

# St. Ethelbert's Catholic Primary and Nursery School



## Admissions Policy 2022/2023

Date of Policy/Review	1 <sup>st</sup> February 2021/February 2022
Name of Responsible Person	Mr S. Marshall
Role of Responsible Person	Headteacher
Signature of Responsible Person	
Signature of Headteacher	
Signature of Chair of Governors	

St. Ethelbert's Catholic Primary School

Admissions Policy 2022-2023

*"I serve Jesus with my body, heart, mind and soul."*

*Serviam* means 'I serve'. Jesus Christ has taught us, 'it is more blessed to serve than to be served'. At St Ethelbert's school, following our Catholic faith, we serve the whole person – mind, heart, body and soul.

Body – because we care for our wellbeing, our parish neighbourhood and our environment.

Heart – because we teach love and respect for all.

Mind – because we believe in excellent education.

Soul – because we learn to pray and become closer to God as his children.

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 welcomes all applications, particularly from those of other denominations and faiths and also those who support the religious ethos of the school. The Governing Body of the school is the admitting authority and is responsible for determining and administering the policy relating to the admission of pupils to the school. It is the intention of the Governors that children who are admitted to the Foundation Stage will do so before their fifth birthday. Usually, children will enter the Foundation Stage at the start of the academic year (September) that they have their fifth birthday. The School's Published Admission Number is 30.

**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.

If the number of preferences for the school is more than the number of spaces available, places will be allocated in the following priority order:

1. Catholic LAC – Sibling: looked after Catholic children or looked after children in the care of Catholic families and previously looked after Catholic children who have been adopted and have a Brother/Sister attending.
2. Catholic LAC – Health and Special Access: Looked after Catholic children or looked after children in the care of Catholic families and previously looked after Catholic children who have been adopted and have Medical, Health, Social and Special access reasons.
3. Catholic LAC – Distance: Looked after Catholic children or looked after children in care of Catholic families and previously looked after Catholic children who have been adopted in distance order.
4. Baptised Catholics – In parish Sibling: Baptised Catholic children living within the Catholic Parish of, Ramsgate and Minster and have a Brother/Sister attending.
5. Baptised Catholics – in parish Health and Special Access: Baptised Catholic children who live within the Catholic Parish of Ramsgate and Minster and have Medical, Health, Social and Special access reasons.
6. Baptised Catholics – In parish distance: Baptised Catholic children who live within the Catholic Parish of Ramsgate and Minster in distance order.
7. Baptised Catholics – outside parish, sibling: Baptised Catholic children who live outside the Catholic Parish of Ramsgate and Minster and have a brother or sister attending.
8. Baptised Catholics – outside parish, Health and Special Access: Baptised Catholic children who live outside the Catholic Parish of Ramsgate and Minster and have Medical, Health, Social and Special access reasons.
9. Baptised Catholics – outside parish distance: Baptised Catholic children who live outside the Catholic Parish of Ramsgate and Minster in distance order.
10. Catechumenate – sibling: Children enrolled in the catechumenate who have a brother/sister attending.
11. Catechumenate – Health and Special Access: Children enrolled in the catechumenate who have Medical, Health, Social and Special Access reasons.

12. Catechumenate – Distance: Children enrolled in the catechumenate in distance order.
13. Other LAC –Sibling: Other children in care, previously a child in care and those who have been adopted and having a brother or sister attending.
14. Other LAC – Health and Special Access: Other children in care, previously a child in care and those who have been adopted and have Medical, Health, Social and Special Access reasons.
15. Other LAC – distance: Other children in care, previously a child in care and those who have been adopted in distance order.
16. Sibling – Health and Special Access: Children who have a brother or sister attending and have Medical, Health, Social and Special Access reasons.
17. Sibling – Distance: Children who have a brother or sister attending in distance order.
18. Children of Staff – sibling: Children of any full time or part time members of staff of the school or nurse, who have had continuous employment at the school for three years or more – who have a brother or sister attending.
19. Children of Staff – Health and Special Access Arrangements: Children of any full time or part time members of staff of the school or nurse, who have had continuous employment at the school for three years or more – who have Medical, Health, Social and Special Access reasons.
20. Children of Staff – Distance: Children of any full time or part time members of staff of the school or nurse, who have had continuous employment at the school for three years or more in distance order.
21. Church members – sibling: Children who are members of Eastern Orthodox Churches, who have a brother or sister attending.
22. Church members – Special Access Arrangements: Children who are members of Eastern Orthodox Churches, who have Medical, Health, Social and Special Access reasons.
23. Church members – Distance: Children who are members of Eastern Orthodox Churches in distance order.
24. Other church Members – Sibling: Children who are members of other Christian denominations who have a brother or sister attending.
25. Other church members – Health and Special Access: Children who are members of other Christian denominations who have Medical, Health, Social and Special Access reasons.
26. Other church members – Distance: Children who are members of other Christian denominations in distance order.
27. Other Faiths – siblings: Children who are members of other faiths and who have a brother or sister attending.
28. Other Faiths – Health and Special Access: Children who are members of other faiths and who have Medical, Health, Social and Special Access reasons.
29. Other Faiths – Distance: Children who are members of other faiths in distance order.
30. Health and Special Access: All remaining children who have Medical, Health, Social and Special Access reasons.
31. Distance: All remaining children in distance order.

