

St Francis of Assisi Catholic Primary School

ADMISSIONS POLICY 2012 - 2013

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

The Published Admissions Number (PAN) for the reception class at St Francis of Assisi is 45. The Governing Body has sole responsibility for admissions to this school and intends to admit 45 children in the school year which begins in September 2012. Applications are welcome from families whose child reaches his/her 4th birthday between 1st September 2011 and 31st August 2012.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the criteria listed below.

Within this Policy *applicant* refers to the person making an application on behalf of a child; *candidate* refers to the child on whose behalf the application is being made.

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

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.
2. Baptised Catholic children, from practising Catholic families, who have a sibling at the school at the time of admission.
3. Baptised Catholic children from practising Catholic families who are resident in the Parish of St Francis of Assisi.
4. Other baptised Catholics.
5. Other looked after children.
6. Catechumens and members of an Eastern Christian Church.
7. Christians of other denominations whose application is supported by their Minister of Religion.
8. Children of other faiths whose application is supported by their Religious Leader.
9. Any other children.

The Governing Body will give top priority after the appropriate category of looked-after children, to an application where compelling evidence is provided at the time of application, from an appropriate professional such as a doctor,

priest or social worker, of an exceptional social, medical, pastoral or other need of the child, which can only be met at this school.

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.

Last year [the school was heavily oversubscribed] we received 77 applications for 45 places. All applicants in category:

01 = 0

02 = 21 were offered a place

03 = 15 were offered a place

04 = 08 were offered a place

05 = 01 were offered a place

In accordance with the distance criteria set out in our tie-breaker. The governing body was unable to offer places to any applicants beyond category 5. As the school is usually oversubscribed by Catholic candidates, it is very unlikely that applicants who are not Catholics will obtain a place. In the past 11 years, the governing body has been unable to offer a place to any applicant who is not a Catholic.

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.

FAIR ACCESS

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 Governing Body and the Diocese for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

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, the local authority will be informed, the Common Application Form and the Supplementary Information form will be completed and the child will be admitted. If there is a waiting list, 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 elsewhere are given priority immediately after Catholic 'looked-after' children; similarly, other children without an 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 Governing Body is making an offer.

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 the 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 very unlikely to obtain a place.

APPLICATION PROCEDURE 2012 - 2013

In order to make an application, you **must** complete a **Common Application Form (CAF)** from your local authority. 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 St Francis of Assisi School, Treadgold Street, London W11 4BJ, together with all other relevant paperwork required for your application.

If you do not complete both of the forms described above and return them by [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 on [date] .

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 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.

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 authority. Details of this separate procedure are set out in the Special Educational Needs Code of Practice.

CHANGE OF DETAILS

If any of the details on either of your forms changes between the date of application and the receipt of the letter of offer or refusal, you **must** inform the School and the local authority immediately. If misleading information is given or allowed to remain on either of your forms, the Governing Body reserves the right to withdraw the place, even if the child has already started at the School.

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).

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

'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.

'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 who 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).

'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. 'Family' includes the Catholic or Catholics who have legal responsibility for the child.

'Catechumen' means a child who is 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 or Reception from the authorities of that Church.

'Christian' for the purposes of this policy means a member of one of the Churches affiliated to 'Churches Together' in Britain and Ireland.

'Resident' – A child is deemed to be resident at a particular address when he/she resides there for 50% or more of the school week.

'Distance from school' means distance as measured by a straight line, from the front door of the child's residential address (including flats) to a point at the school. If distances are identical, the Governing Body will draw lots in the presence of an independent witness.

How places were offered in 2011.

Places available 45

23 children were offered a place under priority 2

1 child was offered a place under priority 1

20 children were offered a place under priority 3

2 children were offered a place under priority 4

Closing date for applications-15 January 2012

Notification date -18 April 2012

Deadline for acceptances -2 May 2012