Name of church</b>	
<b>Name of parish priest</b>	
<b>Name of priest to whom you are known</b>	
<b>For how long have you been worshipping here</b>	
<b>Address of presbytery</b>	

**Sunday Mass (or Saturday Vigil Mass)** please circle which applies in each case.

<b>Child</b>	Weekly	Fortnightly	Occasionally	Never
<b>Mother</b>	Weekly	Fortnightly	Occasionally	Never
<b>Father</b>	Weekly	Fortnightly	Occasionally	Never

**Please state how long you have been attending Mass with the frequency you have indicated. I.e. 2yrs 6mths**

<b>Father/ Guardian</b>		<b>Mother/ Guardian</b>		<b>Child</b>	
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**Please indicate which Mass you and your child normally attend. i.e. 10am**

<b>Father/ Guardian</b>		<b>Mother/ Guardian</b>		<b>Child</b>	
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**Please include any further information in relation to the admissions criteria for this school, which you think might be helpful in considering the application for a place either below or on a separate sheet. You may, for example, add to or explain any answers given above.**

**I confirm:**

- (i) that I have read the Admission Arrangements for the School and that I understand and accept the conditions therein;
- (ii) that the information given on this form is correct and that I have not omitted any material information.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_  
Parent/Guardian

## Section C: to be completed by the Parish Priest

(the parish priest may wish to forward the reference to us directly)

**Please indicate clearly** (e.g. by circling) on the grid given how frequently each member of the family attends Sunday Mass (or Saturday Vigil).

<b>Child</b>	Weekly	Fortnightly	Occasionally	Never
<b>Mother/ Guardian</b>	Weekly	Fortnightly	Occasionally	Never
<b>Father/ Guardian</b>	Weekly	Fortnightly	Occasionally	Never

**As far as you are independently aware, how long have they been attending Mass as frequently as you have indicated above.**

**Years:** \_\_\_\_\_ **months:** \_\_\_\_\_

How long has the family been registered at your parish	
How do you know the child named on this application form?	
How do you know the family	
For how long have you known the child and family	

**Please indicate which of the statements below applies:**

I am pleased to support the application on the grounds of strength of commitment to the church	
Only the child is known to me	
The family is not known to me at all	
I am unable to support this application	

Please give information about any reservations which you have, or any compassionate grounds or special circumstances which you believe should be considered.

Please make any comment which you believe might be helpful to the school in considering the application

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Parish: \_\_\_\_\_ Telephone: \_\_\_\_\_

*Please use Parish Stamp*