



**Admissions Policy and Procedures for In Year Admissions during 2019/20 and Entry to Reception in September 2020**

Learning for life. Loving God,  
Ourselves and others.  
Valuing all of His creation.  
Enabling us to do our best.

St Margaret Clitherow Catholic Primary 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 Governing Body welcomes applications from those of all denominations and faiths (or none) 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 and Catholic children have priority of admission. This Admissions Policy has been formulated and will be operated in accordance with our school's Equality Policy, with Diocesan guidance and with the School Admissions Code for faith schools. Admissions are made in line with Kent County Council's (KCC's) Common Applications Procedure.

**ADMISSION TO RECEPTION CLASS (SEPTEMBER 2020)**

The Governors intend to admit 60 pupils into the Reception class in September 2020. Children with an Education and Health Care Plan<sup>1</sup> (EHC) naming the school will be admitted before the application of the oversubscription criteria, so that the number of places available to others may be fewer than 60. Evidence of residence may be required.

**Oversubscription Criteria**

Where the number of applications exceeds 60, the Governors will offer places using the following criteria in the order stated:-

**Category 1:** Looked after<sup>2</sup> 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.

**Category 2:** Baptised Catholic<sup>3</sup> children.

**Category 3:** 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.

**Category 4:** Children of members of staff where the member of staff has been employed full or part-time on a permanent contract at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

**Category 5:** Baptised Children of families who are members of the Eastern Orthodox Churches.

**Category 6:** Baptised/Dedicated Children of families who are members of other Christian denominations<sup>4,5</sup>.

**Category 7:** Children who are members of other faiths.

**Category 8:** Any other children.

Evidence for inclusion in each category will be required, as set out below and in the school's Supplementary Information Form.

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:

- a) For Categories 2, 5, 6 and 7, commitment<sup>7</sup> to the relevant faith, as demonstrated by the frequency and duration of the family's current attendance at Sunday Mass, for Category 2, (or for Categories 5, 6 and 7, at an equivalent form of worship for the relevant faith), including evidence of Baptism or Dedication. This evidence must be provided by completion of the Supplementary Information Form by the child's parents/carers, endorsed:
  - (i) in the case of applicants in Category 2, by a priest at the Catholic church(es) where the family<sup>6</sup> normally worship(s) and, if the family has moved during the duration of attendance stated on the Supplementary Information Form, by a priest at their previous church(es);

(ii) in the case of applicants in Categories 5, 6 and 7, by a priest, minister or religious leader of the place(s) where the family normally worships or previously worshipped, as in paragraph (i) above.

Applications will be ranked according to the level of commitment<sup>7</sup> - that they are observant members of their faith and they worship publicly with their faith community on a regular basis, according to the norms and customs of that faith as confirmed by the priest, minister or religious leader on the Supplementary Information Form.

- b) A brother or sister<sup>8</sup> on the school roll at the time of admission.
- c) Children with medical, health, social and special access reasons in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Equally this priority will be given to those children whose parents'/guardians' physical or mental health or social needs means that they have a demonstrable and significant need to attend our 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 school.
- d) Nearness of children's homes to school - we use the distance between the child's permanent home<sup>9</sup> 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. Evidence of residence may be required. 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.

#### Notes:

<sup>1</sup> **Pupils with an Education and Health Care Plan (EHC)** The admission of pupils with an EHC Plan is dealt with by a completely separate procedure. The procedure is integral to the making and maintaining of 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 an EHC plan naming the school will be admitted without reference to the above criteria.

<sup>2</sup> **'Looked after children'** are those: (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to the school.

<sup>3</sup> **'Catholic'** 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/>)

<sup>4</sup> **'Other Christian denominations'** refers to denominations that are full members of Churches Together in England and other Orthodox Christian Churches.

<sup>5</sup> **'Members'** are defined as individuals who are baptised or dedicated as relevant to their denomination.

<sup>6</sup> **'Family'** means the child together with at least one parent or guardian, or other adult related to the child by blood, marriage or adoption attending Mass or the relevant form of worship.

