

# **St Gregory's Catholic Primary School**

## **Admission Policy and Procedures**

**2020-2021**



**St Gregory's Catholic Primary School**  
Nash Road, Margate, Kent CT9 4BU.  
Executive Principal: Mr C Wright  
Academy Principal: Mrs D Rougvie-Fevrier  
Tel: 01843 221896  
E-mail: [drougvie-fevrier@st-gregorys.kent.sch.uk](mailto:drougvie-fevrier@st-gregorys.kent.sch.uk)  
Admissions Arrangements 2020/21

## Admissions Policy and Procedures 2020/21

St Gregory's Catholic Primary School is part of the Kent Catholic Schools' Partnership in the Diocese of Southwark. The Governing Body of the school is the admitting authority and is responsible for determining and administering the policy relating to the admission of pupils to the school. It is guided in that responsibility by the requirements of the law, by the advice of the Diocesan Trustees and its duty to the school and the Catholic community. 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 2020, up to 45 pupils without reference to ability or aptitude, race, nationality, gender or social circumstances. Where the number of applications exceeds 45, and after the admission of pupils with a Statement of Special Educational Need (SEN) or Education Health & Care Plan (EHCP) which names the school, the Governors will offer places using the following criteria in the order stated:-

1. Looked after baptised Catholic children or looked after children in the care of Catholic families and baptised Catholic children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order (see note c).
2. Baptised Catholic children. Evidence of Baptism will be required. (Priorities i - iv below will apply where necessary).
3. Children enrolled in the catechumenate (see note d). Evidence of enrolment in the catechumenate will be required. (Priorities i – iv below will apply where necessary).
4. Other looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order (see note c).
5. Children who are members of Eastern Orthodox Churches. Evidence of Baptism will be required. (Priorities i – iv below will apply where necessary).
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. (Priorities i – iv below will apply where necessary).
7. 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. (Priorities i - iv below will apply where necessary).
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.

- i. 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; highest priority will be given to those who attend Mass at least once a month.
- ii. A brother or sister on the school roll at the time of admission. Evidence of the relationship may be required (see note b).
- iii. 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.
- iv. 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 the National Land and Property Gazetteer (NLPG) address point. 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. When we apply the distance criterion for the school, these straight line measurements are used to determine how close each applicant's address is to the school (see note e). Where the last remaining place is to be allocated & 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.

## **Notes**

- a. Baptised Catholics include children who have been received into the church, members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome. Reference to other Christian denominations refers to denominations that are full members of Churches Together in England.
- b. A 'brother' or 'sister' means children who live as brother or sister including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters. It would not include other relatives e.g. cousins.
- c. A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions.
- d. 'Catechumen' means a member of the catechumenate of a Catholic Church. This means they are under instruction in preparation for joining the Church. This will normally be evidenced by a certificate of reception into the order of catechumens.
- e. 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 the 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.

Proof of address will be requested at the time of acceptance of a place.

### **Admissions procedure**

In addition to the Common Application Form (CAF) supplied by the Local Authority, the Supplementary Information Form, available from the school, should be completed and sent to St Gregory's Catholic Primary School not later than **15<sup>th</sup> January 2020**. **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 original to the school or your priest, as indicated.

Offers of places will be sent to parents on **16<sup>th</sup> April 2020**.

### **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.

Key Stage 1 classes are restricted by the legislation to 30 children. Parents should be aware that an appeal against refusal of a place in a Key Stage 1 class may only succeed if it can be demonstrated that:

- the admission of additional children would not breach the Key Stage 1 class size limit; or
- 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
- 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.

### **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.

### **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 the child resides. This form (IYCAF) must be returned to the school. The school's supplementary form (SIF) must 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 SIF is not a valid application by itself: this can be made only on the IYCAF. 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 LA 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 the 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.

## **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 December 2020 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 LA's fair access protocol they will take precedence over those children already on the list.

## **Late Applications**

Any late applications will be considered by the Academy 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.

*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.*

## **Admission of children outside their normal age group**

Parents who are seeking a place for their child outside of their normal age group, e.g. the child has experienced problems such as ill health or the parents of a summer born child preferring not to send their child to school until the September following their fifth birthday, may request that they are admitted out of their normal age group – to reception rather than year 1.

