

# **MORE PARK CATHOLIC PRIMARY SCHOOL**

## **ADMISSIONS POLICY 2017- 2018**

More Park Catholic Primary School was founded by the Catholic Church and primarily exists 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 of Jesus Christ. Whilst the school exists primarily to serve the Catholic community, the governing body welcomes applications, subject to the availability of places, from: those of other denominations, other faiths and parents and families who feel the school ethos is important and who wish their child to attend such a school.

The governing body has responsibility for admissions to the school and intends to admit **30 pupils** to the Foundation Stage class, without reference to ability or aptitude. All applicants are required to declare their positive support for the aims and ethos of the school.

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

### **Over-Subscription 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. Baptised Catholic Looked After Children or Looked After Children in the care of Catholic families
2. Baptised Catholic children from practising Catholic families who (a) have brothers or sisters in school at the time of admission or (b) are resident at the date of application in the Catholic Parish of West Malling, St Thomas More Church and surrounding parishes for whom More Park is the nearest Catholic school. Parish boundaries can be identified on map in parish church.
3. Other baptised Catholic children
4. Catechumens and members of an Eastern Christian Church in communion with the See of Rome
5. Other Looked After Children
6. Christian children of other denominations whose parents are in sympathy with the aims and ethos of the school and whose application is supported by a minister of religion (*Other denominations will be those on the 'Churches together in England' list which can be found at [http://www.cte.org.uk/Groups/234690/Home/About/Member\\_Churches\\_of/Member\\_Churches\\_of.aspx](http://www.cte.org.uk/Groups/234690/Home/About/Member_Churches_of/Member_Churches_of.aspx) – evidence of Baptism or dedication will be required*)
7. Children of other faiths whose parents are in sympathy with the aims and ethos of the school and whose application is supported by a religious leader.
8. Other children

*Where the offer of places to all the applicants in any of the categories listed above would lead to over-subscription, the following tie-breaks will be applied in the order listed below so as to increase the priority of an application within each category:*

1. The strength of evidence of religious commitment (as shown by frequency of participation) provided by a priest, deacon, parish sister, minister or religious leader where the family regularly worship

2. The attendance of a brother or sister at the school at the time the child starts school. In this context brother or sister means children who live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters. Evidence of the relationship may be required.
3. Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to over-subscription, the places up to the admission number will be offered to those living nearest to the school. Evidence of residence may be required. Distances are measured in a straight line using Ordnance Survey address point data as used by Kent LA. Distance is defined as a point within the child's home to a point within the school as defined by Ordnance Survey. The same address point on the school site is used for everybody.
4. Where the last remaining place is to be allocated and two or more children are deemed to live at the same distance from the school the place will be decided by the drawing of lots.

### **Admission of children below compulsory school age**

The Governors provide for the admission of all children in the September following their fourth birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age; parents may also request that their child attends part-time (3 full days a week) until the child reaches compulsory school age.

### **Requests for admission out of the normal age group – 'summer born children'**

Parents of 'summer born' children (i.e. whose fourth birthdays fall between 1 April and 31 August), may request not only that their admission is deferred until the following September, but also that their child is then admitted into Reception, not into the child's normal Year 1 age group. In deciding whether to agree to any such request, the school will consider the child's best interests and will follow the provisions of the School Admissions Code and any Department for Education guidance; it will take into account the parents' views and any supporting evidence provided, but it is for the school to decide in light of its knowledge and experience of the education of very young children whether to accept or decline the request. Parents of a summer born child who wish to defer the start of school until the child reaches compulsory school age and to request admission to Reception instead of to Year 1 should apply at the usual time BUT should include with the Supplementary Information Form a written request for admission out of the normal age group, explaining why it would be in the child's interests to be admitted to Reception rather than Year 1 and including copies of any relevant and appropriate professional evidence (e.g. from a Speech and Language Therapist). The school will consider the request as soon as possible and will inform the parents of its decision before primary national offer day. If their request is agreed, their application for the normal age group may be withdrawn before a place is offered. If their request is refused, the parents must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in-year application for admission to Year 1 for the September following the child's fifth birthday. Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year. The application will be treated in the same way as usual applications and will be subject to the Oversubscription Criteria for that year ie a place in the following year cannot be guaranteed.

## Application Procedures

Applications must comprise the following documentation:

- LA Common Application Form
- More Park Supplementary Application Form
- Copy Baptismal Certificate

***Completion of a Supplementary Form is not mandatory; however, if one is not received the governors will not be able to apply their admission criteria and the application will be considered under the 8- other children' category. The supplementary form must be returned to the school by the agreed County Deadline for the Reception Common Application Forms (RCAF).***

## Appeals

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with sections 85(3) of the Schools Standards and Framework Act 1998. Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be made to the Admissions Appeal Clerk at the school address. Parents/Carers have the right to make oral representations to the Appeal Panel.

Infant classes are restricted by legislation to 30 children. Parents should be aware that an appeal against a refusal of a place in an infant class may only succeed if it can be demonstrated that:

- a. The admission of additional children would not breach the infant class size limit; or
- b. The admissions arrangements did not comply with admissions law or had not been correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or
- c. The panel decides that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

## Waiting Lists

Unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the over-subscription criteria set out above and **not** in the order in which the applications are received or added to the list. Names are normally removed from the list after six months. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

## Late Applications

Any late applications will be considered by the Governors' Admissions Committee, in the event of there being any available places using the above criteria. If all places have been filled, parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right of appeal against the decision not to offer a place.

