

# St Edward's Catholic Primary School

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**Headteacher: Mrs H Liddon**

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## Admissions Policy and Procedures

Casual Admissions & Entry to Reception in September 2018

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St. Edward's Catholic Primary School is an academy within Kent Catholic Schools' Partnership (KCSP) in the Diocese of Southwark. 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 Governing Body welcomes all applications from other denominations and faiths and those who have no faith who support the religious ethos of the school; we are committed to equality of opportunity and freedom from discrimination for all. However, the school exists primarily to serve the Catholic community. This Admissions Policy has been formulated and will be operated in accordance with our school's Equality Policy and with the School Admissions Code for faith schools. Admissions are made in line with Kent County Council's (KCC's) Common Application Procedure.

### Admission to Reception Class – September 2018

The Governing Body intends to admit 30 pupils to the Reception class in September 2018. Before the application of oversubscription criteria, children with a Statement of Special Educational Need or Education, Health and Care Plan which names the school will be admitted. As a result of this the published admissions number will be reduced accordingly.

### Over-Subscription Criteria

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 and previously looked after Catholic children who have been adopted or who have become the subject of a residence or guardianship order (see note 2).
- (2) Baptised children of committed Catholic parents or Catechumens as verified in writing, by a priest where the family currently worships regularly. In assessing 'commitment' the Governing Body will take into account frequency of attendance at mass. A baptismal certificate must be produced by parents. ('Catholic children' include children of members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with Rome.)
- (3) Other looked after children and other previously looked after children who have been adopted or who have been adopted or who have become the subject of a residence or guardianship order.
- (4) Children who are current members of an Eastern Orthodox Church. In assessing 'commitment' the Governing Body will take into account frequency of attendance at mass. A baptismal certificate must be produced by parents.
- (5) Children of families who are current members of other Christian denominations that are full members of the Churches Together in England. In assessing 'commitment' the Governing Body will take into account frequency of attendance at religious service. A baptismal or dedication certificate must be produced by parents.
- (6) Children of other faiths. Evidence of current membership of the faith should be provided by a priest, minister or religious leader of a designated place of worship. In assessing 'commitment' the Governing Body will take into account frequency of attendance at religious service. A baptismal or dedication certificate must be produced by parents.
- (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 in that category:***



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(i) The presence of a brother or sister (including natural brothers and sisters, stepbrother or stepsister, adopted siblings and foster brothers and sisters) living at the same home address at the school at the time of admission will increase the priority of an application within each category. The home address is where the parent or carer lives and the child permanently resides for the majority of school nights (Sunday to Thursday) unless otherwise directed by a Court Order.

(ii) 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 means that 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 means 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.

(iii) Where the offer of places to all applicants in any of the sub-categories listed above would still lead to over subscription, the places up to the admission number will be offered to those living nearest to the school. 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 (Sunday to Thursday).

The school uses measurements provided by the LA and further information on how distances are calculated is available in their Admissions Booklets. In a tie breaker situation the nearness of an applicant's home to school will be the decider. If 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. 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 live in the same block and in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place.

## **Admissions Procedure**

In addition to the Reception Common Application Form (RCAF) supplied by the Local Authority, the school's own Supplementary Information Form (SIF) must be completed and to the Headteacher at the school not later than the closing date published by the Local Authority. This should be done even if the RCAF is completed online. The SIF is available from the school office and the school's website. With the exception of applicants in categories 1 and 3, if the SIF is not received, the Governors will only be able to consider the application after all applicants all applicants that have completed a SIF. The school will also ask to see and check the original baptismal certificate.

The deadline for submission of both the RCAF & SIF is Monday 15<sup>th</sup> January 2018. The RCAF must be submitted to the Local Authority and the SIF must be submitted direct to the school by the deadline date.

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

## **Vulnerable Children**

St Edward's is committed to taking its fair share of vulnerable children who are hard to place (children at risk of permanent exclusion), in accordance with locally agreed protocols. Accordingly, outside the normal round of admissions, the governing body is empowered to give absolute priority to a child where admission is requested under any protocol which covers the agreement of both the governing body and the Diocese for the current admission year. The governing body has this power even when admitting such a child would exceed the normal admission number except in Key Stage One.

## **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 to defer their child's entry until later in the school year or until their child reaches

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compulsory school age; parents may also request that their child attends part time (3 full days per week) until the child reaches compulsory school age.

