



St Edward's Catholic Primary School

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Headteacher: Mrs L Liddon

ADMISSION POLICY 2017

St. Edward'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. However, 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.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below. All applicants are required to complete a Supplementary Information Form and declare their positive support for the aims and ethos of the school.

Having consulted with the Local Authority (LA) and other admission authorities, the Governing Body intends to admit 30 pupils to the Reception class in the school year, which begins in September 2017.

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 there are more applications for places than the number of places available, places will be offered according to the following order of priority.

- (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.
- (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.
- (3) Other looked after children and other previously looked after children who have been adopted.
- (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 part of the Churches Together in England. Evidence of Baptism (or dedication) provided by a priest or minister of a designated place of worship will be required. 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.
- (7) Any other children.

Where the offer of places to all applicants in any of the categories listed above would lead to over subscription the following provisions will be applied:

(i) The presence of a brother or sister (including natural brothers and sisters, stepbrother or stepsister, adopted siblings and foster brothers and sisters) at the school at the time of admission will increase the priority of an application within each category.

(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



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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.

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.

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 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.

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 31st July 2017, will be operated using the same admissions criteria listed above. Ranking will be revised each time an application is added to the waiting list. 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.

Pupils with a 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 EHC Plan is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining statements and EHC plans by the pupil's home Local Authority. Details of this separate procedure are set out in the *Special Educational Needs Code of Practice*.

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.

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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 have the right to defer their child's entry, or to take a part time place for their child, until the term in which the child reaches compulsory school age.

Admission of Children Outside Their Normal Age Group

Parents who are seeking a place for their child outside of their normal age group, eg, 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 school's head teacher. 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.

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>

Notes

- Children in Local Authority Care** (Looked after children) means a child under the age of 18 years for whom the LA provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who ceased to be so because they were adopted or who is subject of a care order under Part IV of the Act.
- In the context of 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. Reference to other Christian denominations refers to denominations that are full members of Churches Together in England*.
- '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.
- Current is defined from 1st September 2015 to the closing date for applications.

*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

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Admission Supplementary Information Form

Please complete in BLOCK CAPITALS

Surname of child:

Forename(s):

Date of Birth:

DD/MM/YYYY

Please tick appropriate box:

Male:

Female:

Religion/denomination (e.g. Catholic):

Parents' names:

Mother: Forename/surname

Father: Forename/surname

Parents' religion/
denominations

Mother:

Father:

Address & Postcode:

Telephone numbers:

Home:

Mobile:

Date & place of Baptism or Dedication:

Please attach a copy of Baptismal/Dedication Certificate

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

If **Catholic**, please indicate which Mass you normally attend: _____

Parish in which you live: _____ Usual place of worship (if different): _____

How long have you worshipped there? _____

How often do you attend Mass? _____ Weekly/at least once a month/less than once a month/never *

**Please delete as appropriate.*

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Please add here any other information you may feel is relevant to this application in relation to the school's admission policy in respect of exceptional medical, social or pastoral needs of either your child or yourself that make only this school suitable for them. Strong & relevant evidence must be provided by an appropriate professional authority (e.g. qualified medical practitioner, education welfare officer, social worker or priest):

Category of Application

Where there are more applications for places than the number of places available, places will be offered in line with our over subscriptions policy. Please read our admission policy carefully and select the category of application by ticking the appropriate box below:

☐

Category 1: We are a Catholic family caring for a looked after child or a previously looked after child who has been adopted or we are a family caring for a looked after Catholic child or a previously looked after Catholic child who has been adopted.

☐

Category 2: My child has been baptised in a Roman Catholic Church or is a Catechumen and currently (*) regularly attends Mass. This application has a supporting signature from the Parish Priest. I enclose a copy of my child's baptismal certificate as evidence of baptism.

☐

Category 3: We are a family caring for a looked after child or a previously looked after child who has been adopted.

☐

Category 4: We are members of an Eastern Orthodox Church. This application has a supporting signature from our current (*) religious leader. I enclose a copy of my child's baptismal certificate as evidence of baptism.

☐

Category 5: My child is not Catholic but has been baptised/dedicated and is a Practising Christian (part of the Churches Together in England). This application has a supporting signature from our current (*) minister. I enclose a copy of my child's baptismal /dedication certificate as evidence of baptism/dedication.

☐

Category 6: We practise a Christian faith not recognised by the Churches Together in England or a non-Christian faith. This application has a supporting signature from our current (*) religious leader.

☐

Category 7: My child does not fit into any of the above categories but I would like my child to attend St. Edward's School.

(*) Current is defined from 1st September 2016 to the closing date for applications.

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Supporting Signature from Clergy

To be completed by Catholic priests only:

I am satisfied that the child is a baptised Catholic

Yes ☐

No ☐

Parent/Carer

Are the parents known to you? Yes/No

- ☐ Regular attendance at Mass
(i.e. weekly)
- ☐ Occasional attendance at Mass
(i.e. at least once a month)
- ☐ Irregular attendance at Mass
(i.e. less than once a month)
- ☐ Do not attend Mass

How long have the parents attended your church?

Child

Is the child known to you? Yes/No

- ☐ Regular attendance at Mass
(i.e. weekly)
- ☐ Occasional attendance at Mass
(i.e. at least once a month)
- ☐ Irregular attendance at Mass
(i.e. less than once a month)
- ☐ Does not attend Mass

How long has the child attended your church?

Please comment (if appropriate) regarding the points above:

Priest's Signature: _____ Date: _____

Priest's Name: _____ Parish (or ethnic chaplaincy): _____

Address: _____

Tel: _____

Parish stamp or Seal:

If you have been in your parish for less than one year please give the following information:

Name & address of previous parish: _____

Parish Priest's Name: _____ Tel: _____

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To be completed only by priests/ministers of other denominations or faiths:

I confirm that this family are members of our faith community ☐ Yes ☐ No

Parent/Carer

Are the parents known to you? Yes/No

- ☐ Regularly attend service
(i.e. weekly)
- ☐ Occasional attendance at service
(i.e. at least once a month)
- ☐ Irregular attendance at service
(i.e. less than once a month)
- ☐ Do not attend service

How long have the parents attended your place of
worship? _____

Child

Is the child known to you? Yes/No

- ☐ Regularly attend service
(i.e. weekly)
- ☐ Occasional attendance at service
(i.e. at least once a month)
- ☐ Irregular attendance at service
(i.e. less than once a month)
- ☐ Does not attend service

How long has the child attended your place of
worship? _____

Please comment (if appropriate) regarding the points above:

Minister's Signature: _____ Date: _____

Minister's Name: _____ Organisation: _____

Address: _____

Tel: _____ Organisation's stamp or Seal:

If you have been in your congregation for less than one year please give the following information:

Name & address of previous place of worship: _____

Minister's Name: _____ Tel: _____

Declaration by Parent/Guardian:

- I declare that the information I have given is accurate & truthful.
- I have obtained a supporting signature from my Parish Priest/Minister to support the category of this application.
- I enclose a copy of my child's birth and baptismal/dedication certificates.
- I understand that this Supplementary Information Form needs to be submitted to the school **16th January 2017** if I wish to apply for a place in Reception 2017 and that applications received after this date will be treated as Late Applications.
- I understand that I am required to complete a Reception Common Application Form (RCAF) in addition to this supplementary information form if I am making an application for a place in Reception at the start of September 2017. The RCAF must be submitted by **16th January 2017**, via the Local Education Authority's online application form.
- I understand that this Supplementary Information Form can be viewed on appeal.
- If any of the information on this application changes I will notify you as soon as possible.

Signed: _____ Date: _____
Parent/guardian