



# ST TERESA'S CATHOLIC PRIMARY SCHOOL



## ADMISSIONS POLICY AND PROCEDURES 2018-2019

St Teresa'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 support the religious ethos of the school

Having consulted with the Local Authority, the Diocese 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. In Years 1 and 2 the maximum number of pupils is 30; in Year 3 to 6 the maximum is 32 pupils.

This admissions policy, 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.

### **1.0 Oversubscription Criteria**

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

#### **1.1 Criteria**

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 from practising Catholic families who are resident in St Teresa's parish (See Appendix 1). Original certificate of Baptism is required. Where originals are not available verification will be sought.
3. Other Baptised Catholic children from practising Catholic families. Original certificate of Baptism is required. Where originals are not available, verification will be sought.
4. Other Baptised Catholic children resident in the parish of St Teresa's. Original certificate of Baptism is required. Where originals are not available, verification will be sought.
5. Children enrolled in the catechumenate. Evidence of enrolment in the catechumenate will be required.
6. Other looked after children and other previously looked after children who have been adopted.

7. Children who are members of Eastern Orthodox Churches. Original certificate of Baptism is required. Where originals are not available, verification will be sought.
8. Children of families who are members of other Christian denominations that are part of Churches Together in England. Original certificate of Baptism or dedication is required. Where originals are not available verification will be sought.
9. Children of families who are members of other Christian denominations that are part of Churches Together in England but where Baptism or a Dedication ceremony has not taken place.
10. Children who are of any other Christian denomination.
11. Children who are members of other faiths. Evidence of membership of the faith provided by a priest, minister or religious leader of a designated place of worship will be required, where applicable.
12. Any other children.

## **1.2 Order of Priorities**

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 Catholic applications 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, then once or twice a month etc.
- ii. A brother or sister on the school roll at the time of admission. Evidence of the relationship may be required.
- 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. Proximity to the School from the candidate's home address, the distance measured in a straight line from the school entrance by the Local Authority using a Geographical Computerised Information System. Evidence of residence is 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.

## **1.3 Definitions**

- A. Catholics include 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 and 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. Home refers to the permanent home address at which the child lives for the majority of his/her time with an adult who has parental responsibility. Such home not to be more than 20 miles from the school premises using <https://www.freemaptools.com/how-far-is-it-between.htm> . Proof of address, for the adult with parental responsibility, is required. Please see the list of acceptable evidence in Appendix 3.
- D. Looked after children are those in the care of a public authority and are in public care. Applications made under this criterion must be accompanied by details of circumstances and professionally supported evidence (e.g. from an appropriate social worker).

#### **1.4 Pupils with an Education, Health and Care (EHC) Plan**

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 KCC. 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.

## **2.0 Admissions procedures**

### **2.1 Application for Admission to Reception September 2017**

In addition to the Common Application Form (CAF), which must be completed online via the Local Authority website, the Supplementary Information Form (SIF) should be completed for admission to St.Teresa's. It is available from the school office or school website. It should be completed and sent to the Admissions Secretary at the school, not later than the closing date published by the Local Authority. If the SIF is not completed, the governing body of the school will only be able to consider the application after all applications accompanied by a completed SIF. You must send the completed original to the school. You are advised to make a copy of the completed SIF, which you should retain for your own records. Offers of places will be sent to parents by the Local Authority on the common offer date as notified.

### **2.2 Applications for In Year Admissions 2017/18**

Parents applying for a place at any other time must complete the Single In Year Common Application (IYCAF) and the Supplementary Information Form (SIF). Both forms are available from the school office or school website. If the SIF is not completed, the governing body of the school will only be able to consider the application after all applications accompanied by a completed SIF. You should

send the completed original to the school. You are advised to make a copy of the completed SIF, which you should retain for your own records.

Both the IYCAF and SIF should be sent directly to the Admissions Secretary at the school. The school will respond to applications within 5 school days. If no place is available the parents will be asked if they wish to be placed on the waiting list.

In-year admissions for the following September will not be considered before June 25th each year. Fully completed paperwork for September entry must be received by June 25th each year.

### **2.3 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:

- 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.

### **2.4 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 year; parents may also request that their child attends part-time until the child reaches compulsory school age

### **2.5 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 choosing not to send that 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 Yr1 or alternatively a parent wishing their child to join a higher age group for a specified reason.

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 Headteacher. 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, the local authority will process the application as part of the main admission 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 of 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.

## **2.6 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, including those parents whose child has not been offered a place in the county allocation for YrR September entry. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

The waiting list will be operated using the same admissions criteria listed above. Children whose name has been on the waiting list for more than 3 months will be offered a place subject to the given address still being correct. Proof of address will again be required when a place is offered in this circumstance. Placing a child's name on the waiting list does not guarantee that a place will become available.

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.