## **Admission of Children Outside Their Normal Age Group – ‘Summer Born Children’**

Parents of ‘summer born’ children (i.e. whose fourth birthday falls between 1<sup>st</sup> April and 31<sup>st</sup> August), may request not only that their admission is deferred until the following September, but also that their child is then admitted into Reception, not into the child’s normal Year 1 age group. In deciding whether to agree to any such request, the school will consider the child’s best interests and will follow the provisions of the School Admissions Code and any Department for Education guidance; it will take into account the parents’ views and any supporting evidence provided, but it is for the school to decide in light of its knowledge and experience of the education of very young children whether to accept or decline the request. Parents of a summer born child who wish to defer the start of school until the child reaches compulsory school age and to request admission to Reception instead of to Year 1 should apply at the usual time BUT should include with the SIF a written request for admission out of the normal age group, explaining why it would be in the child’s interests to be admitted to Reception rather than Year 1 and including copies of any relevant and appropriate professional evidence (e.g. from a Speech and Language Therapist). The school will consider the request as soon as possible and will inform the parents of its decision before primary national offer day. If their request is agreed, their application for the normal age group may be withdrawn before a place is offered. If their request is refused, the parents must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in-year application for admission to Year 1 for the September following the child’s fifth birthday. Where a parent’s request is agreed, they must make a new application as part of the main admissions round the following year. The application will be treated in the same way as usual applications will be subject to the Over subscription Criteria for that year i.e. a place cannot be guaranteed for the following year.

## **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.

## **In-year (Casual) Admissions**

St. Edward’s School follows KCC’s In-Year procedure. Applications for a place outside the normal admissions round must be made using the KCC In-Year Casual Application Form (IYCAF). Applicants must use one IYCAF for each school they wish to apply for. Completed IYCAFs must be returned direct to the school. Details of the process can be found at:

<http://www.kent.gov.uk/education-and-children/schools/school-places/move-to-a-different-school>

## **All Applications for Admission**

St. Edward’s SIF should be completed to enable the Governors to rank the application in the event of there being more than one application for any available place, using the same criteria to rank the application as listed above. The school will notify applicants by letter of the outcome of their application.

If siblings from multiple births (twins, triplets, etc.) apply to our school and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the Governors will offer a place to each of the siblings, even if doing so takes the school above its PAN. If the admissions are to Reception, and so result in a breach of class size legislation, the additional pupil(s) will be treated as “excepted” for the time they are in a class.

In Key Stage 2, there can be a governors’ decision to exceed, in exceptional circumstances, 30 children.

## **Pupils with Statement of Special Educational Needs or Education, Health and Care (EHC) Plan**

The admission of pupils with a Statement of Special Educational Needs or with an Educational Health Care Plan is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of Statements and EHC Plans by the pupil’s home Local Education Authority. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. Pupils with a Statement or EHC Plan naming the school will be admitted without reference to the above criteria.

## **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 for the relevant year group. This does not prevent parents from exercising their right to appeal against the decision not to offer a place. Placing a child’s name on a waiting list does not guarantee that a place will become available.

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The waiting lists, which will be maintained to the end of the current academic year, will be operated using the same admissions criteria listed above; this means that if a place in a year group becomes available, it will be offered to the child in the highest category, even if other children have been on the waiting list for longer. Similarly, if a child is directed under the local authority's Fair Access Protocol they will take precedence over those children already on the list. Parents of children still on a waiting list at the end of the current academic year will be offered the opportunity of joining the new waiting list for the next academic year; a new SIF (with appropriate verification) will then be required to update and confirm the position since the previous SIF was submitted, so that the child can be ranked appropriately on the waiting list.

## Withdrawal of Places

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

- i) when a parent has failed to respond to an offer within a reasonable time; or
- ii) when a parent has failed to notify the school of important changes to the application information; or
- iii) the admission authority offered the place on the basis of a fraudulent or internationally misleading application from a parent.

## 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. Details of the appeals procedure can be obtained from the Clerk to the Governors at the school. 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:-

- i) the admission of additional children would not breach the infant class size limit; or
- ii) 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
- iii) 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.

The parents of a pupil who previously applied unsuccessfully to the school, but did not appeal, retain their right of appeal. A pupil who previously applied and appealed unsuccessfully cannot appeal again within the academic year. However they may remain on the waiting list.

## Notes

1. **Children in Local Authority Care** (Looked after children) are those in the care of a public authority and are in public care (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to the school. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (e.g. from an appropriate social worker).

