



**ST. FRANCIS DE SALES CATHOLIC INFANT SCHOOL**  
**POLICY FOR ADMISSIONS**  
**Admission Criteria for Year 2019-20**

The school provides education for children between the ages of 4+ and 7 years.

The Governing Body of St. Francis de Sales Infant School is responsible for establishing the policy on admissions and effectively manages the school on behalf of the Bishops of the Diocese of Westminster. Thus, the Governing Body has a duty to maintain the specific Catholic ethos of the school within the legal framework for the provision of education.

With this in mind, the Governing Body believes that the faith and practice taught and encouraged at St. Francis de Sales Infant School should supplement the child's home experience. As a Catholic school we aim to provide a Catholic education for all our pupils. At a Catholic school doctrine and practice permeate every aspect of the school's activities. It is essential that the Catholic character of the school be 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 standard number of pupils for each class – Reception to Year 2 is 30. The school intends to admit the published admission number of 90 pupils for September 2019-20.

For the past five years no applicant has been admitted beyond criterion 8.

The child's original baptismal certificate must be presented to the school (if applicable).

**Oversubscription Criteria**

Catholic schools accept applications from all faiths or no faith but in the event of oversubscription the following criteria are applied:

- 1) A baptised Catholic child who is 'looked after' or who has been adopted (or made subject to child arrangements orders or special guardianship orders) immediately following having been looked after.
- 2) A baptised Catholic child with a Certificate of Catholic Practice who has a sibling in the school at the time of enrolment.
- 3) A baptised Catholic child with a Certificate of Catholic Practice who is resident in the parish of St. Francis de Sales.
- 4) A baptised Catholic child with a Certificate of Catholic Practice who lives in other parishes.
- 5) Other baptised Catholic children.
- 6) Other looked after children and children who have been adopted (or made subject to child arrangements orders or special guardianship orders) immediately following having been looked after.
- 7) Christians of other denominations and whose application is supported by a letter from their minister confirming membership of the faith community.
- 8) Children from other faiths.
- 9) Any other applicants.

Applicants applying under oversubscription criteria 2, 3 and 4 must submit a Certificate of Catholic Practice by the closing date. This form is available from the priest in the parish where the family normally worships or from the diocesan website. It is the parent's duty to ensure that the CCP is submitted to the school in good time. The priest will only sign this form if he knows you and agrees that you are a practising Catholic family.

The tie breaker for all criteria is: 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. This measurement is carried out by the local authority using the Royal Mail computerised mapping system.

A Parish Map is available as part of the application pack.

**Exceptional Needs**

Governors will give top priority within a category to children whose exceptional medical, social or pastoral needs can only be met at this school. The application must be supported by compelling professional evidence from a doctor, priest or social worker.

The attendance of a sibling in either the Infant or Junior School will increase the priority of an application within each category, however, pupils with exceptional needs will still take precedence over siblings. For the purposes of the policy a sibling is defined as brothers or sisters, step-brothers and sisters, half-brothers and sisters, or adopted brothers and sisters. Please note that the 'sibling' must still be on roll at the time of admission, not application. In the case of twins or 'multiple births' where only one place is available for more than one child within the same family the governors will go over the class size limit of 30 to admit all the children of the multiple birth.

The admission of pupils with an Education Health and Care Plan (EHC) is dealt with by a completely separate procedure. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has an EHC plan you must contact your local authority SEN officer. Children with this school named in their EHC Plan will be admitted to the school.

### **How to Apply**

Applications for admission to St. Francis de Sales Junior School must be made on the Haringey Education Authority's approved online application form and returned to the local authority. If the applicant lives outside Haringey, they must complete an online application form from their own local authority and return it to them. In addition, the school's Supplementary Information Form should also be completed and returned to the school.

The child's baptismal certificate and Certificate of Catholic Practice (if applicable) must accompany the supplementary information form. These should be returned to the school by the agreed deadline, as published within the LA, in local newspapers and in St. Francis de Sales newsletters. The Supplementary Information form (SIF) and the Diocesan Certificate of Catholic Practice are obtainable from the school and the SIF is also obtainable from the LA offices and from the LA website and on the Diocese of Westminster website

<http://rcdow.org.uk/education/governors/admissions/>. You can collect the forms from the school or ask for them to be sent to you. **If you do not complete all the forms 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.**

The final date for applications is January 15<sup>th</sup> 2019. Offers of places will be sent to parents/carers on or about the 16<sup>th</sup> April 2019.