## **Introductory Visits**

Arrangements will be made for prospective pupils to visit their class and, where possible, meet their teacher. An Induction Session will be arranged for parents of prospective pupils in the same term. It is hoped that such opportunities for familiarisation will ease the transition from home to school for both pupils and parents.

## **Pupils with a Statement of Special Educational Needs or Education, Health and Care (EHC) Plan**

The admission of pupils with a Statement of Special Educational Needs, or with an EHC Plan, are dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements and EHC plans by the pupil's home Local Authority. Details of this separate procedure are set out in the SEND code of practice. Pupils with a statement or EHC plan naming the school will be admitted without reference to the above criteria.

### ***Notes (these notes form part of the over-subscription criteria)***

- a. Before the application of oversubscription criteria children with a statement of special educational need which names the school will be admitted. As a result of this the published admissions number will be reduced accordingly.
- b. 'Looked after child' –a child under the age of 18 years for whom the local authority provides accommodation by agreement with their parents and carers (section 22 of the children's act) or who is the subject of a care order under part iv of the act. This applies equally to children who immediately after being looked after by the Local Authority became subject to an adoption, residence or special guardianship order. (As defined by section 46 of the Adoption and Children Act 2002 or section 8 or 14A of the Children Act 1989)
- c. 'Catholic' means a member of a Church in 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.
- d. Practising Catholic means attending mass weekly and no less than once a month.
- e. '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.
- f. Reference to other Christian denominations refers to denominations that are full members of Churches Together in England.



Archdiocese of Southwark

# Supplementary Information Form

This form should be returned to school along with a copy of the child's Baptism certificate where available by the closing date stipulated by the Local Authority

This form should be completed when applying for a place at More Park Catholic Primary School in the Archdiocese of Southwark. Please complete and sign the form below and, if you are Catholic, hand it to your parish priest or the parish priest at the church at which you normally worship. He will add his reference in Part 2. If you are not a Catholic, please hand the form to your priest, minister or faith leader who will add his or her reference in Part 3.

**NB You must also complete and return a Common Application Form (available from schools and/or Local Authorities)**

## PART 1 (To be completed by all parents or carers)

School to which you are applying: \_\_\_\_\_

Address of school: \_\_\_\_\_

Surname of child: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Christian/forename(s) of child: \_\_\_\_\_

Religion/Denomination: (e.g. Roman Catholic) \_\_\_\_\_ Boy  Girl

Date and place of Baptism (if applicable): \_\_\_\_\_

Parents' names: \_\_\_\_\_

Parents' religions/denominations: \_\_\_\_\_

Home address: \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Contact numbers: Home \_\_\_\_\_ Work \_\_\_\_\_ Mother/Father/Carer \_\_\_\_\_

If **Catholic**, indicate which Mass you normally attend: Saturday at \_\_\_\_\_ (time)

or Sunday at \_\_\_\_\_ (time)

Parish in which you live (e.g. St Thomas More, West Malling) \_\_\_\_\_

Usual place of worship (if different): \_\_\_\_\_

How long have you worshipped there? (If you have recently moved to this parish please give the name of your previous parish): \_\_\_\_\_

How often do you attend Mass?  weekly  at least once a month  less often

**Please add here any other information you may feel is relevant to this application in relation to the school's admissions policy in respect of exceptional medical, social or pastoral needs of your child that make only this school suitable for them. Strong and relevant evidence must be provided by an appropriate professional authority (e.g. qualified medical practitioner, education welfare officer, social worker or priest).**

(Continue on a separate sheet if necessary)

I confirm that the information we have given on this form is accurate and truthful:

Signed: \_\_\_\_\_ Parent/carer Date: \_\_\_\_\_

**PART 2 (To be completed by Catholic priests only)**

**A. For all schools:**

I am satisfied that the child is a baptised Catholic

Yes  No

**B. For schools requiring evidence of practice:**

FAMILY

Is the family known to you? Yes  No

Regular attendance at Mass   
(i.e. weekly and not less than once a month)

How long has the family attended your church? \_\_\_\_\_  
(If you have recently moved to this parish please give the name of your previous parish)

Comment (if appropriate) regarding the points above:

I confirm that the family attend Mass at least once a month

Priest's name: \_\_\_\_\_ Parish (or ethnic chaplaincy): \_\_\_\_\_

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

Tel.: \_\_\_\_\_

Parish stamp or seal

Priest's signature: \_\_\_\_\_

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

**PART 3 (To be completed only by priests/ministers of other denominations or faiths)**

**Non-Catholic parents/carers from other denominations or faiths should hand this form to their priest/minister or faith leader who should complete the section below and return it as soon as possible to the school indicated over.**

I confirm that this family are members of our faith community  The family is not known to me

Name of minister: \_\_\_\_\_ Denomination/faith: \_\_\_\_\_

Parish or faith community: \_\_\_\_\_

Address: \_\_\_\_\_ Tel.: \_\_\_\_\_

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

Comment (if appropriate) regarding the points above:

**To the priest, minister or other faith leader:**

Please ensure this form is completed and returned to the school as soon as possible. By .....date