## **2.7 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.

## **3.0 Determining Admission Arrangements**

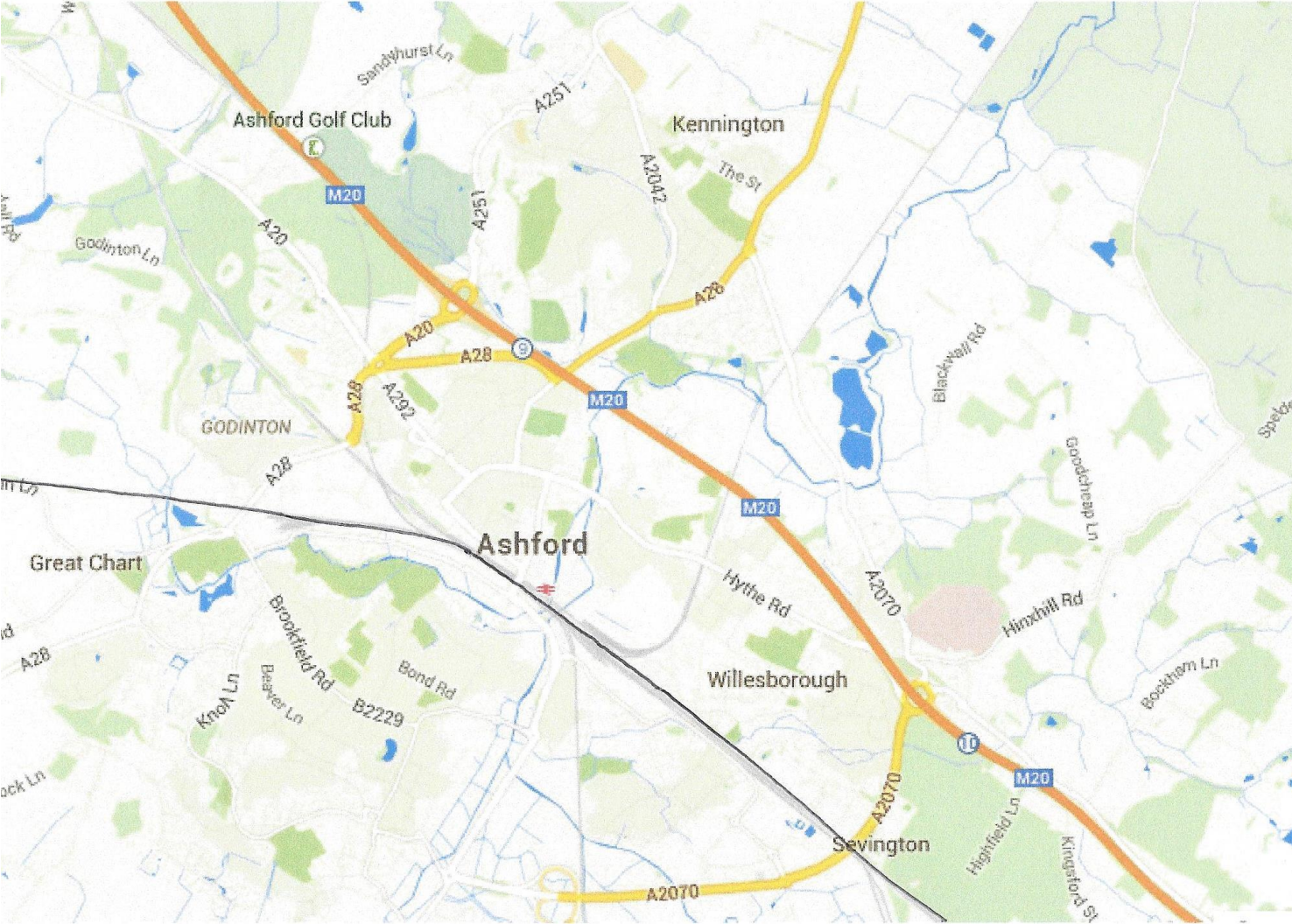
This policy shall be reviewed annually by the Admissions Committee of the governors and shall reflect changes in the Admissions Code as advised by the government, KCC and the Education Commission. A flow chart outlining the annual determination and consultation process is attached in Appendix 2. Copies of the current admission policy and that for the next academic year are published on the

school website <http://www.st-teresas.kent.sch.uk/> and shall be available on request from the school.

