ST BARTHOLOMEW’S CATHOLIC PRIMARY SCHOOL

ADMISSIONS POLICY 2015-2016

Reviewed February 2014
Admissions Policy and Procedures

St. Bartholomew’s Catholic Primary School is a voluntary aided school in the Diocese of Southwark. It is in the trusteeship of the Diocese (or the religious order of --). 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 2013, up to 50 pupils without reference to ability or aptitude.

Where the number of applications exceeds 50, the Governors will offer places using the following criteria in the order stated:-

1. Child in Care Catholic Children, other Child in Care Catholic children and other previously Child in Care Catholic children who have been adopted.

2. Baptised Catholic children. Evidence of Baptism will be required.

3. Children enrolled to be baptised. Evidence of enrolment will be required.

4. Other Child in Care Children, other previously Child in Care children and children who have been adopted.

5. Children who are members of Eastern Orthodox Churches. Evidence of Baptism will be required.

6. 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.

7. Children of other faiths. Evidence of membership of the faith provided by a priest, minister or religious leader of a designated place of worship will be required.

8. 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. For Category 2 above - The strength of evidence of commitment to the faith as demonstrated by the level of the family's Mass attendance on Sundays. 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 weekly Mass, then at least once a month etc.

2. We give priority to brothers and sisters already on roll at St. Bartholomew’s School. In this context brother or sister means:
(a) Natural brother or sister (including adopted siblings).
(b) Step-brother or sister,
(c) Foster brother or sister
(d) Those who live as brother or sister in the same house.
- still lives at the same address as when the first child was offered a place
or
- has moved closer to the school than when the first child was offered a place,

In the case of children from multiple births, in the event that they are the 30th and 31st pupils will be treated as ‘exceptioned pupils’ which would allow the school to run with a class of over 31 without breaching infant class size legislation.

3. Medical needs which make the school particularly suitable for the child or parent/carer in question. Strong and relevant evidence must be provided by an appropriate professional authority

4. Distance from home to school. Evidence of residence may be required. The distances from the home to school is measured using the Kent criteria. The central point of your property as defined by Ordnance Survey is taken as one end of a straight line, with a defined address point reference on the school site as the other end. A block of flats has a single address point reference so applicants living in the same block will be regarded as living the same distance away from the school. In the unlikely event that two or more children living in the same block and in all other ways have equal eligibility for the last available place at the school will be issued with a number and drawn randomly to decide which child should be given the place.

**Applications procedure**

In addition to the Common Application form (CAF) supplied by the Local authority, the Supplementary Information form (available from the school and from the local authority) should be completed and sent to the secretary at the school not later than the closing date published by the Local authority. This should be done even if the CAF is completed on line. 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 or your priest, as indicated. We will also require sight of your child’s birth certificate and baptismal certificate if this is available.

**Tie Break**

Where the offer of places to all the applicants in any of the sub categories listed above would still lead to oversubscription, the places up to the admission number will be offered to those living nearest to the school using local authority guidelines. The child living nearer to the school will be given priority over the child living further from the school.

**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.

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Admissions policy 2015 - 2016
Notice of interest list

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a notice of interest list. The notice of interest list will be maintained in order of the criteria set out above and not in the order in which applications are received or added to the list.

In-year admissions

Applications for in-year admissions are made directly to the school.

If a place is available and there is no waiting list the local authority will be informed and the child will be admitted. If more applications are received than there are places available then applications will be ranked by the governing body in accordance with the oversubscription criteria, with the following modifications: Catholic children without an offer of a school place elsewhere are given priority immediately after Catholic child in Care Children, Child in Care children in the care of Catholic families and previously Child in Care Catholic children who have been adopted; similarly, other children without an offer of a school place are given priority immediately after other Child in Care children. Child in Care children in the care of Catholic families and previously Child in Care after Catholic children who have been adopted.

If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right to appeal. You will be offered the opportunity of being placed on a notice of interest list, the notice of interest list will be maintained by the governing body in the order of the oversubscription criteria (as modified above) and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available, the governing body will decide who is at the top of the list.

Pupils with a Statement of Special Educational Needs

The admission of pupils with a statement of Special Educational Needs is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements by the pupil’s home Local Authority. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. Under the Education Act, 1996, the governors are obliged by law to admit any child with a Statement of Special Educational Needs where this school is named in the Statement.

Fair access protocols

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Diocese and the governing body for the current school year. The governing body has this power even when admitting the child would mean exceeding the published admission number.

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.
list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

**Note:**

In the context school admissions Catholic children are defined as children who are baptised or received into the Catholic Church, children baptised or received into the Eastern Churches in union with Rome and children of members of the Ordinariate.

Offers of places will be sent to parents on the common offer date as notified by the Local Authority.
ST BARTHOLOMEW’S CATHOLIC PRIMARY SCHOOL

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Supplementary Information Form 2014 - 2015

This form should be completed when applying for a place in a Catholic School in the Archdiocese of Southwark. Please complete and sign the form below and, if you are Catholic, hand it to your parish priest or the parish priest at the church at which you normally worship. He will add his reference in Part 2. If you are not a Catholic, please hand the form to your priest, minister or faith leader who will add his or her reference in Part 3.

NB You must also complete and return a Common Application Form (available from schools and/or Local Authorities)

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): ____________________________________________________________

Parent/Carer name (1) ____________________________________________ (2) ____________________________________________

Parents’/carers’ religion/denomination: ____________________________________________________________

Home address: ____________________________________________________________ Postcode ____________

Contact numbers: (1) ______________________ (2) _______________________ Mother/Father/Carer)

Will there be a brother/sister in this school by the time your child will start? Yes ☐ No ☐

If your answer was yes, please state name and age of your child.

I confirm that the information we have given on this form is accurate and truthful:

Signed: ___________________________ Parent/carer Date: ___________________________
PART 2  *(To be completed by Catholic priests only)*

I am satisfied that the child is a baptised Catholic

Yes ☐  No ☐

For evidence of practice for ranking and over subscription reasons can you please verify that this family belong to your Catholic Parish and please comment on the following:

The strength of evidence of commitment to the faith as demonstrated by the level of the family's Mass attendance on Sundays.

<table>
<thead>
<tr>
<th>Weekly attendance</th>
<th>Monthly attendance</th>
<th>Rarely attends</th>
<th>Has not been seen to attend</th>
</tr>
</thead>
</table>

Priest's name: ______________________________  Parish (or ethnic chaplaincy): ______________________________
Address: ______________________________  Tel.: ______________________________

Priest's signature: ______________________________
Date: ______________________________

Parish stamp or seal

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

Non-Catholic parents/carers from other denominations or faiths should hand this form to their priest/minister or faith leader 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: ______________________________

Catholic Baptism Certificate seen?

Address: ______________________________  Tel.: ______________________________

Signed: ______________________________  Date: ______________________________

*Towards the priest, minister or other faith leader:*

Please ensure this form is completed and returned to the school as soon as possible.