2. In the context of school admissions 'Catholic' children includes children of members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with Rome – as defined by the Education Commission for the Catholic Diocese of Southwark's Guidance on School Admissions <http://www.educationcommission.org.uk/Policies/>

3. 'Catechumen' means a member of the catechumenate of a Catholic church. This will normally be evidenced by a certificate of reception into the order of catechumens or by a letter from the parish priest.

4. 'Other Christian Denominations' refers to denominations that are full members of Churches Together in England

4. The frequency of attendance at mass or religious service will be ranked in the order shown on the Supplementary Information Form; firstly those who attend services weekly, then at least once a month etc.

## \*Members of Churches Together in England

|  |  |  |
|--|--|--|
| Antiochan Orthodox Church                    | Council of Oriental Orthodox Churches              | New Testament Church of God                |
| Baptist Union of Great Britain               | Joint Council for Anglo-Caribbean Churches         | Oecumenical Patriarchate                   |
| Cherubim and Seraphim Council of Churches    | Ichthus Christian Fellowship                       | Religious Society of Friends               |
| Church of England                            | Independent Methodist Church                       | Roman Catholic Church                      |
| Church of God of Prophecy                    | International Ministerial council of Great Britain | Russian Orthodox Church                    |
| Church of Scotland (in England)              | Lutheran Council of Great Britain                  | Salvation Army                             |
| Congregational Federation                    | Methodist Church                                   | Transatlantic Pacific Alliance of Churches |
| Coptic Orthodox Church                       | Moravian Church                                    | United Reformed Church                     |
| Council of African and Caribbean Churches UK | New Testament Assembly                             | Wesleyan Holiness Church                   |

Supplementary Information Form

Please complete this Supplementary Information Form (SIF) and submit it to the school, together with a copy of the child's Baptismal/Dedication Certificate. Applications for entry to Reception must be returned by the closing date for the return of the Reception Common Application Form (RCAF) for the relevant academic year as stipulated by the Local Authority. Therefore, for entry into Reception 2018 please complete the SIF by 15<sup>th</sup> January 2018. A RCAF must also be submitted to the Local Authority by 15<sup>th</sup> January 2018.

Please complete in BLOCK CAPITALS

Surname of child: \_\_\_\_\_

Forename(s): \_\_\_\_\_

Date of Birth: DD/MM/YYYY

Date & place of Baptism or Dedication: \_\_\_\_\_  
Religion/denomination (e.g. Catholic): \_\_\_\_\_  
Name & address of Church/Place of Worship you attend: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I confirm that we/my child attend(s) Mass/Church Services/our faith's principal form of worship:**

*Please tick appropriate box*

Weekly   
Fortnightly   
Monthly   
Occasionally

**For how long have you followed this pattern of attendance? \_\_\_\_\_ Years/Months**

**I confirm that the above family are known to me and attend Mass/Church Service/our faith's principal form of worship:**

*Please tick appropriate box*

Weekly   
Fortnightly   
Monthly   
Occasionally

**They have followed this pattern of attendance for \_\_\_\_\_ Years/Months.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Priest/Minister/Other Religious Leader (please state): \_\_\_\_\_  
Parish/Church/Place of Worship: \_\_\_\_\_  
\_\_\_\_\_

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## Parent/Carer Details:

Please complete in BLOCK CAPITALS

Mother's Full Name: \_\_\_\_\_

Mother's Address & Postcode: \_\_\_\_\_  
\_\_\_\_\_

Mother's Tel No.: \_\_\_\_\_

Father's Full Name: \_\_\_\_\_

Father's Address & Postcode (if different from above): \_\_\_\_\_  
\_\_\_\_\_

Father's Tel No.: \_\_\_\_\_

If mother's and father's addresses are different, or if the child lives with another person (such as a guardian/grandparents or carer), please give the address of the child's home below (the place where the child lives for the majority of the time).

Child's Home Address & Postcode: \_\_\_\_\_  
\_\_\_\_\_

If the child lives with another person, please give their full name and relationship to the child below.

Name of other person: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

Tel No.: \_\_\_\_\_

Name(s) of sibling(s) who will be attending St. Edward's School at the time of admission:

Name: \_\_\_\_\_

Date of Birth: \_\_/\_\_/\_\_

Name: \_\_\_\_\_

Date of Birth: \_\_/\_\_/\_\_

Name: \_\_\_\_\_

Date of Birth: \_\_/\_\_/\_\_

Please add on a separate sheet any other information you believe is relevant to this application (e.g. with respect to applications on medical/health or special access needs) together with appropriate supporting evidence.

I declare that I have parental responsibility for the child for whom the application is made.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

*Please print name*