

## **St Anselm's Catholic School Admissions Arrangements 2020**

St Anselm's Catholic School is an academy school within the Kent Catholic Schools' Partnership. The school is conducted by its Governing Body as part of the Catholic Church in accordance with its Scheme of Delegation, 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 or of no faith who support the religious ethos of the school.

Having consulted with the Local Authority, the Diocese and other admission authorities, the Governors intend to admit, in September 2020, **up to 180 pupils** without reference to ability or aptitude.

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 whose application can be supported by their Minister/Priest as indicated by the Minister/Priest on the relevant form.
3. Baptised Catholic children.
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. Catholic Catechumens.
6. Children with brothers or sisters (including step-brothers, step-sisters and foster siblings) living in the same household attending the School at the time of entry.
7. Children of current members of staff who work at the School and who have been employed for more than two years.
8. Non-Catholic children who attend Catholic feeder primary schools: St Thomas's, Canterbury; St Mary's, Whitstable; St Simon's, Ashford; St Teresa's, Ashford; St Joseph's, Aylesham; Stella Maris, Folkestone; St Augustine's, Hythe.
9. Baptised or 'dedicated' Christian children who are not Catholic but whose parents wish them to receive a Catholic education and whose Minister/Priest can confirm regular weekly religious practice (as opposed to occasional practice), as indicated by the Minister/Priest on the relevant form.
10. Baptised or 'dedicated' Christian children who are not Catholic but whose parents wish them to receive a Catholic education.
11. Children of other faiths whose parents wish them to receive a Catholic education and whose Minister/Priest can confirm regular weekly religious practice (as opposed to occasional practice), as indicated by the Minister/Priest on the relevant form.
12. Children of other faiths whose parents wish them to receive a Catholic education.
13. Any other children.

### **Tie Break**

In each of the categories above the following criteria will apply where the number of applications exceeds the number of places available:

- a) Children who attend feeder Catholic Primary Schools: St Thomas's, Canterbury; St Mary's, Whitstable; St Simon's, Ashford; St Teresa's, Ashford; St Joseph's, Aylesham; Stella Maris, Folkestone; St Augustine's, Hythe.
- b) Children living nearest the school will be given highest priority, with distance being measured using KCC distance measurements provided. This is 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. 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.

#### Definition of Baptism

This includes baptism, christening or dedication. In the case of a church that does not practice the above, a letter from the Minister/Priest/Pastor confirming this is the case will be accepted. If the baptism certificate is not available, a first communion or confirmation certificate will be accepted instead, as will a letter from the appropriate Minister/Priest.

#### **Supplementary Form Required: Yes.**

Applicants must complete the KCC Common Application Form (CAF) and in addition they should complete the St Anselm's Supplementary Information Form and submit evidence of Baptism or Catechumen instruction. 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 may have to be considered under the 'any other children' category. The SIF should be returned by 31 October 2019

Waiting lists will be maintained up to January 2021

#### Appeals

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with section 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.

#### 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 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. The Waiting List will be re-ranked, in line with the published oversubscription criteria, every time a child is added.

#### 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.

### Admissions out of Normal Age Group

A request may be made for a child to be admitted outside their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. Any such request should be made in writing to the head teacher of the school. The governing body will make a decision about the request based on the circumstances of the case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional and whether they have previously been educated out of their normal age group.

### Pupils with a Statement of Special Educational Needs or an Educational, Health and Care Plan (EHCP).

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.

### Fair Access Protocol

The school participates in the local authority's Fair Access Protocol to allocate places to vulnerable and other children in accordance with the School Admission Code 2014. Admitting pupils under the protocol may require the school to admit above the planned admission number for the relevant year group.



# St Anselm's Catholic School

(A Catholic Academy in the Archdiocese of Southwark)

Academy Principal: Mr P Rowarth, BA (Hons) NPQH

*"faith seeking understanding"*

## SUPPLEMENTARY INFORMATION FORM – YEAR 7 ADMISSION

### SECTION 1: Student Details

Forename and Surname .....

Male or Female:            M                            F

Date of Birth (dd/mm/yyyy): .....

Current Primary School: .....

**(FOR RANKING PURPOSES ONLY)** Is the student:

☐ Currently in Local Authority Care

☐ Adopted

☐ The subject of a residence or guardianship order

### SECTION 2: Students' Religious Affiliation

Child's Religion: .....

Date of Baptism/Dedication/Christening ..... *(Certificate must be included if you have indicated a date, or will be unable to consider your child under this criteria – please include a stamped address envelope for their return)*

### SECTION 3: Parent(s)/Guardians with Whom the Child Resides

Full Name (s) .....

Address .....

.....Postcode .....

Home Tel No .....Email .....

Mobile No.....

Signed ..... Date .....

### SECTION 4: Student Links

Name of any brothers or sister currently at St Anselm's Catholic School .....

House..... Year Group .....

If parent is a CURRENT member of staff at the school, please provide name .....

**PLEASE RETURN WITH ALL APPLICATION DOCUMENTATION TOGETHER TO THE SCHOOL**  
Admissions, Mrs Chalmers, St Anselm's Catholic School, Old Dover Road, Canterbury, Kent, CT13EN



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## **STATEMENT OF SUPPORT FROM PARISH PRIEST/MINISTER (SOS)**

**(Please return this blank if your child does not have any religious affiliation)**

**CATHOLIC APPLICANTS:** Ask your Parish Priest to support your application by signing/stamping this form. **Please write in your child's details**, and then ask your Parish Priest to complete the section below.

**APPLICANTS OF OTHER DENOMINATIONS:** Ask your Minister to support your application by signing/stamping this form. **Please write in your child's details**, and then ask your Priest/Minister to complete the section below.

### **SECTION 1: TO BE COMPLETED BY PARENT/GUARDIAN**

NAME OF CHILD .....

PARENT(S) / GUARDIAN(S) .....

ADDRESS (Including Postcode) .....

PRESENT SCHOOL .....

CHURCH NORMALLY ATTENDED .....

NAME OF PARISH PRIEST/MINISTER .....

ADDRESS .....

### **SECTION 2: TO BE COMPLETED BY PARISH PRIEST/MINISTER OF RELIGION**

NAME OF CHILD .....

PRESENT SCHOOL .....

**Please read carefully** and select the statement below as necessary, or attach a separate letter if you prefer.

☐ I support the application for a place at St Anselm's School. The child is a baptised Catholic and she/he and his/her parents are **weekly** members of my **Catholic** congregation (**over subscription criterion 2**).

☐ I support the application for a place at St Anselm's School. The child and his/her parents are known to me as **weekly** members of my **Christian** congregation (**over subscription criterion 9**).

☐ I support the application for this child of the ..... Faith, the child and parents are known to me as **weekly** members of my congregation (**Over subscription criterion 11**)

SIGNED ..... PRINT NAME ..... DATE .....

**PLEASE RETURN WITH ALL APPLICATION DOCUMENTATION TOGETHER TO THE SCHOOL**

*Admissions, Mrs Chalmers, St Anselm's Catholic School, Old Dover Road, Canterbury, Kent, CT13EN*