



St. Ethelbert's Catholic Primary School

Admissions Policy 2024-25

Date of Policy Issue/Review: 17th October 2022

Name of Responsible Person: Mr S Marshall

Role of Responsible Person: Headteacher

Signature of Responsible Person S D Marshall

Signature of Headteacher S D Marshall

Signature of Chair of Governors

Our vision for St Ethelbert's Catholic Primary School is to be 'a school with High Expectations for All, in the Light of Christ'. All pupils will be given every opportunity to achieve their potential and encouraged to learn about and develop their hidden talents in order to reach high levels of achievement. All members of our school community will be fully equipped to meet all pupils' needs through appropriate professional development. St Ethelbert's will be an outstanding school.

'Every child at St Ethelbert's is to fulfil their academic, social, behavioural and emotional potential in the surroundings of a Catholic community, and in which each individual shares or respects the Catholic church and Christian way of Life.'

St Ethelbert'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 and from those who have no faith 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 2024, up to 30 pupils, the published admission number (PAN), without reference to ability or aptitude.

In the event of oversubscription:

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.

Where the number of applications exceeds 30 the Governors will offer places using the following criteria in the order stated below: -

1. Looked after Catholic children who have been adopted or who have become the subject of a child arrangement order and Catholic children who appear (to the admissions authority) to have been in state care outside of England and cease to be in state care outside of England as a result of being adopted.
2. Catholic children, a baptismal certificate or evidence of reception into the Catholic Church must accompany the supplementary information form.
3. Looked after children, looked after children who have been adopted or who have become the subject of a child arrangement order and children who appear (to the admissions authority) to have been in state care outside of England and cease to be in state care outside of England as a result of being adopted.
4. Children who are members of Eastern Orthodox Churches. Evidence of Baptism will be required.
5. Children of families who are members 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.

6. 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.
7. 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 above - The strength of evidence of commitment to the faith as demonstrated by the level of the Mass attendance on Sundays over a period of 3 years. This evidence must be provided by the parents/carers and be endorsed by a priest at the church(es) where the child normally worships. 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. A sibling is classified as two or more children who have one or both parents in common. The governors will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admissions number.

iii. Living in the parish of SS Ethelbert and Gertrude, Ramsgate.

Parish Boundaries The parish of boundaries of Saints Ethelbert and Gertrude, Ramsgate and Minster consists of the area enclosed by the following boundary line: North From the roundabout (A28 and A299) eastwards along the public footpath past Plumstone Farm to the junction of the B2048 and B2190; thence along the B2190 and 2050 past Kent International Airport to the old borough boundary north of Manston Court; thence north-easterly along the old borough boundary along Manston Court road and the A256 to the junction of Westwood Road and Margate Road; thence in a south-easterly direction crossing Northwood Road between Mentmore Road and Vincents Close, including Newlands Lane, going between Park Avenue and Prestedge Avenue, including both sides of West Dumpton lane, to the junction with Hereson Road; thence south along Hereson Road to the junction with Warten Road; thence along Warten Road to the junction with Dumpton Park Drive; thence in a continued imaginary line to the sea. East The Sea. South From the Sea at Shell Ness along the River Stour to Stonar cut; thence westwards through Stonar Cut and continuing Northwards and Westwards by the River Stour to the Great Stour River. West Along the Great Stour River and Wantsum River to the A28; thence along the A28 to the roundabout (A28 and A299). N.B. The boundary runs along the middle of all roads, rivers and paths unless otherwise stated.

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

v. A member of staff where the individual has been employed at the school for more than two years, at the time of application and, or has been recruited to fill a vacant post for which there is a demonstrable skill shortage.

vi. Proximity to the school of the child'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 may be required. A pupils' home address is considered to be a residential property that is a 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. This address must be the pupil's home address on the day you complete your application form and which is either:

- owned by the child's parent, parents or guardian
- leased to or rented by 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 where the child sleeps for the majority of weekdays. 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. If there is equal eligibility for the last place available, the names will be issued a number and drawn randomly to decide who should be given a place.

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 random allocation. The allocation will be supervised by an independent party and the outcome recorded.

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 consider 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.

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 that the date that their child is admitted to the school is deferred until later in the school year or until that child reaches compulsory school age in that school year; parents may also request that their child attends parttime until the child reaches compulsory school age. Parents are required to complete an application for the normal point of entry at the same time, in case their request is declined. This application can be cancelled if the school agrees to accept a deferred application for entry into Year R the following year. Deferred applications will be processed in the same way as all applications for the cohort in the following admissions round, and offers will be made in accordance with the school's oversubscription criteria.

