



St. Martin of Porres Catholic Primary School

Admissions Policy

Reception Year 2013 / 2014

St. Martin of Porres Catholic Primary School is a Catholic Primary School providing the schooling for children between the ages of 3+ and 11 years. The School was initiated by, and built by the Trustees of the Archdiocese of Westminster. It is administered by a Governing Body and aided by the Westminster Diocesan Education Service, the London Borough of Haringey and the Department for Education.

The Governing Body effectively manages the School on behalf of the Bishops of the Diocese of Westminster. The Governing Body thus has a duty to maintain the specific Catholic ethos of the School within the legal framework governing the provision of education.

The fact that a child is in the Nursery Class does not guarantee admission into the Primary School, since an equal opportunity is available to children who do not attend the Nursery Class.

As a Catholic School, it is our aim to provide a Catholic education for all our pupils. At a Catholic School, Catholic doctrine and practice permeate every aspect of the School's activities. It is therefore essential that the Catholic character of the School's education is fully supported by all the families in the School. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the School.

The Governing Body of St. Martin of Porres Catholic Primary School has responsibility for the admissions to this School and intends to admit 30 pupils, the published admissions number (PAN), into the Reception Class in the School Year beginning September 2013.

Applications are invited for September 2012 / 2013 from families whose child attains four years of age between 1st September, 2012 and 31st August, 2013.

Oversubscription Criteria

Priority will be given within each category to children who will have a sibling in the School at the time of admission.

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority:

1. Catholic 'Looked After' children and Catholic children who have been adopted (or made subject to residence orders or special guardianship orders) immediately following having been 'Looked After'.
2. Children baptised in the Catholic Faith, and who attend Mass weekly on Sundays / Saturday Evenings [see notes a) and b)].
3. Other baptised Catholics [see notes a) and b)].

4. Other 'Looked After' children and children who have been adopted (or made subject to residence orders or special guardianship orders) immediately following having been 'Looked After'.
5. Christians of other denominations whose parents wish them to have a Catholic education and whose application is supported by a religious leader
6. Any other applicants.

Tiebreak:

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to over-subscription, the places up to the admissions number will be offered to those whose home address is nearest to the School. The child's home address is the place where the child spends more than 50% of the School week. In the event that there are two identical applications, the choice will be made by lottery.

Distances are calculated by the Local Authority: children living closest to the School measured in a straight line from the post office address point for the child's home, to the post office address point of the School, supplied by the Royal Mail using a computerised system. The tie break for two or more applications that live exactly the same distance from the School will be random allocation using a computerised system.

Note a). The child's Baptism Certificate will need to be produced together with a reference from a Priest at the Parish in which the child attends Mass.

Note b) The term 'Catholic' means a member of a church in full communion with the See of Rome. This includes Eastern Catholic Churches. This will normally be evidenced for a child by a certificate of baptism in a Catholic church or a certificate of reception into the full communion of the Catholic Church.

Note c) Sibling is a full or half brother/sister (including adopted siblings) living at the same address for more than 50% of the school week..

Parents should be advised that for the past five years, all places have been filled with children from the Oversubscription Criteria Categories One – Three.

Pupils with a Statement of Special Educational Needs

The admission of pupils with a Statement of Special Educational Needs is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of Statements 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 Other Particular Needs

Top priority will be given to children with other particular needs – educational, pastoral or medical – whose application is supported with the relevant documentation by the relevant Education Department, Social Services, Health Authority or Catholic Church. The written evidence submitted must be compelling and indicate why St. Martin of Porres is the only School that can meet your child's needs. The written evidence must be from an appropriate professional such as a doctor, social worker or priest.

'Looked After children'/Children in Public Care

In accordance with the Education (Admission of Looked after Children) (England) Regulations 2006, when the criteria enumerated above are applied, Catholic looked after children will be given priority over other Catholic children, and looked after children who are not baptised Catholics will be given priority over other non-Catholic children. *Looked After Children* will have the same meaning as in Section 22 of the Children's Act 1989 – any child in the care of a Local Authority or provided with accommodation by them; eg: children with foster parents.

Definitions

'Parent' should be defined as the person or persons who have legal responsibility for the child.

'Practising Catholic' means a Catholic child from a practising Catholic family where this practice is verified by a reference from a Catholic priest in the standard format laid down by the Diocese. 'Family' includes the Catholic or Catholics who have legal responsibility for the child.

Application Procedures

Applications for admission to St. Martin of Porres Catholic Primary School should be made on the Local Authority's approved application form and submitted to the Local Authority by the published date but definitely no later than the date as published in the Haringey Information Pack, local newspapers and the St. Paul's Parish Newsletters. If you do not live in Haringey, please collect the Common Application Form (CAF) from your local authority and return it to them by 15th January, 2013.

At the same time, the School's Supplementary Information Form, together with proof of the child's date of birth and baptismal certificate and confirmation of residence at the time of application, ie proof of address, using utilities bill or council tax demand, should be submitted directly to the School. If you do not complete both the Council Application Form and Supplementary Information Form and return them by the closing date of 15th January, 2013, the governing body may be unable to fully consider your application and it is very unlikely that your child will be offered a place at the School.

The Supplementary Information Form and the Diocesan Priests' Reference Form are obtainable from the School. The Haringey Council Application Form and the School's Supplementary Information Form is also available from Haringey Council's offices and website and the School's website. You may collect the forms from the School or contact the School and ask for them to be sent to you. The Diocesan Priest's Reference Form is also available from the Diocese of Westminster website: www.rcdow.org.uk/education/.

Parents should note that the making of an application does not guarantee an offer of a place. All applicants will be considered equally as and when a vacancy occurs according to the admissions criteria.

Visits by prospective parents to St. Martin of Porres Catholic Primary School are welcomed, but are not a requirement of the application process.

Twins / triplets – Where the final place is offered to a child who has other siblings applying for a place in the same school year, these siblings will also be admitted.

Parents are advised that compulsory school age begins on the first day of the term following your child's fifth 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 a part-time placement until their child reaches compulsory school age.

Late Applications

Late applications will not be considered until the first round of offers has been made.

Waiting List

In addition to the right of appeal, unsuccessful applicants will be offered the opportunity to be placed on a waiting list. The waiting list will be maintained in order of the over-subscription criteria set out above and in the order in which the applicants are received or added to the list. The list will be kept open until the end of the academic year.

In-Year Admissions

In Year applications are made directly to the School. Where there is no waiting list, 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 'looked-after' children; similarly, other children without an offer of a school place are given priority immediately after other 'looked after' children. 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 of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting 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 and will inform parents whether or not a place is to be offered.

Fair Access Protocols

The School is committed to taking its fair share of children who are vulnerable and / or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round, the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Diocese and the Governing Body for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

Notification

All applicants will be notified in writing of the outcome of their applications during April 2013.

Parents of the Reception Class children will be invited to a meeting with the Headteacher in the June preceding the September/October admissions. The parents and the children will have the opportunity of visiting the School and meeting the teachers on the School's Open Evening in July.

Appeals

An unsuccessful applicant has the right of appeal.

Applicants seeking to appeal should do so in writing, setting out the grounds on which the appeal is made. The application should be addressed to the Chair of Governors, c/o the School.

An appeal must be made within 28 school days of the notification letter. The hearing of an appeal will be arranged and at least 14 days' notice will be given of the date, time and place for the hearing. Papers will be circulated 7 days in advance of the hearing. The decision, and reasons underlying the verdict of the appeals panel will be sent to the appellant within 7 days.

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