

St Charles Catholic Primary School

ADMISSION POLICY 2013-2014



Applications are invited for September 2013 from families whose child attains four years of age between 1/9/2012 and 31/8/2013. Offers of places will be sent to parents on or about 16th April 2014.

St Charles Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. 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.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below. All applicants are required to declare their positive support for the aims and ethos of the school.

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 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 governing body has responsibility for admissions to this school and intends to admit 45 pupils to the nursery and reception classes in the school year which begins each September. **Applicants whose children are attending the School's nursery do not have an automatic right of entry to the Reception class.** Applications must be made in the way outlined in this policy.

Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

1. Catholic 'Looked After Children' and Catholic children who have been adopted (or made subject to residence orders or special guardianship orders).
2. Practising baptised Catholic children who are resident in the parish of St Pius X.
3. Practising baptised Catholic children who are resident in the parishes of St Aidan's and Kensal Rise.
4. Other practising baptised Catholic children.
5. Other baptised Catholic children.
6. Other looked after children and children who have been adopted (or made subject to residence orders or special guardianship orders).
7. Catechumens and members of an Eastern Christian Church.
8. Christians of other denominations whose parents wish them to have a Catholic education and whose application is supported by a minister of religion.
9. Children of other faith communities whose parents wish them to have a Catholic education and whose application is supported by their religious leader.
10. Any other applicants.

For the past three years, no applicant has been admitted beyond criterion 4. For the academic year 2011/2012 132 applications were received. No child was admitted under criterion 1, 30 children were admitted under criterion 2, 14 children were admitted under criterion 3 and 1 child was admitted under criterion 4. There were four appeals, none of which were upheld.

Exceptional Need

The governing body will give the highest 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 be only met at this school.

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 attendance of a brother or sister (step, half or adopted) at the school at the time of enrolment will increase the priority of an application within each category. The Governing Body does not give priority under its admission criteria for twins, triplets or other multiple applications from one family for the same year group. If

there are insufficient places available, the Governing Body will draw lots in the presence of an independent witness. However, it will endeavour wherever possible not to separate these children whilst still operating within the infant class size legislation.

Tie Break

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to oversubscription, the places up to the admission number will be offered to those living nearest 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, The child living closest to the school will receive the highest priority. Accessibility by car or public transport will be disregarded. If children live equal distance from the school, a random allocation will be made by an independent adjudicator.

Application Procedures and Timetable

To apply for a place at this school you should complete two separate forms. In order to make a full application you should complete the school's Supplementary Information Form (**SIF**) attached to this policy and return it to the governors' Admissions Panel via the school office, together with all other relevant paperwork required for your application. Applicants applying for Reception and Years 1 to 6 **must** also complete a Common Application Form (**CAF**) from their Local Education Authority and return it to them as per their instructions. On the form parents can name 6 primary schools in any London borough. Parents need to rank the school in the order of preference. This form must be returned to the Home Education Department, (the borough the child lives). If you do not complete both the CAF and the SIF and return them by the closing date, the Governing Body may be unable to consider your application fully and it is very unlikely that your child will get a place at the school.

In Year Admissions

Applications for In-Year admissions are made in the same way as those made during the normal admissions round. Where 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 are ranked by the governing body in accordance with the oversubscription criteria. Catholic children without an offer of a school place elsewhere are given priority immediately after Catholic 'looked-after' children; similarly, other children without offer of a school place are given priority immediately after other '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 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 Local Authority can inform the parent that the school is making an offer.

Priest's Reference

Practising Catholics will need to supply a Diocesan Priest's reference. When you apply for a place you will also receive a self assessment form and a priest's reference form. You are advised to complete the self assessment form and bring this to the priest from whom you are receiving your reference. He will keep the self assessment form. Part B will be returned to the parents who have responsibility to bring it to the school.

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.

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. Names in the waiting list will be kept for a period of one year from the proposed date of admission.

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 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.

Deferred Entry

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

Notes (these notes form part of the oversubscription criteria)

- *'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).*
- *'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.*
- *'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. The child and at least one parent have attended Sunday Mass or Saturday vigil Mass weekly for two years or more from reception in to the Catholic Church.*
- *'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.*
- *'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism.*
- *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 social worker, doctor, or priest.*
- *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 Local Authority for the current school year. The governing body has this power even when admitting the child would mean exceeding the published admission number.*
- *'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.*
- *'Parent' is defined as the person or persons who have legal responsibility for the child.*
- *'Christian' is defined as a member of a Church which belongs to 'Churches Together in Britain and Ireland'.*
- *'Home address' is defined as the place where the child lives for more than 50% of the school week.*
- *For the purposes of this policy, parish boundaries are as shown on the Parish maps which should accompany this policy and can be accessed on the website at:*
http://www.rcdow.org.uk/fileupload/sitebuilder_boundaries/StCharlesSquare12201032107.jpg

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

By post

St Charles Roman Catholic Primary School, 83 St Charles Square, London, W10 6EB

Or email

info@st-charles.rbkc.sch.uk