

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

**Diocese of Westminster
Catholic Primary Schools
Supplementary Information Form 2012 - 2013**



Name and Address of School: St Francis of Assisi School Treadgold Street London W11 4BJ

Child's Details

Child's surname:	
Child's Christian or other first name:	
Home Address:	Date of Birth:
	Postcode:

Parent/Carer Details

1 st Parent(s)/Carer(s) name:	
Address:	
Telephone number:	
Alternative contact details:	
Name:	
Address:	
Telephone number:	

Details of Religion

Religion of child: (Please tick)	Catholic	Other Christian (name of denomination e.g Methodist)	Other faith
Catholic Parish you live in:			
Church where child was baptised and date of baptism: (baptism certificate required)			

Name and position of priest or religious leader supplying reference: (where appropriate)	
Names of brothers or sisters at this school who will still be attending at date of admission:	

Does your child have exceptional medical, pastoral or social needs that can only be met by attendance at this school? Please circle. (Professional evidence will be required.)	
YES	NO

I confirm that I have read and understood the Admissions Policy and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that should any information I have given prove to be inaccurate that the governors may withdraw any offer of a place even if the child has already started school.

Signed.....

Date.....

Please note:

- Where applicable parents can obtain a priest's reference form from the school or from the Diocese of Westminster website at www.rcdow.org.uk/Education Follow Guidance & Policy Documents, Admissions: Guidance notes and reference form for priests.
- Applicants from other Christian denominations and other faiths may attach a reference from their minister or religious leader.
- 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.

Checklist:

Have you enclosed? Copy of baptism certificate
 Priest's Reference Form (where necessary)
 Evidence of exceptional need (where appropriate)

Have you completed your local authority's Common Application form?

DIocese of Westminster Priest's Reference: Guidance for Parents

INTRODUCTION

Responsibility for the admission of pupils to Catholic maintained schools rests with the governing body of each school. The governing body determines and publishes an admissions policy each year, which is included in the school prospectus. Where there are more applications than places available, the policy must state how the places are to be allocated. **Parents should read the admissions policy carefully.** It will vary from school to school, and from year to year.

The bishops expect all Catholic schools to give first priority to Catholic applicants. Catholic schools exist to assist parents in handing on the Catholic faith to their children. So where there are insufficient places in an area for all Catholics, governing bodies may decide to give priority to children from practising Catholic families. Where schools do so, they should use, as evidence of practice, the priest's reference supplied with these notes (**Part B**). Please note, however, that **a supportive reference from a priest is no guarantee of a place in any particular school.**

This reference form is intended to give all priests a framework in which they can let schools know whether an applicant for a place at a Catholic school is from a practising Catholic family.

Where a school is over-subscribed with Catholic applicants, all of whom have provided evidence of Catholic practice, the governing body will apply other criteria such as proximity to the school, or whether there is an older sister or brother attending the school at the same time. These factors are likely to be crucial in deciding how places are to be allocated. These points will be explained in detail in the school's prospectus.

HOW IT WORKS

1. Fill in the two pages marked **PART A** following carefully the notes below (you also fill in the top box on the page marked **PART B**). You may need to fill in more than one **Part B** if you are making application to more than one Catholic school.
2. Give both Part A and Part B of the form to the appropriate priest (see below). Part B will be completed by the priest and returned to you for you to include with your application to the school. The priest will fill in extra copies of **Part B** if necessary. He will **keep** Part A for reference but it **will not be supplied to the school.**

Which Priest should complete the form?

The reference should be given by the appropriate priest, who is normally either:

- your own Parish Priest (i.e. the Parish Priest of the Parish in which you live); or
- the Parish Priest of the Parish where you worship regularly (if different).

If you worship at a church which does not have a Parish Priest, then the priest who is the equivalent of a Parish Priest is the appropriate priest (e.g. Administrator, Ethnic Chaplain etc.). If the priest giving the reference is not one of the priests described above, an explanation will be required.

HOW TO FILL IN THE FORMS

PART A requires you to consider your responsibilities. It will be used by the priest when he completes Part B. All the questions are designed to help the priest give you the most accurate reference possible in the circumstances. So it is important that you give him as much relevant information as you can. Please answer all the questions as fully as possible, filling in the forms clearly in capital letters and in black ink.

