



## ADMISSIONS POLICY – ADMISSIONS SEPTEMBER 2018

*Pupils will be admitted to the Reception Year, without reference to ability or aptitude. The maximum number of pupils currently admitted to any Key Stage 1 class (Years R, 1 and 2) is 30. This conforms to the Government's policy on limiting infant class sizes to a maximum of 30 pupils.*

*The maximum number of pupils admitted to any Key Stage 2 class (Years 3, 4, 5 and 6) is 32.*

*Our Lady of Hartley is a Catholic School. Its central aim is to help children to know, love and serve God and their neighbour. The Governors will expect parents to support the Catholic ethos of the school and desire a Catholic education for their child. Applications for admissions will, therefore, be considered by the Governing Body in the following order of priority.*

- (a) Looked after Catholic children or looked after children in the care of Catholic families and previously looked after Catholic children who have been adopted or who have become the subject of a residence or guardianship order (see note 1).*
- (b) Catholic children, a baptismal certificate or evidence of reception into the Catholic Church must accompany the supplementary information form.*
- (c) Children enrolled in the catechumenate. Evidence of enrolment in the catechumenate will be required.*

### **NB. Commitment to the Catholic Faith**

***Applicants who are members of a practising Catholic family will be required to provide a reference from their priest confirming their religious practice as:***

- 1. Regular attendance at Mass every weekend (i.e. weekly)***
- 2. Occasional attendance at Mass most weekends (i.e. twice a month)***
- 3. Irregular attendance at Mass (i.e. once a month or less)***

***(In the event of over subscription of the above criteria, applications will be***

- (d) Other looked after children (see note 1)*
- (e) Children with siblings (brothers or sisters by blood, marriage or adoption) attending the school at the time of entry.*
- (f) Baptised children of parents who are members of other Christian denominations. Evidence of membership of the church should be verified by a declaration from the priest / minister/ religious leader of that place of worship.*
- (g) Children of committed parents of other religions, supported by a letter of recommendation from their Minister of Religion.*
- (h) Other children.*

### **OVERSUBSCRIPTION CRITERIA**

*In the event of any of the above criteria being over-subscribed, priority will be given according to the following sub-criteria:*

- (i) Where there are exceptional medical needs which would bring significant disadvantage to the applicant or if the child did not attend the school, and for which the applicant provides a statement from a medical practitioner – disclosed at the time of application. Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations and the Equality Act 2010. Priority will be given,*

*where exceptional medical, pastoral or social need would result in significant disadvantage if the child did not attend the school, and for which the applicant provides a statement from a medical practitioner (or a social worker or a priest in respect of social or pastoral need) disclosed at the time of application*

- (II) *Proximity to school from child's home; in order that distances are worked out consistently KCC's measuring software uses the distance between the child's permanent home address and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point data. Distances are measured from a point defined as within the child's home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody.*
- (III) *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. Evidence of residence may be required. Those children who are living nearer to the school get a higher priority for school places than children who live further away.*

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

1. '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 Act 1989) 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)

### **Appeals**

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with section 85(3) of the School 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 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 admission 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

### **Definition**

*A definition of 'Catholics and other Christians' - Catholics include members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome. Reference to other Christian denominations refers to denominations that are full members of Churches Together in England.*

### **Waiting Lists**

Parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list. The waiting list, which will be maintained until such time as the parent's no longer wish their child's name to be held, will be operated using the same admissions criteria listed above. 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. It is possible that when a child is directed under the local authority's fair access protocol they will take precedence over those children already on the list.

## **Admissions Procedure to Year R in September 2018**

Our Lady of Hartley School participates in a coordinated admissions scheme operated by Kent LA. Under the scheme, it is necessary for applications to be made using the Reception Common Application Form (RCAF) which will be available from November 2017. In addition you should also complete the school's own supplementary form which is obtainable from the school office and can be returned, at any time before the closing date, directly to the school. Completion of the supplementary form is not mandatory; however if one is not received the Governing Body will not be able to apply the admissions criteria and the applicant will be considered under the "any other children" category.

You will be informed of the closing date for the return of the RCAF and the date on which you will hear of your child's allocated school. Full details of the coordinated admissions scheme will be available with the RCAF in the Autumn Term 2017.

### **Parental Right to Defer Entry**

The governors will 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 in that school year; parents may also request that their child attends part-time until the child reaches compulsory school age.

### **Admission out of Expected Year Group**

Requests for admission outside of the normal age group should be made to the Headteacher of each preferred school as early as possible in the admissions round associated with that child's date of birth. This will allow the school and admissions authority sufficient time to make a decision before the closing date. Parents are not expected to provide evidence to support their request to defer their application, however where provided it must be specific to the child in question. This might include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, however, failure to provide this may impede a school's ability to agree to deferral. Parents are required to complete an application for the normal point of entry at the same time, in case their request is declined. This application can be cancelled if the school agrees to accept a deferred application for entry into Year R the following year. Deferred applications must be made via paper CAF to the LA, with written confirmation from each named school attached. Deferred applications will be processed in the same way as all applications for the cohort in the following admissions round, and offers will be made in accordance with each school's oversubscription criteria.

### **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 is dealt with by a completely separate procedure. The 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.

For further information about admissions or to visit the school please contact the school office.

# Our Lady of Hartley Catholic Primary School

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## Supplementary Information Form/Waiting List Form

This is not a formal application form – parents / guardians must also complete an RCAF / Apply online to Kent L.E.A.

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

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

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

Religion/Denomination: (eg Roman Catholic) \_\_\_\_\_ Boy  Girl

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

PLEASE ATTACH A COPY OF YOUR CHILD'S BAPTISM CERTIFICATE TO THIS FORM

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

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

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

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

Contact telephone numbers: \_\_\_\_\_

(Mother/Father/Carer)

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

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

Parish in which you live (eg St Francis de Sales) \_\_\_\_\_

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

How long have you worshipped there? \_\_\_\_\_ years. If you have recently moved to the parish please give details of your

previous parish \_\_\_\_\_

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 (eg 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/carers Date: \_\_\_\_\_

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

**A Evidence of practice:**

<u>PARENT/CARER</u>
Regular attendance at Mass <input type="checkbox"/> (i.e. weekly)
Occasional attendance at Mass <input type="checkbox"/> (i.e. twice a month)
Irregular attendance at Mass

<u>CHILD</u>
Regular attendance at Mass <input type="checkbox"/> (i.e. weekly)
Occasional attendance at Mass <input type="checkbox"/> (i.e. twice a month)
Irregular attendance at Mass

I am satisfied that the child is a baptised Catholic or is in full communion with the Catholic Church Yes  No

Are the parents known to you? Yes  No  Is the child known to you? Yes  No

Please comment, if appropriate, **only** to clarify the Mass attendance above *eg If you consider there are valid reasons for Mass attendance to be considered equivalent to weekly, because of illness or other reasons please, state this below*:

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

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

Parish stamp or seal

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

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

**Non-Catholic parents/carers from other denominations or faiths should hand this form to their minister or equivalent 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: \_\_\_\_\_

**Instructions to the priest, minister or other faith leader:**

Please complete and sign this form; return it to Our Lady of Hartley Catholic Primary School, Stack Lane, Hartley, DA3 8BL