

# St Edward's Catholic Primary School

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**Headteacher: Mrs S Wakefield**

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## Admissions Policy and Procedures for Casual Admissions and Entry to Reception in September 2020

St Edward's Catholic Primary School is an academy within the Kent Catholic Schools Partnership (KCSP) in the Diocese of Southwark. The school is conducted by its Local Governing Board 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 Board 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 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 30 pupils into the Reception class in September 2020. Children with an Education Health and Care Plan naming the school will be admitted before the application of the oversubscription criteria. As a result of this the published admissions number will be reduced accordingly.

### OVERSUBSCRIPTION CRITERIA

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. (See Note 2)
- (2)** Baptised children of committed Catholic parents or Catechumens as verified in writing, by a priest for the parish where the family currently worships regularly. In assessing 'commitment' the Governing Board will take into account the frequency of attendance at Mass. The frequency of Mass attendance will be ranked in the order shown on the Supplementary Information Form; firstly those who attend Mass weekly, then at least once a month etc. A baptismal certificate must be produced by parents. ('Catholic children' include children of members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with Rome.)
- (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.
- (4)** Children who are current members of an Eastern Orthodox Church. In assessing 'commitment' the Governing Board will take into account the frequency of attendance at Mass. The frequency of Mass attendance will be ranked in the order shown on the Supplementary Information Form; firstly those who attend Mass weekly, then at least once a month etc. A baptismal certificate must be produced by parents.
- (5)** Children of families who are current members of other Christian denominations that are full members 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. In assessing 'commitment' the Governing Board will take into account the frequency of attendance at the religious service. The frequency of attendance will be ranked in the order shown on the Supplementary Information Form; firstly those who attend services weekly, then at least once a month etc. A baptismal or dedication certificate must be produced by parents.



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(6) Children who are members 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 Board will take into account the frequency of attendance at the religious service. The frequency of attendance will be ranked in the order shown on the Supplementary Information Form; firstly those who attend services weekly, then at least once a month etc. A baptismal or dedication certificate must be produced by parents.

(7) Any other children.

Evidence for inclusion in each category will be required, as set out above 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:***

(i) The presence of a brother or sister (including natural brothers and sisters, stepbrother or stepsister, adopted siblings and foster brothers and sisters living at the same home address. The home address is where the parent or carer lives and the child permanently resides for the majority of school nights (Sunday to Thursday) unless otherwise directed by a Court Order. It would not include other relatives e.g. cousins) 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 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 (Sunday to Thursday).

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.

## **ADMISSIONS PROCEDURE**

In addition to the Reception Common Application Form (RCAF) supplied by the Local Authority, the school's own Supplementary Information Form (available from the school and the school's website) must be completed and sent to the Headteacher at the school not later than the closing date published by the Local Authority. This should be done even if the RCAF is completed online. With the exception of applicants in categories 1 and 3, if the Supplementary Information Form is not received, the Governors will only be able to consider the application after all applicants who have completed a Supplementary Information Form. The school will also ask to see and check the original baptismal certificate. Offers of places will be sent to parents by the Local Authority on the common offer date as notified.

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## **ADMISSION OF CHILDREN BELOW COMPULSORY SCHOOL AGE**

The Governors provide school places 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 i.e. a place in the following year cannot be guaranteed.

## **VULNERABLE CHILDREN**

St Edwards'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 board is empowered to give absolute priority to a child where admission is requested under any protocol which covers the agreement of both the governing board and the Diocese for the current admission year. The governing board has this power even when admitting such a child that would then exceed the normal admission number (except in Key Stage One).

## **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**

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 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>

## **ALL APPLICATIONS FOR ADMISSION**

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" for the time they are in a class. In Key Stage 1, there can be a governors' decision to exceed, only in very exceptional circumstances, 30 children.

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## **APPEALS**

Parents have the right to appeal against any refusal by the Governors to admit their child. 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. Details of the appeals procedure can be obtained from the Chair of Governors or the School Office. 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. The school participates in the local authority's Fair Access Protocol to allocate places to vulnerable and other children in accordance with the School Admission Code 2014. Admitting pupils under the protocol may require the school to admit above the planned admission number for the relevant year group.

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:

- (i) When a parent has failed to respond to an offer within a reasonable time; or
- (ii) when a parent has failed to notify the school of important changes to the application information; or
- (iii) the admission authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent.

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## Notes

### 1. Pupils with an Education, Health and Care Plan (EHCP)

The admission of pupils with an Educational Health and Care Plan is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of EHC plans by the pupil's home Local Education Authority. Details of this separate procedure are set out in the *Special Educational Needs Code of Practice*. Pupils with an EHC Plan naming the school will be admitted without reference to the above criteria.

2. '**Looked after Children**' are those in the care of a public authority and are in public care (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to the school. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (e.g. from an appropriate social worker).

3. '**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/>)

4. '**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.

5. '**Other Christian Denominations**' refers to denominations that are full members of Churches Together in England.

### \*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:

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? \_\_\_\_\_

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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 1<sup>st</sup> September 2019 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
- Occasional attendance at Mass
- Irregular attendance at Mass
- Do not attend Mass

### Child

- Are the parents known to you?  
Yes/No
- Regular attendance at Mass
- Occasional attendance at Mass
- Irregular attendance at Mass
- Do not attend Mass

Please comment (if appropriate) regarding the points above:

Priest's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

Name & address of previous parish: \_\_\_\_\_  
\_\_\_\_\_



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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

Regular attendance at Mass

Occasional attendance at Mass

Irregular attendance at Mass

Do not attend Mass

**Child**

Are the parents known to you?  
Yes/No

Regular attendance at Mass

Occasional attendance at Mass

Irregular attendance at Mass

Do not attend Mass

Please comment (if appropriate) regarding the points above:

Minister's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Minister's Name: \_\_\_\_\_ Organisation: \_\_\_\_\_

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

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

Name & address of previous place of worship: \_\_\_\_\_

\_\_\_\_\_

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## 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 by **Tuesday 14<sup>th</sup> January 2020** if I wish to apply for a place in Reception 2020 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 2020. The RCAF must be submitted by **Tuesday 14<sup>th</sup> January 2020**, 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: \_\_\_\_\_