Normal home address of child. Please give the address of the family home. If the child lives at more than one address, please give both and give full details of the arrangements.

Religion/Denomination of the child. Please state if the child is a Catholic. A Catholic is one who has been baptised into the Catholic Church (or has been received into it after being baptised in another Christian church). NB: if the child has undergone more than one ceremony of baptism, **ONLY** the first is valid and is the only one that can be taken into account for the purposes of admissions.

Date and place of Baptism. Fill in the date and place of **baptism**. If the child was not first baptised in the Catholic Church, you must also give the date and place of **reception** into full communion with the Catholic Church.

DIOCESE OF WESTMINSTER PRIEST'S REFERENCE: GUIDANCE FOR PARENTS

Parents' names. The terms 'Mother', 'Father' and 'Parent' include all persons who legally have parental responsibility for the child. Please enter the details of each person who has parental responsibility, and if any of them is not the child's mother or father, please state clearly for each the relationship with the child. There may be more than two people with parental responsibility. If so please give details on a separate sheet.

Parents' religions / denominations. If you are a Christian, please state which denomination. You are a Catholic only if you have been baptised into the Catholic Church (or have been received into it after being baptised in another Christian church).

Home address(es) of parent(s). If any parent does not live at the address given for the child, please give their address(es).

Catholic Parish in which you live. This is each parent's Parish of residence. Please give the title of the church and the geographical parish (e.g. *St. Edmund's, Millwall*). If the parents do not live together, give both parishes of residence (if different).

Usual place of worship. Some people regularly attend a church other than their Parish Church. If you often attend more than one church, please give as much detail as you can here. Always give both the title of the church (e.g. *St Joseph's*) and the geographical parish (e.g. *Highgate*). You do not need to answer this question if you are not a Catholic.

How often do you attend Mass? Please tick which statement you feel best describes your attendance as a family.

For how long has this been your practice? Please indicate how long you have been practising at the level described in the previous question. Please give the answer in years and months. If this is a relatively short time, you may wish to give the priest further information about your practice before then to assist his assessment.

If you do not go to Mass regularly, it will be helpful for the priest to know why. It is therefore helpful if you give reasons in the space provided. Please also give any other details which you think may help the priest decide whether you are a practising Catholic family or whether there are exceptional pastoral circumstances.

Your Declaration

Unless there is a good reason, each person with parental responsibility should sign and date the form. This is to affirm that the contents of the form are true, and that you understand and accept that:

- the information you have given will remain confidential to the priest and will not be shared with the school, and
- the information will not be used in any way except for purposes connected with your pastoral care within the Catholic Church.

Warning: making a false statement in order to gain entry to a school is both immoral and illegal, as it might deprive another child of a place which is rightfully his or hers. **Making a false statement is a good reason for a school to withdraw any place which has been offered and could leave you without a school place.**

PART B identifies your child and allows the priest to confirm whether you are a practising Catholic family. This judgment will be based on your Mass attendance. In very exceptional circumstances, Part B also allows the priest an opportunity to let the school know about particular pastoral circumstances which may affect an application. In these cases the **school** and not the priest will make a judgment whether such circumstances will have any effect on your application. The school's decision will be based on its published criteria.

Name of child and date of birth. You need to give the child's name and date of birth again. This is simply because the school will only see this part of the form and must be able to match it up with your application.

Address of child. As before, if the child lives at more than one address, please give both and give full details of the arrangements.

THIS PART IS TO BE KEPT BY THE PRIEST: NOT TO BE SENT TO THE SCHOOL

Diocese of Westminster

Diocesan Priest's Reference – PART A

This form should be completed when applying for a place in a Catholic School in the Diocese of Westminster. Please complete and sign Part A of the form below and hand it to your parish priest or the priest at the church at which you normally worship. He will add his reference in Part B.

