



St Augustine Primary School,
Wilman Road, Tunbridge
Wells, TN4 9AL



ADMISSIONS POLICY AND PROCEDURES 2017

COMMUNITY COMMITTEE

DATE OF LAST REVIEW: 13 OCTOBER 2015

DATE OF NEXT REVIEW: NOVEMBER 2016

The Governors of St Augustine’s Catholic Primary School are committed to safeguarding and promoting the welfare of children and young people and engage with staff in policy and practice developments and proactively encourages feedback.

Recommended by the Curriculum & Community Committee on 13 October 2015

Signed Chair of Curriculum & Community Committee

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Agreed by Governing body on 20 October 2015

Signed Chair of Governors

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St Augustine's Catholic Primary School

Admissions Policy and Procedures 2017

St Augustine's Catholic Primary School is a voluntary aided school in the Diocese of Southwark. It is in the trusteeship of the Diocese. 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 to Jesus Christ. The school exists primarily to serve the Catholic community and Catholic children always have priority of admission. However, the Governing Body also welcomes applications from those of other denominations and faiths who support the religious ethos of the school.

Having consulted with the Local Authority and other admission authorities, the Governors intend to admit into the reception class, in September 2016, up to 45 pupils without reference to ability or aptitude.

Admissions Criteria

Where the number of applications exceeds 45, the Governors will offer places using the following criteria in the order stated:-

1. Children with Education and Health Care Plan (EHCP), formerly known as children with Statement of Special Educational Needs.
2. Looked After Children. Looked after Children are under the age of 18 years for whom the Local Authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who ceased to be so because they were adopted or who are subject of a care order under Part IV of the Act.
3. Catholic children with evidence of Baptism or Reception into the church. *(Priorities a - d below will apply when category is oversubscribed.)*
4. Children enrolled in the catechumenate with evidence of enrolment in the catechumenate. *(Priorities a - d below will apply when category is oversubscribed.)*
5. Children who are members of Eastern Orthodox Churches with evidence of Baptism or Reception into the church. When a child is applying at the school without a Catholic Baptism Certificate, the family must contact the Parish Church to arrange Reception into the church. *(Priorities a - d below will apply when category is oversubscribed.)*
6. Children of families who are committed members of other Christian denominations with evidence of Baptism, Dedication or membership provided by a priest or minister of a designated place of worship. *(Priorities a - d below will apply when category is oversubscribed.)*
7. Children of families of other faiths with religious commitment. *(Priorities a - d below will apply when category is oversubscribed.)*
8. Any other children. *(Priorities b - d below will apply when category is oversubscribed.)*

Oversubscription Priorities

The following order of priorities in order a through to d will be applied when applications within any of the above categories exceed the places available and it is necessary to decide between applications i.e. a tie break.

- a. The strength of evidence of commitment to the faith as demonstrated by the family's attendance at Saturday Vigil/Sunday Mass or Service will increase the priority of an application within each category. Applicants will

be ranked in the order shown on the Supplementary information Form Section B. Highest priority to those who attend Mass/Service weekly, than at fortnight then at least once a month, then less than once a month. This evidence must be provided by the parents/carers and be endorsed by a priest at the church(es) where the family normally worship.

- b. The presence of a brother or sister attending the school when the child starts. 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.
- c. Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations, in particular those under the Disability Discrimination Act 1995. Priority will be given to children under this criterion whose mental or physical impairment means they have a demonstrable and significant need to attend this school. Equally this priority will apply to children whose parents'/guardians' physical or mental health or social needs mean that they have a demonstrable and significant need to attend a particular school. Such claims will need to be supported with written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the particular school.
- d. Distance from home to school – proximity to the school increases the priority of an application within each category. The distance between the child's permanent address and the school is measured in a straight line using Ordnance Survey address point data. Distances are measured from a central point within the child's home to a similarly defined point within the school as specified by Ordnance Survey. The school uses measurements provided by the LA and further information on how distances are calculated is available in the Admissions Booklets provided by the LA. Evidence of residence may be required.

A pupil's home address is considered to be a residential property that is the **child's only or main residence** and not an address at which your child might sometimes stay or sleep due to your own domestic or special arrangements. The address must be the pupil's home address on the day you completed your application form and which is either, owned by the child's parent, parents, or guardian **OR** leased to or rented by the child's parent, parents or guardian under a lease or written rental agreement. If you live separately from your partner but share responsibility for your child, and the child lives at two different addresses during the week, we will regard the home address as the one at which the child sleeps for the majority of weekdays.

In the event more than one applicant has the same distance from home to school (as measured by the local authority) then a random selection will be applied.

Admissions procedure

For children applying for places in Early Years Foundation Stage (EYFS/Reception) the Local Authority's Reception Common Admission Form (RCAF) must be completed. The RCAF is available from the school or the local authority where you and/or your child live. This form **must** be returned to the local authority where you live by the last date as stipulated by the local authority for the return of the RCAF for the relevant academic year. Alternatively the RCAF can be completed on line using the web site of the local authority where you live.

In-Year (casual) admissions.

