



ARCHDIOCESE OF WESTMINSTER/ROYAL BOROUGH OF KENSINGTON & CHELSEA

St Marys Catholic Primary School
East Row North Kensington London W10 5AW

2012-2013 ADMISSIONS POLICY
FOR THE RECEPTION, INFANT AND JUNIOR CLASSES

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

The Governing Body will consider all applications for admission to the school in accordance with this Admissions Policy and Oversubscription Criteria

The Published Admission Number (PAN) the Governing Body will admit is 60 into its Reception Classes in any school year. Parents should be aware that the School regularly receives more applications than the number of places available and that the submission of an application does not guarantee the offer of a place at the School.

Making an Application

1. a) Applicants must complete the Local Education Authority (LA) "Common Application Form" (CAF) which is obtainable both from the school office and the LA Admissions Service. The CAF allows you to nominate up to three schools in order of preference. You should submit **only one CAF by the specified date of return**. If you submit more than one CAF the last CAF received will withdraw an earlier submitted CAF.
b) The Supplementary Information form (SIF) and the Diocesan Priest's reference form are obtainable from the LA offices and from the school website and the LA website. You can collect the forms from the school or contact the school and ask them to be sent to you.
- 2 **If you do not complete and return both the Common Admissions Form and the Supplementary Information Form by the closing date this may affect the priority accorded to your application by the Governing Body. The supplementary forms should be returned directly to the school office together with the original proof of date of birth and baptismal certificates.**

If you are applying to another Catholic school you will be required to complete a set of supplementary papers for each Catholic 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'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.

Applications must be submitted no later than the date specified for the return of the LA's CAF.

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

Applicants must provide proof of their residential address. The two acceptable forms of documentation are either a current Council Tax letter or current Child Benefit Book/letter. Independent verification may be sought of the applicant's residential address.

If your application for a place at St Mary's is unsuccessful you will have the right of appeal to the Independent Appeal Panel. Further details of this procedure will be sent out with the refusal letter.

Unsuccessful applicants may request in writing to be placed on a Continued Interest List maintained for each year group. If a place becomes available this will be allocated in accordance with the School's Admissions Policy and Oversubscription Criteria. Names will remain on the list for the remainder of the academic year. Applicants will need to show, in writing, their continued interest at the end of each academic year.

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 children of practising Catholic families. Children must be baptised at the date of application.
3. Baptised children from Catholic families who cannot provide evidence of regular attendance at Church.
4. Other 'Looked After' children.
5. Catechumens and children who belong to Eastern Christian Churches.
6. Children of non-Catholic Christian families whose parents wish them to have a Catholic education and whose application is supported by a minister of religion.
7. Children from non-Christian faiths whose parents wish them to have a Catholic education and whose application is supported by a religious leader.
8. Any other applicants.

Note A: In applying each of the above eight oversubscription criteria first priority will be given to those children who, at the proposed date of admission, will have a brother or sister attending St Mary's Catholic Primary School.

Twins or multiple births. Where only one place is available for more than one child within the same family or an equidistant address the offer of a place will be decided by random allocation.

Note B: 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 or medical need of the child which only be met at this school.

Any application on these grounds within one of the above admission criteria must be made at the time of application and be accompanied by supporting documentation from an appropriate professional eg. social worker or NHS Consultant fully detailing the child's condition or need which fully states why St Mary's is the appropriate school where these needs can be met. The Governing Body reserves the right to request further information where an application is made on this basis.

Tie-breaker

In the event of there being insufficient vacancies to admit all applicants in any of the categories detailed above, priority will be given to children whose parents'/legal guardians' residential address is nearest to the school which 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. Routes will be measured to four decimal places (if necessary). If, in the unlikely event that two or more applicants live at exactly the same distance from the school; the offer of a place will be decided by random allocation.

In cases where applicants live equidistant from the school and places cannot be offered to both children, random allocation will be used. This will also be the case in the event of multiple births.

Where a child lives with parents with shared responsibility, each for a part of a week, the home address will be taken as the address of the parent where the child resides for more than 50% of the school week

Children applying from the school's nursery will have no priority and a fresh application must be made for the Reception class.

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 will be ranked by the governing body in accordance with the oversubscription criteria.

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 to appeal. You will be offered the opportunity of being placed on our 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 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 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 around 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.

Deferred Entry

It is now necessary for all schools to inform parents that they may defer entry to school up until the first day of the term following the child's fifth birthday (statutory school age). Application is made in the normal way, then the request for deferment made. The place will be held open until 01/01/12 or 01/04/12. Admission may not be deferred beyond statutory school age or beyond the academic year of application. Parents should be aware that if their child has a summer birthday (i.e 01/04/12-31/08/12) and they choose to defer entry, then the parents must apply for a Year 1 place and in an oversubscribed school they are unlikely to be successful. In such cases parents are advised to defer until April 2012 only. Applicants may also request that their child attend part-time until statutory school age is reached.

INTERPRETATION OF TERMS

USED IN THE ADMISSIONS POLICY AND OVERSUBSCRIPTION CRITERIA

Looked after Children	Any child in the care of the Local Authority or in accommodation provided by them e.g. a child who has been placed with foster carers. As defined by section 22 of The Children Act 1989
Catholic	<p>'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.</p> <p>For the purposes of this policy, it 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).</p>
Family	Those individuals who live at the residential address of the parents and/or legal guardians who are submitting an application for a place on behalf of a child.
Sibling	A child's brother or sister living at the same address. This includes a child's half brother or sister or an adopted brother or sister.
Practising Catholics	Catholic children from practising Catholic families where the application is supported by a reference from a Priest on the standard Diocesan Priest Reference form.
Catechumens	Children for whom there is a certificate of reception into the order of catechumens.
Eastern Christians	Eastern Christian Churches that are not in full Communion with the See of Rome.
Christian	A member of one of the member churches of Churches Together in Great Britain and Ireland.