NB Please ensure that you have also completed and returned one Common Application Form and a Supplementary Information Form to EACH AND EVERY school to which you are applying (available from schools and/or Local Authorities)

PART A (To be completed by all parents and carers)	
ABOUT YOUR CHILD	
Full Name of child: _____	Date of birth: _____
Religion/Denomination: (e.g. Catholic) _____	Boy <input type="checkbox"/> Girl <input type="checkbox"/>
Normal home address of child: _____	Postcode _____
Date and place of Baptism (if applicable): _____	
Name of current school, nursery or playgroup (if any): _____	

ABOUT YOU		
	Father	Mother
Parents' names:	_____	_____
Parents' religions/denominations:	_____	_____
Home address(es) of parent(s) (if different to child's normal address):	_____	_____
Catholic Parish in which you live (e.g. St Anselm's, Southall)	_____	_____
If Catholic: Usual place of worship (if different):	_____	_____
How often do you attend Mass?	<input type="checkbox"/> weekly <input type="checkbox"/> at least twice a month <input type="checkbox"/> at least once a month <input type="checkbox"/> less often	<input type="checkbox"/> weekly <input type="checkbox"/> at least twice a month <input type="checkbox"/> at least once a month <input type="checkbox"/> less often
For how long has this been your practice?	_____ years _____ months	_____ years _____ months
Which Mass do you normally attend?	Sat/Sun _____ (time)	Sat/Sun _____ (time)
How long have you worshipped at this Mass?	_____ years _____ months	_____ years _____ months
Please give details of any other church(es) at which you worship or have worshipped regularly in the past few years.	_____	_____
Do you attend Mass on Holy Days of Obligation?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Which Mass do you normally attend?	_____ (time)	_____ (time)

Please turn over and complete the rest of this Part, sign it, and hand it to your Priest.

NB: This form is a Diocesan Form. It does not form part of any school's admission arrangements.

THIS PART IS TO BE KEPT BY THE PRIEST: NOT TO BE SENT TO THE SCHOOL

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Additional Information

If you do not worship at Mass regularly, or you have only started to do so recently (i.e. within the past few months or years) please give any reasons below. Please give any other details which you think may either be relevant or assist the priest in identifying you, including any exceptional circumstances.
(Continue on a separate sheet if necessary).

Please give contact numbers (in case there is a query about any information on this form):

_____ (please specify: home / work / mother / father / carer etc.)

Declaration

I/we declare that the information given on this Form is full, accurate and true. I/we give permission for the information on this Form to be held and processed by the Diocese in accordance with its policy on School Admissions, and I/we understand and accept that (except in cases of suspected fraud) the information given on this sheet remains confidential and will not be shared with the school, or used in any way except for purposes connected with my/our pastoral care within the Catholic Church. I understand that if I/we have made any false statements this can lead to any school place(s) offered being withdrawn.

Signed: _____ Parent/carer Date: _____

Signed: _____ Parent/carer Date: _____

Signed: _____ Parent/carer Date: _____

Please sign this part of the Form, and hand it to your Priest.

NB: This form is a Diocesan Form. It does not form part of any school's admission arrangements.

THIS PART IS TO BE KEPT BY THE PRIEST: NOT TO BE SENT TO THE SCHOOL

PART B *(To be completed by the appropriate priest)*

Details of Child (for identification only)	
Full Name of child: _____	Date of birth: _____
Address of child: _____	
_____	Postcode _____

A. For all schools:

To the best of my knowledge the child is a baptised Catholic
(The school will verify this by means of a certificate of baptism or reception)

Yes No

B. For schools requiring evidence of Catholic practice:

1.	I hereby confirm that I know the child and the family and that the child is a member of a practising Catholic family for the purposes of school admissions in accordance with Diocesan Guidance.	<input type="checkbox"/>
2.	I have insufficient evidence to be able to make the statement set out in 1 above with full confidence.	<input type="checkbox"/>

If there are exceptional circumstances which may explain the lack of practice, or lack of sufficient evidence of practice, please give full details below.

Declaration

I have read and understood the *Guidance Notes for Parish Priests on Admission to Catholic Schools* and I confirm that, on the basis described in that guidance, the above statements about the child named above and his or her family's practice are true, to the best of my knowledge and belief. I am the appropriate Catholic priest in relation to the child in accordance with that guidance.

Date: _____ Priest's Name: _____ signed: _____
Parish Seal
(to be applied over the priest's signature)

Please return this part of the Form to the school.

NB: This form is a Diocesan Form. It does NOT form part of any school's admission arrangements.