### **Late applications**

Late applications will be dealt with by the governing body once all other applications have been considered.

### **Children Educated Outside Their Chronological Age Group**

Parents may apply for their child to be educated outside his/her chronological age group i.e. a year behind or a year ahead. Application should be made to the Chair of Governors at the time of application and any supporting evidence should be submitted at the same time. Governors will consider each case on its own merits and permission will only be given in exceptional circumstances.

### **Other applications/In-Year Admissions**

In year applications are made directly to the school.

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 reasons and you will be informed of your right to 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 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 re-rank the list.

The governors will inform parents whether or not a place is to be offered.

### **Deferred Entry**

Applications are invited for September 2019 from families whose child attains 4 years of age between 01/09/2018 and 31/08/2019. Applicants may defer entry to school up until statutory school age i.e. the first day of term following the child's fifth birthday. An 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. Entry may not be deferred beyond statutory school age or beyond the year of application. Applicants may also request that their child attend part-time until statutory school age is reached. Therefore applicants whose children have birthdays in the summer term may only defer until the 1<sup>st</sup> April 2020.

## **Summer Born Children**

If a parent wishes his/her summer born child to start school in Reception in the September following his/her 5th birthday i.e. a child born between 1st April – 31st August being admitted to Reception at 5 years of age, they should make the school aware of this by writing a letter to the Chair of Governors at the time of application. Parents must then submit an application in the normal way in the year in which they wish their child to start school. This application will be treated in the same way as all other applications and there is no guarantee that an offer will be made.

## **Notification**

All applicants will be notified in writing of the Governors' decision. Unsuccessful applicants will be told the reason why they have not been offered a place.

## **Appeals**

An unsuccessful parent/carer applicant has the right of appeal. A parent who wishes to exercise this right should contact the Chair of Governors for details of the appeals procedure. All appeals should be lodged with the chair of governors by the 19<sup>th</sup> of May 2019.

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This list will be maintained in order of the oversubscription criteria set out in the Policy and not in the order in which applications are received or added to the list. Names are removed from the list after one year, unless applicants apply in writing to the school to remain on the list.

**Admission into the Nursery does not guarantee a place in main school.**

## **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.

## **Notes (these notes form part of the oversubscription criteria)**

**'Certificate of Catholic Practice'** means a certificate issued by the family's parish priest (or the priest in charge of the church where the family attends Mass) in the form laid down by the Bishops' Conference of England and Wales. It will be issued if the priest is satisfied that at least one Catholic parent or carer (along with the child, if he or she is over seven years old) have (except when it was impossible to do so) attended Mass on Sundays and holy days of obligation for at least five years (or, in the case of the child, since the age of seven, if shorter). It will also be issued when the practice has been continuous since being received into the Church if that occurred less than five years ago. It is expected that most Certificates will be issued on the basis of attendance. A Certificate may also be issued by the priest when attendance is interrupted by exceptional circumstances which excuse from the obligation to attend on that occasion or occasions. Further details of these circumstances can be found in the guidance issued to priests <http://rcdow.org.uk/education/governors/admissions/>

**'Children of other Christian denominations'** means: children who belong to other churches and ecclesial communities which, acknowledging God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and of CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

**"Children of other faiths"** means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

**'Parent'** is defined as the person or persons who have legal responsibility for the child.

**‘Baptised’** means baptised in the Catholic Church or, if not, then received into the Catholic Church. This is usually evident by a Certificate of Baptism or Reception from the authorities of that church. For the purposes of this policy ‘Catholic’ means a church in full communion with the See of Rome. This includes the 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.

**‘Home address’** means the place where the child resides for more than 50% of the school week.

**‘Looked-After Child’** means a child in the care of the local authority within the meaning of s.22 of the Children Act 1989.

**‘Adopted’**. An adopted child will have proof of adoption.

**‘Child arrangements order’**. A child arrangements order is an order under the terms of the Children Act 1989 s.8 which defines it as an order settling the arrangements to be made as to the person with whom the child is to live.

**‘Special Guardianship Order’**. A special guardianship order is an order under the terms of the Children Act 1989 s.14A which defines it as an order appointing one or more individuals to be a child’s special guardian(s).

Review date July 2018

Approved  
Chair of Governors