Governors will make decisions on the circumstances of each case and in the best interests of the child concerned. This will include taking account of 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; whether they have previously been educated out of their normal age group, and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They will also take into account the views of the Academy Principal. When informing a parent of the decision which year group the child should be admitted to, the governors will set out clearly the reasons for their decision.

Where the governors agree to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to the age group to which pupils are normally admitted to the school the local authority will process the application as part of the main admissions round, (unless the parental request is made too late for this to be possible) and on the basis of the determined admission arrangements, including the application of oversubscription criteria where applicable. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

## Supplementary Information Form (SIF)

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 the parish priest at the church at which you normally worship. He will add his reference in Part 2 and forward this copy to the school to which you wish to apply. 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.

**Note 1: You MUST also complete and return a Common Application Form (CAF) which is available online at [www.kent.gov.uk](http://www.kent.gov.uk)**

**Note 2: When returning your completed SIF to the school, you MUST enclose your child's baptism certificate for verification**

### PART 1 (To be completed by all parents or carers)

School to which you are applying: **St Gregory's Catholic Primary, Nash Road, Margate, CT9 4BU**

Surname of child: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Christian/forename(s) of child: \_\_\_\_\_  Male  Female

Child's permanent address: \_\_\_\_\_

Religion/Denomination: (e.g. Roman Catholic) \_\_\_\_\_

Date and place of Baptism (if applicable): \_\_\_\_\_

Name/s of siblings who will be attending St. Gregory's at the time of admission (if any): \_\_\_\_\_

---

Parent/Carer's full name/s: \_\_\_\_\_

Address (if different to above): \_\_\_\_\_

Postcode \_\_\_\_\_

Contact numbers: Home/Mobile \_\_\_\_\_ (Mother/Father/Carer)

Home/Mobile \_\_\_\_\_ (Mother/Father/Carer)

If **Catholic** indicate parish in which you live (e.g. Ss. Austin & Gregory) \_\_\_\_\_

Usual place of worship (if different): \_\_\_\_\_

How long have you worshipped there? \_\_\_\_\_ years. If you have recently moved to the parish, please give details of your previous parish

---

How often do you attend Mass?  at least once a month  less often

Please add any other information you feel is relevant to this application in relation to the school's admissions policy in respect of exceptional medical, social or pastoral needs of your child that make only this school suitable for them. Strong and relevant information must be provided by an appropriate professional authority (e.g. qualified medical practitioner, education welfare officer, social worker or priest. (Continue on a separate sheet if necessary).

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

Signed: \_\_\_\_\_ Parent/carers Date: \_\_\_\_\_

I have enclosed the original copy of Baptismal Certificate

**PART 2 (To be completed by Catholic priests only)**

Name of child.....Date of birth.....

I am satisfied that the child is a baptised Catholic or a member of a Church that is in full communion with Rome  
Yes  No

Please comment, if appropriate, **only** to clarify the Mass attendance above:

**FAMILY INFORMATION**

Is the family known to you? Yes  No

How often does the family attend Mass? At least once a month  Less often than once a month

How long has the family attended your church? \_\_\_\_\_

I confirm that this child is following a Catechumens course (for entry into the church) Yes  No

Priest's name: \_\_\_\_\_ Parish (or ethnic chaplaincy): \_\_\_\_\_

Address: \_\_\_\_\_ Tel.: \_\_\_\_\_

**Parish stamp or seal**

Priest's signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

**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 St Gregory's Catholic Primary School at the address below.**

Name of child.....Date of birth.....

I confirm that this family are members of our faith community

Name of minister: \_\_\_\_\_ Denomination/faith: \_\_\_\_\_

Parish or faith community: \_\_\_\_\_

Address: \_\_\_\_\_ Tel.: \_\_\_\_\_

**Official stamp or seal**

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

**Instructions to the priest, minister or other faith leader:**

*Please complete and return this form to the address below by the National closing date 15<sup>th</sup> January 2020.*

*St Gregory's Catholic School Office, Nash Road, Margate CT9 4BU. (Tel. 01843 221896)*