

St Paul's Catholic Primary School

Admissions Policy

2012 - 13

St Paul's Catholic School

Admissions Policy

Mission Statement

The community of St. Paul's Catholic School owes its special character to its belief in God and its commitment to Him. The school's life is inspired by the teachings of Jesus Christ. We work together to create a happy, secure, caring environment where everyone is of equal importance; is valued and is given every opportunity to develop his/her spiritual aesthetic and social potential

NB. In this document, parents mean those who have legal responsibility for the child.

1 Introduction

- 1.1 The Governing Body of St. Paul's Catholic Primary School is responsible for establishing the policy of admissions and for operating the admission arrangements.
- 1.2 Applications are invited for September 2012 from families whose child attains 4 years of age between 01/09/2011 and 31/08/2012.
- 1.3 St. Paul's is a Catholic School which, in conjunction with the Westminster Diocesan Education Service, the London Borough of Haringey and the Department for Education provides education primarily to meet the particular religious educational needs of Catholic children between the ages of 4+ and 11 years.
- 1.4 The governing body effectively manages the school on behalf of the bishops of the Diocese of Westminster. As a Catholic school, we aim to provide a Catholic education for all our pupils. At St. Paul's school, Catholic doctrine and practice permeate every aspect of the school activity. It is essential that the Catholic character of the school's education is fully supported by all 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 Published Admission Number (PAN) of pupils for reception class is 30.

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.

Pupils with a Statement of Special Educational Needs

The admission of pupils with a Statement of Special Educational Need is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining statements by the pupil's home Local Authority. Details of this separate procedure is set out in the Special Educational Needs Code of Practice. Under the Education Act 1996, the governors are obliged by law to admit any child with a Statement of Special Needs where this school is named in the Statement.

Pupils with exceptional Needs

The Governing Body will give top priority after the appropriate category of looked-after children, to an application where compelling evidence is provided at the time of application, from an appropriate professional such as a doctor, priest or social worker, of an exceptional social, medical, pastoral or other need of the child, which can only be met at this school.

2. Oversubscription Criteria:

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

- 2.1 Catholic looked-after children.
- 2.2 Baptized Catholic children from practising Catholic families.
- 2.3 Other baptized Catholic children.
- 2.4 Other looked after children (under the terms of Section 22 of the 1989 Children's Act.)
- 2.5 Christians of other denomination's (defined as a member of a church which belongs to "Churches Together in Britain and Ireland") whose application is supported by a Minister.
- 2.6 Children whose parents / guardians wish a Catholic education for their child.
- 2.7 Any other applicant

Where the offer of places to all the applicants in any of the categories listed above would lead to over-subscription then the following criterion will apply:

Siblings:

Top priority within each category will be given to those candidates at the time of admission who have a brother or sister, this includes stepbrothers and sisters, half brothers and half sisters or foster brothers and sisters, adopted brothers and sisters. The sibling must reside for 50% of the week or more at the same address as the child applying for a place.

3. Tie Break

Where the offer of places to all the applicants in any of the categories listed above would still lead to over subscription, priority will then be given to those applicants who live nearest to the school using an Ordnance Survey Map. Measurement will be in a direct straight line from the child's front door to the school gate entrance. If an applicant lives in a block of flats the front door to the communal entrance will be taken as the front door.

(Applicants should note that over the past years no applicant has been admitted beyond oversubscription criterion 2.4)

4. Procedures

Applications for admissions to the school for **Reception Class September 2012** must be on The Common Application Form (CAF) which can be obtained from the LA of residence and returned directly to the relevant LA by the **15th January 2012**.