<sup>7</sup> To facilitate determination of **'Commitment'** a points system will be used; applicants will be ranked from highest-lowest number of points allocated as follows:

Attendance at Sunday Mass/Relevant Form of Worship	3 years or more	1 year or more
Weekly	10 points	5 points
Fortnightly	6 points	3 points
Monthly	2 points	1 point
Occasionally	1 point	0.5 point

<sup>8</sup> A **'brother or sister'** means children who live as brother and sister at the same address, including natural brothers or sisters, adopted siblings, step-siblings and foster-siblings. It would not include other relatives (eg cousins).

<sup>9</sup> **'Home'** refers to the permanent home address at which the child lives for the majority of his/her time.

#### Admissions procedure

**In addition to** the Reception Common Application Form (RCAF) or online application submitted to the Local Authority, the school's own Supplementary Information Form (available from the school and the school's website) should be completed and sent to the Academy Principal at the school not later than the national closing date 15 January 2020. With the exception of applicants in Categories 1 and 3, if the Supplementary

Information Form is not received, the governing body of the school may only be able to consider the application after all applicants who have completed a Supplementary Information Form. Offers of places will be sent to parents by the Local Authority on the common offer date 16 April 2020.

#### Admission of children below compulsory school age

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

#### Requests for admission out of the normal age group – ‘summer born children’

Parents of ‘summer born’ children (ie. whose fourth birthdays fall between 1 April and 31 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 Supplementary Information Form 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 (eg 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 and will be subject to the Oversubscription Criteria for that year ie a place in the following year cannot be guaranteed.

#### Late Applications

If there are any available places, a late application will be considered using the above criteria. If all places have already 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

Our 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 directly 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

The maximum number of pupils our school can accommodate from September 2020 is 420. Our school’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” in accordance with the School Admissions Code.

## 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.

Infant classes are restricted by law 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:

- a) the admission of additional children would not breach the infant class size limit; or
- b) 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
- c) 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.

## WAITING LISTS

Parents of children who have not been offered a place at the school may ask in writing 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. The waiting lists, which will be maintained until 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 Supplementary Information Form (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:

1. When a parent has failed to respond to an offer within a reasonable time, or
2. When a parent has failed to notify the school of important changes to the application information, or
3. The admission authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent.



**Supplementary Information Form (SIF)**  
for Entrance in Academic Year 2019-2020 and Reception from September 2020 to

**ST MARGARET CLITHEROW CATHOLIC PRIMARY SCHOOL**  
Trench Road, Tonbridge, Kent TN11 9NG  
[www.stmargaretclitheroschool.org.uk](http://www.stmargaretclitheroschool.org.uk) Tel: 01732 358000  
Executive Principal: Mrs A Whittle Academy Principal: Caroline Ryan

Please complete this form and submit it to the school, together with a copy of the child's Baptismal/Dedication Certificate, which will be returned. Applications for entry to Reception must be returned to the Academy Principal by the 15 January 2020 which is the same date as the return of the RCAF for the relevant academic year to KCC. Please complete **both** the SIF and RCAF.

SURNAME OF CHILD: .....CHRISTIAN/FORENAME(S)..... DATE OF BIRTH: .....
DATE OF BAPTISM/DEDICATION: ..... DENOMINATION or FAITH: ..... NAME AND ADDRESS OF CHURCH/PLACE OF WORSHIP ATTENDED: ..... ..... I confirm that we/my child attend[s] Mass /Church Services / our faith's principal form of worship: 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 Services/our faith's principal form of worship: 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: .....

FULL NAME OF FATHER: ..... Address: ..... FULL NAME OF MOTHER: ..... Address (if different from above): ..... If father's and mother's addresses are different, or if the child lives with another person (such as a guardian, grandparent or carer), please give the address of the child's home (that is the place where the child lives for the majority of his/her time). If the child lives with another person, please give their full name and relationship to the child: CHILD'S HOME ADDRESS:..... .....Post Code: ..... Tel No: ..... NAME(S): ..... RELATIONSHIP TO CHILD:..... Names and Dates of Birth of brothers and sisters who will be attending the school at the time of entry: Name: ..... Date of Birth: ..... Name: ..... Date of Birth: .....
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**NB:** Please add on a separate sheet any other information you believe is relevant to this application, (eg 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 this application is made.

Signature ..... Please print name: ..... Date .....