



St Paul's Catholic Primary School

Admissions Policy

2019 - 20

St Paul's Catholic School

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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.

St Paul's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. 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's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. All parents are expected to give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The Published Admission Number (PAN) for the Reception class at St Paul's School is 30. The Governing Body is the admission authority and has responsibility for admissions to the school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The Governing Body intends to admit 30 children in the school year which begins in September 2019.

Applications for Reception class September 2019 are invited from families whose child reaches his/her 4th birthday between 1st September 2018 and 31st August 2019.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the Trust Deed of the Diocese of Westminster.

In this policy *applicant* refers to the person making an application on behalf of the child; *candidate* refers to the child on whose behalf the application is being made.

OVERSUBSCRIPTION CRITERIA

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

1. Catholic looked after children and previously looked after children.
2. Baptised Catholic children, with a Certificate of Catholic Practice, who will have a sibling at the school at the time of admission.
3. Baptised Catholic children, with a Certificate of Catholic Practice.
4. Other baptised Catholics.
5. Other looked after children or previously looked after children.
6. Children of catechumens and members of an Eastern Christian Church.
7. Christians of any other denominations whose application is supported either by a certificate of baptism or by a letter from their Minister of Religion confirming membership of that faith community.
8. Children of other faiths whose application is supported by a letter from their religious leader confirming membership of that faith community.
9. Any other children.

Top priority within each category will be given to those candidates who will have a sibling attending the school at the time of admission.

EXCEPTIONAL NEED

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.

MULTIPLE APPLICATIONS

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.

APPLICATIONS IN PREVIOUS YEARS

For the past three out of four years the governing body has been unable to offer places to any applicants beyond oversubscription criterion 5. Whilst the school welcomes applications from all categories, it is usually oversubscribed by Catholic candidates.

TIE BREAK

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to oversubscription, the places up to the admission number will be offered to those living nearest to the school measured by the Local Authority, in a straight line from the ordnance survey address point for the child's home, to the ordnance survey address point of the school using a computerised mapping system. If two or more applications are received from the same block of flats the applicant with the lower door number will be classed as nearest and offered a place because they are likely to be closer to the ground floor and, therefore, the school. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out by the local authority's computerised allocation system.

FAIR ACCESS

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 local authority 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.

APPLICATION PROCEDURE for 2019– 2020

In order to make an application, you **must** complete an application form from your local authority either on line or on paper and return it to them by 15th January 2019. If you are applying under criteria 1 to 8 you **should** also complete the **School's Supplementary Information Form (SIF)**. Whilst this is not compulsory, the information on the SIF enables the Governing Body to assess your application fully against the School's criteria in the event of oversubscription. Please return the SIF (in person or by post) to the school by 3.30 pm on 15th January 2019, together with all other relevant paperwork required for your application. If you do not complete both of the forms described above and return them by 15th January 2019, the Governing Body will be unable to consider your application against the oversubscription criteria and your child will be ranked under the lowest criterion. It is very unlikely that your child will be offered a place if a SIF is not supplied.

The local authority will inform you of the outcome of your application on behalf of the Governing Body, on or about, Monday 16th April 2019. This information will also be available on line for those who have submitted an e-application. Parents/carers should accept or decline the place as soon as possible.

CHILDREN EDUCATED OUTSIDE THEIR CHRONOLOGICAL AGE GROUP (except Reception applications for summer born children)

Parents may apply for their child to be educated outside his/her chronological age group i.e. a year behind or a year ahead. In addition, the parents of a summer born child i.e. a child born between 1st April -31st August, may request that the child be admitted outside of his/her normal age group, starting reception at 5 years of age. Any such request should be made in writing to the Chair of Governors. The governing body will make its decision based on the circumstances of each case and in the best interests of the child, taking into account school organisation issues and the views of the parents and any professionals involved. **Parents must have received the agreement of the governing body before any admission application for delayed entry is made.** If permission is received then the parents will make their admission application for the year in which they wish their child to start school. **Applications cannot be held over from one academic year to the next.** If permission is refused then parents must make their admission application at the normal time.

LATE APPLICATIONS

Applications received after the closing date will be dealt with after the initial allocation process has been completed. If the school is oversubscribed it is very unlikely that late applicants will obtain a place.

RIGHT OF APPEAL

If you are unsuccessful in your application for a place at St Paul's, you may ask the school for the reasons for the refusal of a place. These reasons will be related to the oversubscription criteria listed in the policy and you will have the right of appeal to an independent panel. Should you wish to appeal please contact the school as soon as possible for an appeal form on which you must list your reasons for making an appeal. Appeals must be submitted to the school in writing by 24th May 2019.

WAITING LIST

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 will be removed from the list on 31st August 2020, unless applicants request in writing to remain on the list. **Inclusion on the school's waiting list does not mean that a place will eventually become available.**

PUPILS WITH AN EDUCATION, HEALTH AND CARE PLAN (EHC)

The admission of pupils with an Education, Health and Care Plan (EHC) is dealt with by a completely separate procedure. (This used to be called a Statement of Special Educational Needs). 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.

CHANGE OF DETAILS

If any of the details on either of your forms changes between the date of application and the receipt of the letter of offer or refusal, you **must** inform the School and the local authority immediately. If misleading information is given or allowed to remain on either of your forms, the Governing Body reserves the right to withdraw the place, even if the child has already started at the School.

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 child will be admitted. If there is a waiting list, then applications will be ranked by the Governing Body in accordance with the oversubscription criteria. 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 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 and make an offer to the person at the top of the list. The local authority will be informed of the offer as soon as it has been accepted.