Where applicable the applicant's proof of birth, baptism certificate, proof of address, reference from the Priest of the church where you worship, along with the **School's Supplementary Form** should be returned to the Head teacher of **St Paul's school** by **Friday 13th January 2012 by 3.30pm**. The Supplementary Information Form (SIF) and the Diocesan Priest's Reference Form are obtainable from the school, the SIF is also available from the LA offices and from the school and LA websites. You can collect the forms from the school or contact the school office for one to be posted. The completion of the SIF is not compulsory but if you do not complete both the Common Application Form (CAF) and the (SIF) and return them by the closing date, the governing body may be unable to consider your application fully and it is very unlikely that your child will get a place at the school.

Multiple applications from the same family

Separate forms and accompanying documents must be supplied with each child. In the event that there is only one place remaining the oldest child (as per the time of birth stated on the birth certificate) will be given priority in any category.

In-Year Admissions.

Applications for In-Year admissions are made in the same way as those made during the normal admissions round. Where there is no waiting list the local authority will be notified 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, **(Please ask for application pack and in year policy)**

Parents should know that the making of an application and its receipt by the Governors does not guarantee an offer of a place. All applications will be considered equally as and when a vacancy occurs according to the admissions criteria.

Late Application

Applications submitted after the closing date of **Friday 13th January 2012 at 3.30pm** will be held for consideration pending any vacancies that may arise.

5 Notification

On 18th April 2012 all applicants will be notified in writing by LA of the Governors' decision. Unsuccessful applicants will be told of the reason why they have not been offered a place. The **2nd May 2012** is the deadline for parents to accept the place offered. If they do not respond by this date, it will be assumed that they do not wish to accept the place. Parents of Reception class children will be invited to a meeting and for an afternoon visit to bring their children to see the classroom during the summer term preceding admission. They will also be invited to make an appointment to discuss relevant school matters with the head teacher.

6 Appeals

All applicants have a right of appeal. Applicants seeking to appeal should do so in writing setting out the grounds on which the appeal is made. The appeal should be addressed to the Chair of Governors c/o the school. An appeal must be made within 28 days of the date of the notification letter.

The hearing of an appeal will be arranged as soon as practicable after the closing date for making an appeal and at least seven days' notice will be given of the date, time and place for the hearing. Appeals will be heard by an independent appeals panel and applicants will have the right to present their case in person and may be accompanied by their own adviser or a friend. The decision and reasons underlying them, of the appeals panel, will be sent to the applicant within 7 working days after the hearing.

The waiting list criteria will be kept in the same order as the oversubscription criteria. Names are normally removed from the list a full academic year following the admission date.

7 Notes

Reception Year Deferred Entry

Applicants may defer entry to school up until statutory school age i.e. the first day of term following the child's fifth birthday. Application is made in the usual way and then the deferment is requested. The place will then be held until the first day of the spring or summer term. Applicants may also request that their child attend part-time until statutory school age is reached. Entry may not be deferred beyond statutory school age or beyond the year of application. Applicants whose children have birthdays in the summer term should be aware that, if they wish to defer, they will need to apply for a Year 1 place for the following September and if the school is oversubscribed they are very unlikely to obtain a place.

***Address:** This is where the child resides for 50% of the week or more. The address of another relative or a temporary address is not acceptable. Any attempt to mislead the school may result in the withdrawal of an offer of a place, particularly where proximity to the school forms part of the governing body's policy of admission.

'Looked after child' has the same meaning as in section 22 of the Children Act 1989, and means any child in the care of the local authority or provided with accommodation by them (e.g. children placed with foster parents).

Catholic means a member of the Church in full Communion with the See of Rome. This includes the Eastern Catholic Churches which will be evidenced by a certificate of baptism in a Catholic church. For the purpose of this policy, it includes a looked after child who is part of a Catholic family where a priest's reference (if applicable) demonstrates that the child would have been baptised were it not for their status as a looked after child (e.g. looked after child in the process of adoption by a Catholic family.)

'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.