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.

Waiting Lists

Parents of children who have not been offered a place at the school may ask for the child's name to be placed on a waiting list. The waiting list will need to be updated every month by contact from the parent to express that they still wish their child to remain on the waiting list and this will be operated on the same admissions criteria as above. Placing a child's name on the list does not guarantee that a place will come 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. Waiting lists are re-ranked, in line with the published oversubscription criteria every time a child is added.



Archdiocese of Southwark

Supplementary Information Form

Note: This form must only ask for information required to apply the admissions policy criteria in the event of oversubscription

This form should be completed when applying for a place in St. Ethelbert's Catholic Primary School in the Archdiocese of Southwark. Please complete and sign the form below and, if you are Catholic, hand it to your parish priest or the parish priest at the church at which you normally worship. He will add his reference in Part 2 and forward the form to the school to which you wish to apply. If you are not a Catholic, please hand the form to your minister or equivalent who will add his or her reference in Part 3.

Note: You must also complete and return a Common Application Form (available from the school and/or Local Authority)

PART 1 (To be completed by all parents or carers)

School to which you are applying: **St. Ethelbert's Catholic Primary School**

Address of school: **Dane Park Road, Ramsgate, Kent CT11 7LS** Telephone: **01843 585555**

Surname of child: _____ Date of birth: _____

Christian/forename(s) of child: _____

Religion/Denomination: (eg Roman Catholic) _____

Date and place of Baptism (if applicable): _____

Parents' names: _____

Parents' religions/denominations: _____

Home address: _____

_____ Postcode _____

Contact telephone numbers: _____ (Mother/Father/Carer)

If **Catholic**, indicate which Mass you normally attend: Saturday at _____ (time)
or Sunday at _____ (time)

Parish in which you live (eg Holy Innocents, Orpington) _____

Usual place of worship (if different): _____

How long have you worshipped there? _____ years. If you have recently moved to the parish please give details of your previous parish

How often do you attend Mass? ☐ weekly ☐ once or twice a month ☐ less often

Please add here any other information you may feel is relevant to this application in relation to the school's admissions policy in respect of exceptional medical, social or pastoral needs of your child that make only this school suitable for them. Strong and relevant evidence must be provided by an appropriate professional authority (eg qualified medical practitioner, education welfare officer, social worker or priest). (Continue on a separate sheet if necessary)

I confirm that the information we have given on this form is accurate and truthful:

Signed: _____ Parent/carers

Date: _____

PART 2 (To be completed by Catholic priests only)

A. For all schools:

I am satisfied that the child is a baptised Roman Catholic or a Church that is in full communion with Rome

Yes ☐ ☐

No ☐

B. For schools requiring evidence of practice:

Family's Mass Attendance

Are the parents known to you?

Yes ☐

No ☐

Is the child known to you?

Yes ☐

No ☐

Regular attendance at Mass (i.e. weekly)

☐

Please comment, if appropriate, **only** to clarify the Mass attendance above:

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

Address: _____ Tel.: _____

Parish stamp or seal

Priest's signature: _____

Date: _____

PART 3 (To be completed only by ministers of other denominations or faiths)

Non-Catholic parents/carers from other denominations or faiths should hand this form to their minister or equivalent who should complete the section below and return it as soon as possible to the school indicated over.

I confirm that this family are members of our faith community

☐

☐

The family is not known to me

Name of minister: _____ Denomination/faith: _____

Parish or faith community: _____

Address: _____ Tel.: _____

Signed: _____ Date: _____

Catholic Primary Schools Supplementary Form

Surname of Child:		
Forename(s):		
Date of Birth:		
Child's permanent address:		
Postcode:		
Parent/Carer's full name	Parent/Carer's full name	
Address (if different from above)	Address (if different from above)	
Postcode:	Postcode:	
Telephone home:	Telephone home:	
Mobile:	Mobile:	
With whom does the child live?		
Child's Faith:		
Is the child baptised?	Yes [] No []	
Please add here any other information you feel is relevant to this application in relation to the school's admissions policy in respect of exceptional medical, social and pastoral needs of your child that make only this school suitable for them. Strong and relevant evidence must be provided by an appropriate professional authority (eg qualified medical practitioner, education welfare officer, social worker or priest).		Please tick here and write on the reverse of the form

Should you be unsuccessful but wish to remain on our waiting list PLEASE CONTACT THE SCHOOL OFFICE ON 01843 585555.

Signature of person with Parental responsibility

_____ **Date** _____