

# ST BARTHOLOMEW'S CATHOLIC PRIMARY SCHOOL



## ADMISSIONS POLICY 2018-2019

Reviewed February 2017

St. Bartholomew's Primary School  
Admissions Policy and Procedures

St. Bartholomew's Catholic Primary School is a voluntary aided school in the Diocese of Southwark. It is in the trusteeship of the Diocese (or the religious order of --). 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 who support the religious ethos of the school.

Having consulted with the Local Authority and other admission authorities, the Governors intend to admit into the reception class, in September 2014, up to 50 pupils without reference to ability or aptitude.

Where the number of applications exceeds 50, the Governors will offer places using the following criteria in the order stated:-

1. Child in Care Catholic Children, other Child in Care Catholic children and other previously Child in Care Catholic children who have been adopted.
2. Baptised Catholic children. Evidence of Baptism will be required.
3. Children enrolled to be baptised. Evidence of enrolment will be required.
4. Other Child in Care Children, other previously Child in Care children and children who have been adopted.
5. Children who are members of Eastern Orthodox Churches. Evidence of Baptism will be required.
6. 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.
7. Children 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.
8. 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

1. For Category 2 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 weekly Mass, then at least once a month etc.
2. We give priority to brothers and sisters already on roll at St. Bartholomew's School in line with the above admissions criteria. In this context brother or sister means:
  - (a) Natural brother or sister (including adopted siblings).
  - (b) Step-brother or sister,
  - (c) Foster brother or sister
  - (d) Those who live as brother or sister in the same house.
    - still lives at the same address as when the first child was offered a place

or

- has moved closer to the school than when the first child was offered a place,

In the case of children from multiple births, in the event that they are the 30<sup>th</sup> and 31<sup>st</sup> pupils will be treated as ‘excepted pupils’ which would allow the school to run with a class of over 31 without breaching infant class size legislation.

3. Medical needs which make the school particularly suitable for the child or parent/carer in question. Strong and relevant evidence must be provided by an appropriate professional authority
4. Distance from home to school. Evidence of residence may be required. We use the distance between the child’s permanent home address and the school, measured in a straight line using the National Land and Property Gazetteer (NLPG) address point data. Distances are measure from a point defined as within the child’s home to a point defined as within the school as specified by NLPG. The same address point on the school site is used for everybody.

### **Applications procedure**

In addition to the Common Application form (CAF) supplied by the Local authority, the Supplementary Information form (available from the school and from the local authority) should be completed and sent to the secretary at the school not later than the closing date published by the Local authority. This should be done even if the CAF is completed on line. 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. We will also require sight of your child’s birth certificate and baptismal certificate if this is available.

### **Appeals**

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with sections 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.

### **Waiting List**

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 will be maintained until such time as the parents or carers no longer wish their child’s name to be held and will be operated using the same admissions criteria listed above, 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.

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

## **In-year admissions**

Applications for in-year admissions are made directly to the school.

If a place is available and there is no waiting list the local authority will be informed and the child will be admitted. If more applications are received than there are places available then applications will be ranked by the governing body in accordance with the oversubscription criteria, with the following modifications: Catholic children without an offer of a school place elsewhere are given priority immediately after Catholic child in Care Children, Child in Care children in the care of Catholic families and previously Child in Care Catholic children who have been adopted; similarly, other children without an offer of a school place are given priority immediately after other Child in Care children. Child in Care children in the care of Catholic families and previously Child in Care after Catholic children who have been adopted..

If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right to appeal. You will be offered the opportunity of being placed on a notice of interest list., the notice of interest list will be maintained by the governing body in the order of the oversubscription criteria (as modified above) and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available, the governing body will decide who is at the top of 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 are dealt with by a completely separate procedure. The procedure is integral to the making and maintaining of Statements and EHC Plans by the pupil's home Local Authority. Details of this separate procedure are set out in the SEND Code of Practice. Pupils with a Statement or EHC Plan naming the school will be admitted without reference to the above criteria.

## **Children being admitted 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 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 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

### **Fair access protocols**

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.

### **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.

### **Note:**

In the context 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.

Offers of places will be sent to parents on the common offer date as notified by the Local Authority.