St Paul's Catholic Primary School

Bradley Road, Wood Green, N22 7SZ
 Tel. 020 8888 7081 Fax 020 8889 1397

Email: admin@st-pauls.haringey.sch.uk

Head teacher: Mr P Keane Deputy: Ms L Dolan

SUPPELMENTARY INFORMATION FORM 2012 – 2013

Name and Address of School:		
Child's Details:		
Child's Surname:		
Child's Christian or other first name:		
Child's Date of birth:		
Home Address:		
		Postcode:
Parent / Carer Details		
Parent(s) Carer(s) Name		
Address:		
Telephone Number		
Alternative contact Details:		
Name:		
Address:		
Telephone Number		
Details Of Religion		
Religion of child: Catholic (Please Tick)	Other Christian (name of denomination e.g. Methodist)	Other faith
Catholic Parish you live in:		
Church where child was baptised and date of baptism: (Baptism Certificate required)		
Name and position of priest or religious leader supplying reference: (Where appropriate)		



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SUPPELMENTARY INFORMATION FORM 2012 - 2013

Name of brothers or sisters at this school who will still be attending at the date of admission:	
Does your child have exceptional medical, pastoral or social needs that can only be met by attendance at this school? Please circle. (Professional evidence will be required)	
YES NO	

I confirm that I have read and understood the Admissions Policy and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that should any information I have given prove to be inaccurate that the governors may withdraw any offer of a place even if the child has already started school'

Signed..... Date:

Please note:

- Where applicable parents can obtain a priest's reference form from the school or from the Diocese of Westminster website at www.rcdow.org.uk/Education Follow guidance & Policy Documents, Admissions: guidance notes and reference form for priests.
- Applicants from other Christian denominations and other faiths may attach a reference from their minister or religious leader.
- You must complete your local authority's Common application Form and return it to the council offices by the closing date. If you do not do this you will not be offered a place.

Checklist:

Have you enclosed? Copy of Baptism Certificate Priest's Reference form (where necessary) Evidence of exceptional need (where appropriate) Proof of date of Birth	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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Have you completed your local authority's Common application Form?

For School use only

Date Received:

Procedure:

- The school will not accept photo-copies, only original documents will be accepted.

- **Applications for admissions should be made on the following forms:**
- **The approved LA application form to be returned directly to the LA of residence by the date set by them.**
- **The school's supplementary form to be returned to the Head teacher at the school.**
- **All supplementary information forms may be handed in to the school in person, or the forms can be posted to the school. The school will not accept responsibility for forms lost in the post. The Supplementary Information form (SIF) and the Diocesan Priest's Reference Form are obtainable from the school and the Westminster website www.rcdow.org.uk/education The SIF is also available from the LA offices and from the school website and the LA website. You can collect the forms from the school or contact the school and ask for them to be sent to you.**
- **The closing date for applications to the school is Friday 13th January 2012 at 3.30pm Applications received after this date will be dealt with in accordance with the Admissions Criteria, a copy of which is enclosed with the supplementary information form.**
- **Have you READ the Admissions Criteria? Yes / No It is important you do so.**
- **The Admissions Committee has the right to withdraw an offer of a place if it discovers any attempt to mislead them in the application.**
- **The Admissions Committee reserve the right, to seek independent verification of any details supplied on / with the supplementary form.**
- **All applicants have a right of appeal if they disagree with the decision of the Admission Committee.**
- **Further information with regard to how you should proceed with this will be supplied by the School, if and when required.**
- **If you are in the process of moving house, please inform the school in writing. You will be required to provide evidence of the move.**
- **If the number of applicants exceeds the number of published places available, then the over-subscription criteria will be applied.**
- **The over-subscription criteria form part of the overall Admissions Criteria, a copy of which is enclosed with your supplementary information form.**
- **Please read this part of the criteria very carefully. If you are unsuccessful in your application for a place in Reception Class, you will be given a reason.**

***Address: This is where the child normally resides for 50% of the week or more. The address of another relative or a temporary address is not acceptable, any attempt to mislead the school may result in the withdrawal of an offer of a place, particularly where proximity to the school forms part of the governing body's policy of admission. Only one signature is required. However either parent or guardian may sign.**