**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.

### **Admissions procedure**

In addition to the Common Application Form (CAF) supplied by the Local Authority, the Supplementary Information Form available from the school, should be completed and sent to the office 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. 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 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.

### **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.

### **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.

### **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.

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), applies also to succeeding years, subject to availability of places.

#### **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.

#### **Admission of siblings from multiple births**

If siblings from multiple births (twins, triplets, etc) apply for a school and the school would reach its Published Admission Number (PAN) after admitting one or more, but before admitting all of those siblings, the school will offer a place to each of the siblings, even if doing so takes the school above its PAN. If the admissions are to Year R, and so result in a breach of infant class size legislation, the additional pupil(s) will be treated as "excepted" for the time they are in an infant class or until the numbers fall back to the current infant class size limit, as defined in the School Admissions Code.

#### **NOTES 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.

**An Ordnance Survey map of this parish and its boundaries can be seen in the school office at any time.**

#### **In-year (casual) admissions**

Applications for a place at the school in-year must be made using the common application form of the local authority where the child resides. This form must be returned to the school. The school's supplementary form should also be completed to enable the governors to rank the application in event of there being more than one application for a place. The governors will use the same criteria to rank the applications as that listed above. The offer of a place at the school will be made on behalf of the governors. In the event of the governors deciding that a place cannot be offered 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.

Review Date: July 2020



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: <b>St. Ethelbert's Catholic Primary School</b>	
Address of school: <b>Dane Park Road, Ramsgate, Kent CT11 7LS</b>	Telephone: <b>01843 585555</b>
Surname of child: _____	Date of birth: _____
Christian/forename(s) of child: _____	
Religion/Denomination: (eg Roman Catholic) _____	Boy <input type="checkbox"/> Girl <input type="checkbox"/>
Date and place of Baptism (if applicable): _____	
Parents' names: _____	
Parents' religions/denominations: _____	
Home address: _____	
_____ Postcode _____	
Contact telephone numbers: _____ (Mother/Father/Carer)	

If <b>Catholic</b> , 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? <input type="checkbox"/> weekly <input type="checkbox"/> once or twice a month <input type="checkbox"/> 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/carer

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)

Occasional attendance at Mass (i.e. once or twice a month)

Irregular attendance at Mass (i.e. less than once a month)

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

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: \_\_\_\_\_

**Instructions to the priest, minister or other faith leader:**

Please complete and return this form to the Clerk to the Governors at St. Ethelbert's Catholic Primary, Ramsgate.

**Catholic Primary Schools Supplementary Form**

St. Joseph's C P School  
St. Peter's Park Road,  
Broadstairs  
CT10 2BA  
01843 861738

St. Ethelbert's C P School  
Dane Park Road  
Ramsgate  
CT11 7LS  
01843 585555

St. Gregory's C P School  
Nash Road  
Margate  
CT9 4BU  
01843 221896

**Name of School applying to:- St. Ethelbert's Catholic Primary School Please complete using capital letters**

<b>Surname of Child</b>	<b>Forename(s)</b>
<b>Date of Birth</b>	<b>Male                  Female</b>
<b>Child's permanent address:</b>	
<b>Postcode</b>	<b>Telephone number</b>
<b>Mother/Carer's full name</b>	<b>Father/Carer's full name</b>
<b>If Carer, is child in Local Authority Care (LAC)?</b>	<b>If Carer, is child in Local Authority Care (LAC)?</b>
<b>Address (if different from above)</b>	<b>Address (if different from above)</b>
<b>Postcode</b>	<b>Postcode</b>
<b>Telephone home</b>	<b>Telephone home</b>
<b>Mobile</b>	<b>Mobile</b>
<b>With whom does the child live?</b>	
<b>Denomination</b>	
<b>Church/Community normally attended</b>	
<b>Has your child been baptised? (if yes please attach Baptismal Certificate or equivalent)</b>	<b>Yes                  No</b>
<b>Will your child have a brother or sister attending the school at time of entry?</b>	<b>Name of brother or sister:</b>

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).

**Should you be unsuccessful but wish to remain on our waiting list PLEASE TELEPHONE THE SCHOOL OFFICE ON THE FIRST WEDNESDAY OF EACH MONTH ON 01843 585555.**

**Signature of person with Parental responsibility**

\_\_\_\_\_ **Date** \_\_\_\_\_

POLISH:

St. Ethelbert's Catholic Primary School, Ramsgate

Zapis dziecka do szkoły

Please complete using capital letters

Nazwisko Dziecka	Imie/Imiona Dziecka
Data Urodzenia	Meczczyna      Kobieta
Staly Adres Zamieszkania Dziecka	
Kod Pocztowy	Numer Telefonu
Imie I Nazwisko Matki/Opiekunki	Imie I Nazwisko Ojca/Opiekuna
Adres (Jesli Inny Niz Podany Powyzej)	
Kod Pocztowy	Kod pocztowy
Telefon Domowy	
Telefon Komorkowy	
Z Kim Mieszka Dziecko?	
Wyznanie Religijne	
Kosciol Do Ktorego Nalezysz	
Czy Twoje Dziecko Bylo Ochrzczone? (Jesli Tak To Prosze Dolaczyc Swiadectwo Chrztu)	Yes      No

Podpis Osoby Z Odpowiedzialnoscia Rodzicielska

\_\_\_\_\_ Data \_\_\_\_\_