## **ST BARTHOLOMEW'S CATHOLIC PRIMARY SCHOOL**

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**Sycamore Drive,  
Swanley,  
Kent,  
BR8 7AY**

## **Supplementary Information Form 2018 - 2019**

This form should be completed when applying for a place in a Catholic 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. If you are not a Catholic, please hand the form to your priest, minister or faith leader who will add his or her reference in Part 3.

**NB You must also complete and return a Common Application Form (available from schools and/or Local Authorities)**

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

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): _____	
Parent/Carer name (1) _____	(2) _____
Parents'/carers' religion/denomination: _____	
Home address: _____	
Postcode _____	
Contact numbers: (1) _____ (2) _____	Mother/Father/Carer
Will there be a brother/sister in this school by the time your child will start?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If your answer was yes, please state name and age of your child. .....	
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)**

I am satisfied that the child is a baptised Catholic Yes  No

For evidence of practice for ranking and over subscription reasons can you please verify that this family belong to your Catholic Parish and please comment on the following:

The strength of evidence of commitment to the faith as demonstrated by the level of the family's Mass attendance on Sundays.

Weekly attendance	Monthly attendance	Rarely attends	Has not been seen to attend
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Priest's name: \_\_\_\_\_ Parish (or ethnic chaplaincy): \_\_\_\_\_

Address: \_\_\_\_\_ Tel.: \_\_\_\_\_

Parish stamp or seal

Priest's signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

**Non-Catholic parents/carers from other denominations or faiths should hand this form to their priest/minister or faith leader 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: \_\_\_\_\_

Catholic Baptism Certificate seen? \_\_\_\_\_

Address: \_\_\_\_\_ Tel.: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

***To the priest, minister or other faith leader:***  
*Please ensure this form is completed and returned to the school as soon as possible.*

## **ADMISSIONS POLICY**

### **APPENDIX**

#### **The Minister for Education required each admissions authority to specify arrangements for entry of Summer Born children.**

The following is a proposed change to our Policy:

In line with 2014 Admissions Code children are expected to enter St. Bartholomew's Catholic Primary School in the September of the year in which their 5<sup>th</sup> birthday falls.

Although this is the view of the admissions authority it is important that any parent or carer seeking a variation or exception to this expectation will make

their views known to the Headteacher and ask what additional support in differentiation can be applied to make admission possible.

Any decision by the Governing Body (limited circumstances) would be taken after considering the education advice carefully.

Parents do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, they may make a complaint about an admission authority's decision not to admit their child outside the normal age group through the school or authority's complaints procedure.

Schools are funded for the number of pupils they have on roll, regardless of their age.

Kent's scheme details the process for handling out of year applications:

- Parents should make an application for their child's normal age group at the usual time, in case their request is not agreed. At the same time, parents should approach the admission authority of each school to request the right to apply outside of the normal age group. The decision of one admission authority is not binding on another, but where one Community or Voluntary Controlled school is in agreement, KCC would expect all other named Community or Voluntary Controlled schools to agree unless they had strong reasons not to.
- Admissions authorities should ensure that parents receive a response to their request in writing before national offer day.
- If their request is agreed, their application for the normal age group should be withdrawn.
- Parents should then make a new application as part of the main admissions round the following year. Parents must apply using a paper application sent directly to the LA and include a copy of the agreement from each named school.

A summary of date changes can be found below:

<b>Activity</b>	<b>Current Timetable</b>	<b>Revised Timetable</b>
Earliest date to start consultation on proposed arrangements	1 November	1 October
Deadline for completion of consultation on arrangements	1 March	31 January
Minimum length of consultation	8 weeks	6 weeks
Deadline for admission arrangements to be determined	15 April	28 February



Deadline for notification of a qualifying scheme for co-ordination	15 April	28 February
Deadline for admission authorities to send determined arrangements to LA	1 May	15 March
Deadline for objections to the Schools Adjudicator	30 June	15 May
Deadline for admission authorities to comply with a decision of the Schools Adjudicator	As quickly as possible but no later than the 15 April (the deadline for determination)	Within two months, or by 28 February (the deadline for determination), where the period before then is less than two months.