Applications for a place at the school in-year must be made using the common application form (IYCAF) of the local authority (LA) where your child resides. This form must be returned to the same LA. The school's supplementary forms should also be completed to enable the governors to rank the application in the event of there being more than one application for a place. The governors will use the same criteria to rank the application as that listed above. The offer of a place at the school will be made by the school on behalf of the governors. In the event of the governors deciding that a place cannot be offered 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 the decision not to offer a place.

For children entering EYFS or years 1 – 6 the School's Supplementary Information Forms Section A and B have to be completed and are available from the school, on-line at www.st-augustines.kent.sch.uk and from the LA. The School's Supplementary Form Section A should be returned directly to "Admissions" at the school. The Supplementary Information Form Section B should be passed to your Priest/Minister for completion and returned

to school. Both forms should be returned by the last date as stipulated by KCC for the return of the RCAF for the relevant academic year.

Supplementary Information Forms Section A and B should be completed if you wish your son/daughter to be considered for a place. Completion of the Supplementary Information 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 'any other children' category.

Offers of places will be sent to parents on the common offer date as notified by the Local Authority.

Admission of children under Fair Access Protocols

The school participates in the local Fair Access Protocol. Parents of children involved in this protocol should be aware of the religious ethos of the school.

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 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.

Appeals

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with sections 88 and 94 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. The supplementary information sheet can be viewed by parents/guardians if an appeal is lodged.

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 the end of the relevant academic year, 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. If you put your child's name on the waiting list we would ask you to contact school regularly to check on availability of spaces.

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 to appeal against the decision not to offer a place.

Withdrawal of Offer

After a place has been offered the school reserves the right to withdraw the place in the following circumstances:

- **When parents/guardians have failed to respond to an offer within a reasonable time, or**
- **When parents/guardians have failed to notify the school of important changes to the application information, or**
- **The admission authority offered the place on the basis of a fraudulent or intentionally misleading application from parents/guardians.**

This admissions procedure, although primarily relevant to children for whom a place is sought at the normal age of entry to primary education (Early Years - Year R), applies also to applicants in years 1 to 6, subject to availability of places. For these applications the name of the child's present school will be required.

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ARCHDIOCESE OF SOUTHWARK

St Augustine's Catholic Primary School
Wilman Road, Tunbridge Wells
Kent TN4 9AL Tel: 01892 529796

Supplementary Information Form Section A

Name of Child _____ Date of Birth _____

Address _____

Contact Telephone Numbers _____

Sibling in school at time of entry _____

Full name of Parents/Legal Guardian _____

If you are applying for a place for a Looked After Child please submit the relevant Care Order.

Please add here any other information you may feel is relevant to this application in relation to the school's admission policy in respect of exception 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 separate sheet if necessary.

I, the applicant's mother/father/legal guardian, ask that he/she may be registered as a pupil at St Augustine's School. I would like my child to enter in _____ term 20__.

Signed _____ Date _____

You must enclose with this application:

1. Baptism Certificate or appropriate verification of membership and practice by a minister.
2. Stamped addressed envelope for the return of the certificate.
3. Medical evidence if applicable.

N.B. The Supplementary Information Form Section B should be completed by a Priest/Minister for all applicants. If you have not already received a form, please contact the school.

Send the completed Supplementary Information forms A and B to 'Admissions' at the above address by the last date as stipulated by KCC for the return of the Reception Common Application Form (RCAF) for the relevant academic year.

An RCAF also has to be completed for the Local Authority where you and/or your child live and returned to them; these can be obtained from schools or completed on line at www.kent.gov.uk/ola if you live in Kent. RCAF completed on date.

Please note that once an offer has been made parents will be required to produce a birth certificate and proof of residence for the school records – failure to do so may result in your offer being withdrawn.

For office use only. Baptism Cert seen _____ Baptism Cert returned _____

ARCHDIOCESE OF SOUTHWARK
St Augustine's Catholic School

Supplementary Information Form Section B

Part One - To be completed in BLOCK LETTERS by the Parents/Guardians

Child's name in full _____ Date of Birth _____

Address _____

Religion/Denomination _____

Date and Place of Baptism (if applicable) _____

Please circle the most accurate words:

My family attends Mass / Service weekly / fortnightly / at least once a month / less than once a month

I declare that the information given is accurate and truthful.

Signed _____ parents/guardians

Part Two – To be completed by the Catholic Priest (Please circle the most accurate statement)

I confirm that the family attends Mass:

Weekly / fortnightly / at least once a month / less than once a month

Signature of Priest _____ Date _____

Church _____

Part Three – To be completed by the Priest/Minister of other denominations or faiths

Please circle the most accurate statement:

I confirm that the family attends Service:

Weekly / fortnightly / at least once a month / less than once a month

Signature of Priest/Minister _____ Date _____

Name and Address of Parish or faith community _____

Please return to: "Admissions", St Augustine's Catholic Primary School, Wilman Road, Tunbridge Wells, Kent TN4 9AL and returned by the last date as stipulated by KCC for the return of the RCAF for the relevant academic year.