

# St. Anselm's Catholic Primary School



## Admissions Policy and Procedures 2018-19

<b>Committee Name:</b>	Full Governing Body
<b>Date of Approval:</b>	1 <sup>st</sup> December 2016
<b>Validity Date:</b>	2018-19
<b>Person responsible:</b>	Mrs Laura White, Headteacher Mrs Maria Ahmed, Governor

St Anselm's Catholic Primary School is a voluntary aided school in the Diocese of Southwark. It is in the trusteeship of the Diocese. 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 also welcomes applications from those of other denominations and faiths who actively 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 2018, up to 30 pupils without reference to ability or aptitude.

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.
2. Baptised Catholic children, where at least one parent/carer is a committed and practising Catholic. Evidence of baptism will be required.
3. Children enrolled in the catechumenate. Evidence of enrolment in the catechumenate programme will be required.
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. Baptised children, where at least one parent/carer is a committed member of an Eastern Orthodox church. Evidence of baptism will be required.
6. Baptised children, where at least one parent/ carer is a committed member 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 families who are members of other faiths. Evidence of membership of the faith provided by a 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:-

i. For Category 2 and 3 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 those who attend Mass weekly and have done so for at least 12 months prior to date of application, then once or twice a month etc.

(In instances where the family has moved into the area within the last 12 months, evidence must be provided from the previous parish(s) in addition to the current parish).

ii. For Categories 5, 6 and 7 above - The strength of evidence of commitment to the faith as demonstrated by the level of the family's attendance at services of worship. This evidence must be provided by the parents/carers and be endorsed by a priest/ minister/ faith leader at the place where the family normally worships.

iii. Social, pastoral and medical needs which make the school particularly suitable for the child in question. Strong and relevant evidence must be provided by an appropriate professional authority (e.g. qualified medical practitioner, education welfare officer, social worker or priest).

iv. Distance from home to school. Evidence of residence may be required. Distances are provided by the Local Authority who 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 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 is used for everybody.

v. 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.

If the number of applications in either i, ii, iii or iv above (or any of the priorities within each of these; for example, frequency of attendance at Mass) exceeds the places available, priority will be given to children with a brother or sister on the school roll at the time of admission and living at the same address (evidence of the relationship may be required).

### **Admissions 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 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 second copy to the school or your priest, as indicated. We will also require sight of the documents listed at the end of this policy.

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

### **Appeals**

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with section 85(3) 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 Appeals Clerk at the school address. 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:-

- 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.

### **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.

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

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child (born between 1<sup>st</sup> April and 31<sup>st</sup> August) may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. If such a request is to be made, it must be made in writing by 31<sup>st</sup> January to the governing body with any evidence the parent wishes to provide in support and governors will respond within 2 weeks in writing.

If the request is refused, governors will clearly state the reasons for this decision. The parent may then choose either to continue with the application for a place in September before compulsory school age or withdraw the application and make an in-year application to start in Year 1 in the September following the child's fifth birthday.

If the governors accept the request, the application for a place in the current year (before compulsory school age) will be withdrawn and the parent must then apply the following year (following the child's fifth birthday) in the usual way for a place in reception. This application will be treated in the same way as any other application and will be subject to the same criteria above in the event the number of applications exceeds the places available.

### **Waiting List**

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 and updated annually in the Autumn term, 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.

### **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.

### **Please note**

The School office will require sight of the following original documents in addition to the supplementary form:

Baptism certificate

Evidence of dedication if a baptism certificate is not available

2 household bills as proof of residence (at the time of application)

*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) will also apply to succeeding years, and be subject to the availability of places.*

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

The admissions of pupils with a Statement of Special Educational Needs or with an EHC Plan are 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.

# St Anselm's Catholic Primary School

Littlebrook Manorway, Dartford, Kent. DA1 5EA

Tel: 01322225173 Fax: 01322 224937 www.st-anselms.kent.sch.uk

Headteacher: Mrs L White

Deputy headteacher: Mr J Gallagher



## SUPPLEMENTARY INFORMATION FORM

### Part 1 (to be completed by all parents or carers)

School to which you are applying:	<b>St Anselm's Catholic Primary School</b>
Address of School:	<b>Littlebrook Manorway, Dartford, Kent. DA1 5EA</b>

#### Child Details

Surname of child:	_____	Date of birth:	_____
Forename(s) of child:	_____		
Religion/ denomination:	_____	<input type="checkbox"/> Boy	
		<input type="checkbox"/> Girl	
Date and place of baptism (if applicable):	_____		

#### Parents' details

Parent/ carer 1

Parent/ carer 2

Parents' full names:	_____	_____
Parents' religious denominations:	_____	_____
Home address:	_____	_____
	_____	_____
	_____	_____
Home Contact number:	_____	_____
Work contact number:	_____	_____

#### Family details

Parish in which you live (e.g. St Vincent's Dartford): \_\_\_\_\_

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

How long have you worshipped there: \_\_\_\_\_

How often do you attend Mass?

<input type="checkbox"/> Weekly	<b>N.B. If you have attended this parish for less than 12 months, proof of attendance will also be required from your previous parish.</b>
<input type="checkbox"/> At least once a month	
<input type="checkbox"/> Less often	

If Catholic, indicate which Mass you normally attend:

<input type="checkbox"/> Saturday at: _____ (time)
<input type="checkbox"/> Sunday at: _____ (time)

#### Details of other children in the family

Name

Date of birth

School (if any)

_____	_____	_____
_____	_____	_____
_____	_____	_____

Please add here any other information you may feel is relevant to this application in relation to the school's admissions policy. (Continue on a separate sheet if necessary)

#### In year admissions only

Previous/ Current School:	Telephone:
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I confirm that the information that has been given on this form is accurate and truthful.

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

**Your child's Baptismal certificate and proof of address (x2) must be presented with this application**

**Part 2 (to be completed by Catholic Priests only)**

**A For all schools:**

I am satisfied that the child is a baptised Catholic

Yes

No

**B For schools requiring evidence of practice:**

Are the parents known to you? **Parent/ Carer**

Yes

No

Attendance at Mass:

Weekly for ..... months/years (please delete as appropriate)

Occasional (at least once a month) ..... months/years (please delete as appropriate)

Irregular (less than once a month) ..... months/years (please delete as appropriate)

Is the child known to you? **Child**

Yes

No

How long have the parent(s) attended your church? \_\_\_\_\_

**If you have attended your current parish for less than one year additional proof of attendance at mass from your previous parish will be required.**

Comment (if appropriate) regarding the points above:

Priest's name: \_\_\_\_\_

Parish (or ethnic chaplaincy): \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Telephone: \_\_\_\_\_

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 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.**

I confirm that this family are members of our faith community

This family have been known to me for .....(please state months and years)

The family is not known to me

Name of minister: \_\_\_\_\_

Denomination/faith; \_\_\_\_\_

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

Address: \_\_\_\_\_  
 \_\_\_\_\_

Telephone: \_\_\_\_\_

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

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

Comment (if appropriate) regarding the points above:

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

Please ensure that this form is completed and returned to the school by the LA agreed date