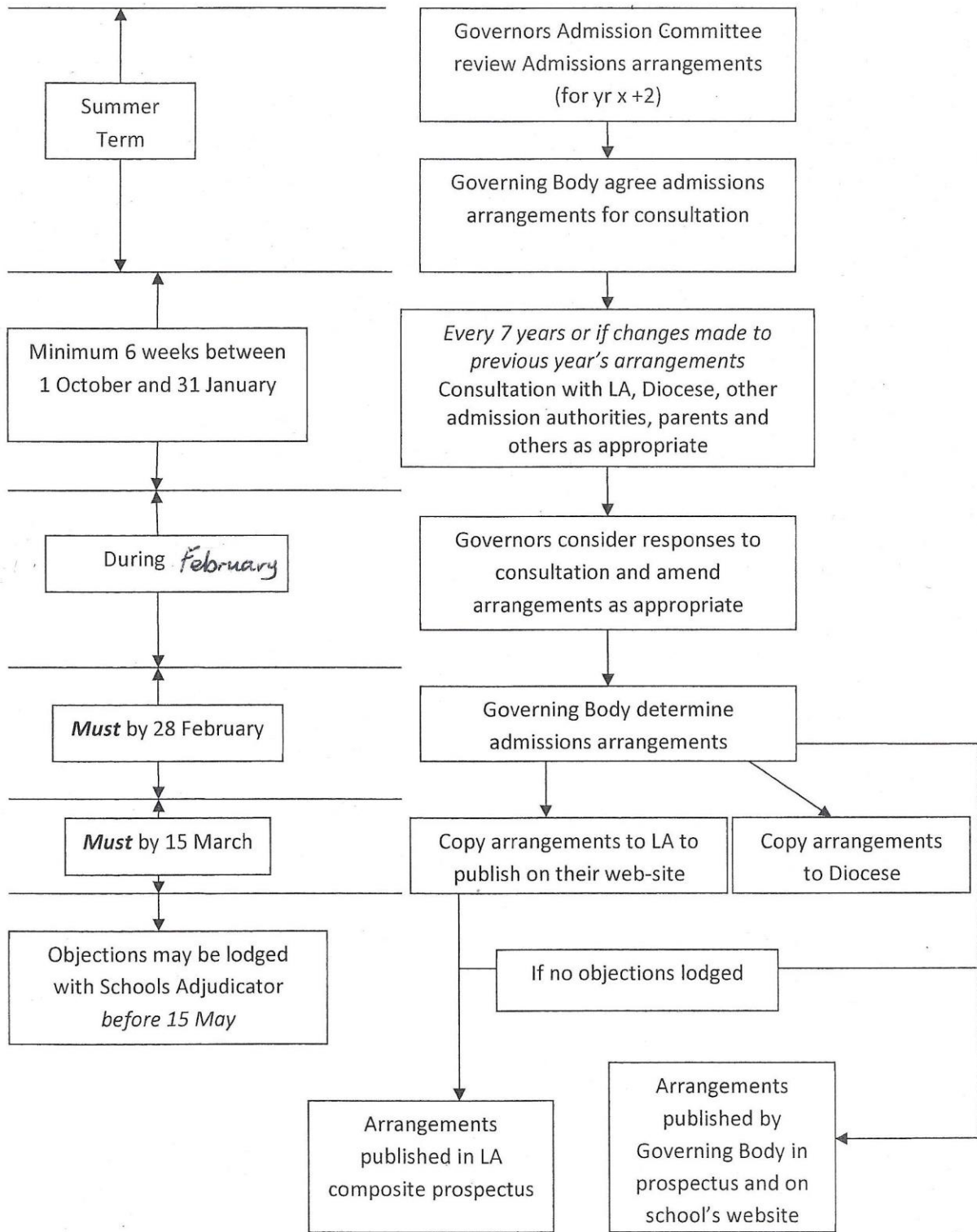
Policy revised: March 2017

Appendix 1 St. Teresa's Parish line in Ashford Barber.

St. Teresa's parish is north of the Tonbridge mainline railway  
St Simon's parish is south of the Tonbridge mainline railway



Admission Arrangements - Determination and Consultation process



## **Appendix 3**

### **Registered Address**

#### **Evidence we need to see**

- Valid full UK driving licence (old style paper or new photocard)
- Valid provisional UK photocard driving licence
- Valid provisional UK photocard driving licence
- UK-based bank or building society statement (must be less than 3 months old)
- UK mortgage statement (must be less than 12 months old)
- UK gas or electricity bill (must be less than 3 months old)
- UK phone bill (landline not mobile; must be less than 3 months old)
- UK water bill (must be less than 12 months old)
- UK council tax bill (must be less than 12 months old)
- Letter from Benefits Agency, including Universal Credit welcome letters (must be less than 12 months old)
- Benefit letter from your local housing authority (must be less than 12 months old)
- Original Tenancy agreement from a housing association or a council signed and dated by both the tenant and the landlord
- Original Assured Shorthold Tenancy Agreement duly signed and dated by both the Tenant and the Landlord
- Evidence of exchange of contracts for the purchase of a property with confirmation of the proposed completion date and that the property is intended to be the purchaser's principal and primary residence. Such confirmation to be provided on the conveyancing solicitors' headed notepaper.