



# St Richard's Primary School Admissions Policy 2018/2019

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## Mission Statement

Together towards excellence with Christ as our guide

Signed.....  
(Chair of Governors)

Dated.....

Signed.....  
(Headteacher)

Dated.....

Ratified.....

Review date.....

## St Richard's Catholic Primary School



# Admissions Policy 2018-2019

St Richard's Catholic Primary School is an Academy school (part of the Kent Catholic Schools Partnership) in the diocese of Southwark and in the trusteeship of the Arch Diocese of Southwark. 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 witness the teachings of Jesus Christ. The school exists primarily to serve the Catholic community in Dover and Catholic children, therefore, always have priority of admission.

However, the Governing Body welcomes all applications, particularly from those of other denominations and faiths who support the religious ethos of this school.

Admissions are made to St Richard's by the Governing Body, and this duty is delegated to a sub-committee which will include at least two governors, one of whom should be a Foundation governor, and the headteacher.

The admissions of pupils with a statement of Special Educational Needs or with an EHC Plan are dealt with by a completely separate procedure. The procedure is integral to the making and maintaining of statements and EHC Plans by the pupils home local authority. Details of this separate procedure are set out in the SEND code of practise. Pupils with a statement or EHC Plan naming the school will be admitted without reference to the oversubscription criteria.

### Over-subscription Criteria

1. 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.
2. Baptised Catholic children.  
*Evidence of Baptism will be required.*
3. Children enrolled in the catechumenate.  
*Evidence of the catechumenate will be required.*
4. Other looked after children and other previously looked after children who have been adopted or who have become the subject of a residence or guardianship order.
5. Children who are members of Eastern Orthodox Churches.  
*Evidence of Baptism will be required.*
6. Children of families who are committed members of other Christian denominations that are part of Churches Together in England.  
*Evidence of Baptism (or dedication) provided by a priest or minister of a designated place of worship will be required.*
7. Children of other faiths.  
*Evidence of religious commitment provided by a priest, minister or religious leader of a designated place of worship will be required.*
8. Any other children.

## **Over-Subscription Tie-Breaks**

The following order of priorities will be applied when applications within any of the above categories exceed the places available and it is necessary to decide between applications.

1. For Category 2 above, evidence of commitment to the faith as demonstrated by the level of the family's Mass attendance on Sundays will be required. This evidence must be provided by the parents/carers and be endorsed by a priest at the church(es) where the family normally worship. Applications will be ranked in the order shown on the Supplementary Form; firstly those who attend Mass weekly, then monthly, etc.
2. A brother or sister on the school roll at the time of admission. Evidence of the relationship may be required.
3. Social and medical needs which make the school particularly suitable for the child in question. Strong and relevant evidence must be provided by an appropriate professional authority (eg qualified medical practitioner, education Welfare officer, social worker or priest).
4. Proximity to the school of the Child's home address, the distance measured in a straight line from the school entrance by the Local Authority using a Geographical Computerised Information System. Evidence of residence may be required. 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.

## **Note**

Catholics include members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome. Other Christian denominations refers to those that are full members of Churches Together in England.

## **Admissions Procedure**

In addition to the Common Application Form (CAF) supplied by the Local Authority, the Supplementary Information Form available from the school, must be completed and sent to the Headteacher of this school not later than the closing date published by the Local Authority. *This should be done even if the CAF is completed online.* If the Supplementary Information Form is not completed, the governing body of this school will only be able to consider the application after those of all the other applicants who have completed the Supplementary Information Form. You are advised to make two copies of this form: you should retain one copy and pass the second copy to the school.

## **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.

### **Waiting Lists**

Parents of children who have not been offered a place at the school may ask for either child's name to be placed on a waiting list. The waiting list 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 a decision not to offer a place. The waiting list is reviewed on a termly basis.

### **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 the 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 to appeal against the decision not to offer a place.

*This admission procedure, although primarily relevant to children for whom a place is sought at the normal age of entry to primary school (Reception Year), applies also to succeeding years, subject to availability of places.*

### **The Admission of Children below Compulsory School Age**

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 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.

### **Applications for Children to be Taught Outside their Expected Year Group**

If parents wish to request that their child is admitted outside of the normal age group, this should be done as early as possible in the admissions round associated with the child's date of birth. Requests should be made to the headteacher and this will allow sufficient time to make a decision before the closing date.