

# St Augustine's Catholic Primary School

## Admissions Policy and Procedures - 2016 - 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 welcomes all applications, particularly 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 30 pupils without reference to ability or aptitude.

Where the number of applications exceeds 30 the Governors will offer places using the following criteria in the order stated:-

1. Looked After Catholic Children or Looked After Children in the care of Catholic families.  
*Children in Local Authority Care - a child 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 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).*
2. Baptised Catholic children. Evidence of Baptism will be required.
3. Children enrolled in the catechumenate. Evidence of enrolment in the catechumenate will be required.
4. Other Looked After Children.  
*Children in Local Authority Care - a child 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 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).*
5. Children of families who are 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.
6. 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.

## 7. Any other children.

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. A brother or sister on the school roll at the time of admission. Evidence of the relationship may be required. This means children who live as brother and sister, including natural brothers or sisters, adopted siblings, step-brothers or sisters or foster brothers and sisters. *(It would not include other relatives, eg. cousins)*
2. Health and Special Access Reasons – *(Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular 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 by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the particular school).*
3. Distance from home to school. Evidence of residence may be required. *(Nearness of children's homes to school - we use the distance between the child's permanent home address and the school, measured in a straight line using Ordnance Survey 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 Ordnance Survey. The same address point on the school site is used for everybody).*

## 4. 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 at the 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 the school will only be able to consider the application after all applicants who have completed a Supplementary Information Form. You are advised to make two copies of the forms. You should retain one copy and pass the second copy to the school as indicated. Offers of places will be sent to parents on the common offer date as notified by the Local Authority.

## 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 the 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:-

- 1) The admission of additional children would not breach the infant class size limit; or

- 2) 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
- 3) 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 their child's name to be placed on a waiting list. The waiting list, which will be maintained until the end of the academic year in which it was submitted, 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.

## **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.

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

The Governors will provide for the admission of all children in 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 year; parents may also request that their child attends part-time until the child reaches compulsory school age.

## **In-year (casual) admissions**

Applications for a place at the school in-year must be made using the common application form of the Kent local authority. This form must be returned to the school. The school's supplementary form 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 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 against the decision not to offer a place.

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



**CATHOLIC PRIMARY SCHOOLS IN DOVER DEANERY  
SUPPLEMENTARY ADMISSION FORM FOR RECEPTION 2016/2017**



St. Augustine's

St. Joseph's

St. Mary's

St. Richard's

**PUPIL INFORMATION:**

Surname of child:.....First Name:.....  
 Middle Name:.....Chosen Name:.....  
 Gender:.....Date of Birth:.....

**PARENT/CARERS NAME/S (PLEASE PRINT)**

Mr/Mrs/Ms/Miss.....  
 Contact Number:.....Relationship:.....  
 Mr/Mrs/Ms/Miss.....  
 Contact Number:.....Relationship:.....  
 Home address of child:.....  
 .....  
 Religion of child:.....Date of Baptism...../...../.....  
 Religion of parents:.....  
 Name of Parish in which your child lives:.....  
*(please make sure you have enclosed a copy of your child's baptismal/christening certificate)*

**PASTORAL INFORMATION**

\*Brother or sister who will be attending primary school in September 2014 (please continue on back if necessary):

School:.....Name:.....Year.....

\*According to the school's Admission Policy the Governors are required to consider any "medical or social grounds which make the school particularly suitable for the child in question. These may require verification by an appropriate authority such as a medical practitioner, social worker or educational welfare officer". In certain circumstances, this information could increase the likelihood of your child obtaining a place at the school.

\*Does your child have a disability of any kind, or other medical or social additional needs, which you believe should be taken into account by the Governors when considering admissions? Please provide details here (continue on a separate sheet if necessary):

\*Details of any professionals/agencies involved with your child:.....

Signed:.....Date:.....

*Please tick one of the boxes below:*

I enclose a completed KCC Common Application Form: Yes/No  
 I am sending my completed Common Application Form direct to KCC: Yes/No  
 I have already completed a KCC Common Application Form on which your school was included as one of my preferences: Yes/No

This form must be completed and returned to St. Augustine's Catholic Primary School, St. John's Road, Hythe, Kent, CT21 4BE (please retain a copy for your records) by 16<sup>th</sup> January 2016

**FAILURE TO SUBMIT A CAF AS ABOVE WILL INVALIDATE THIS FORM**