RECEPTION YEAR DEFERRED ENTRY

Applicants may defer entry to school up until compulsory 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 deferral is requested. The place will then be held until the first day of the spring or summer term as applicable. Entry may not be deferred beyond compulsory school age or beyond the year for which the application has been made. Therefore, applicants whose children have birthdays in the summer term may only defer until the 1st April 2020. Upon receipt of the offer of a place a parent should notify the school as soon as possible if they wish to defer until the spring or summer term.

PART-TIME ATTENDANCE

Applicants may also request that their child attend part-time until compulsory school age is reached. Upon receipt of the offer of a place parents should notify the school as soon as possible if they wish to take up a part-time place.

NOTES (these notes form part of the oversubscription criteria)

'An Education, Health and Care Plan' is a plan made by the local authority under S37 of the Children and Families Act 2014, specifying the educational provision required by the child.

'Looked after child' has the same meaning as in S.22(1) of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them in the exercise of their social services function (e.g. children with foster parents at the time of making an application to the school). A previously 'looked after' child is a child who was looked after, but ceased to be so because he or she was adopted or became subject to a child arrangements order or special guardianship order.

'Adopted'. An adopted child is any child who has been formally adopted, having previously been in care and whose parent/ guardian can give proof of this.

'Child Arrangements Order'. A Child Arrangements order is an order under the terms of the Children Act 1989 s.8 settling the arrangements to be made as to the person with whom the child is to live. Children 'looked after' immediately before the order is made qualify in this category.

'Special Guardianship Order'. A special guardianship order is an order under the terms of the Children Act 1989 s.14A appointing one or more individuals to be a child's special guardian(s). A child 'looked after' immediately before the order is made qualifies in this category.

'Parent' means all natural parents, any person who is not a parent but has parental responsibility for the child or any adult with legal responsibility for the child.

'Sibling'

- a) All natural brothers and sisters, half brothers and sisters, adopted brothers and sisters, foster brothers and sisters whether or not they are living at the same address.
- b) The child of a parent's partner where the child lives for at least part of the week in the same family unit as the same address as the applicant.

‘Catholic’ means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a Certificate of Baptism in a Catholic church or a Certificate of Reception into the full communion with the Catholic Church. For the purposes of this policy this includes a looked after child in the process of adoption and living with a Catholic family, where a letter from a priest demonstrates where the child would have been baptised were it not for the child’s status as a looked after child. For a child to be treated as Catholic, evidence of Catholic baptism or reception in the Catholic Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their parish priest who, after consulting with the diocese will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

‘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 of age) have (except when it is impossible to do so) attended Mass on Sundays and holydays 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>

‘Catechumen’ means a child or parent who is a member of the catechumenate of a Catholic Church. This will be evidenced by a Certificate of Reception into the Order of Catechumens for a child aged 7 or over. For a child under 7 years of age it will be the certificate of the parent.

‘Eastern Christian Church’ includes Orthodox Churches, and is normally evidenced by a Certificate of Baptism or Reception from the authorities of that Church.

‘Children of other Christian denominations’ means children who belong to other churches and ecclesial communities which, acknowledge 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 CYTUN 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 at 7 above 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.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

'Resident' – A child is deemed to be resident at a particular address when he/she resides there for more than 50% of the school week.

'Nearest to the school' The distance will be measured by the Local Authority, in a straight line from the ordnance survey address point for the child's home, to the ordnance survey address point of the school using a computerised mapping system. If two or more applications are received from the same block of flats the applicant with the lower door number will be classed as nearest and offered a place because they are likely to be closer to the ground floor and, therefore, the school. In the event of of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out by the local authority's computerised allocation system.



ST PAUL'S
CATHOLIC PRIMARY

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Website: www.stpaulswoodgreen.org.uk

SUPPLEMENTARY INFORMATION FORM 2019 – 2020

Child's Details:			
Child's Surname:			
Child's Christian or other first name:			
Home Address:		Date of Birth:	
		Postcode:	
Parent / Carer Details			
Parent(s) Carer(s) Name			
Address: (If different from above) Telephone Number			
Alternative contact Details: Name:			
Address:			
Telephone Number			
Details Of Religion			
Religion of child: (Please Tick)	Catholic	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 completing the Certificate of Catholic Practice or minister providing letter of reference.			

Name of brothers or sisters at this school who will still be attending at the date of admission:	Name	Year
Is your child “looked after” by the L.A., adopted having previously been “looked after” or has been made subject to child arrangement orders or special guardianship orders.	YES	NO
	If yes, please provide evidence at the time of application.	
Does your child have exceptional medical, pastoral or social needs that can only be met by attendance at this school? Please circle. (Professional evidence <u>must</u> be submitted with this application.)		
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 Certificate of Catholic Practice form from the priest at the parish where the family normally worships or from the Diocese of Westminster website at www.rcdow.org.uk/Education follow parents/admissions.
- Applicants from other Christian denominations and other faiths may attach a letter from their minister or religious leader confirming membership of that faith community.
- You **must** complete your local authority's online application form by the closing date. If you do not do this you will not be offered a place.

Checklist:

Have you enclosed?	Baptism Certificate (where necessary)	<input type="checkbox"/>
	Certificate of Catholic Practice (where necessary)	<input type="checkbox"/>
	Evidence of exceptional need (where appropriate)	<input type="checkbox"/>
	Proof of Address (utility bill or other document issued within the last 3 months)	<input type="checkbox"/>

Have you completed your local authority's on line application form?

For School use only
Date Received:

Procedure:

- The school will not accept photocopies, only original documents will be accepted.
- Applications for admissions should be made on the following forms:
 - ❖ The on line LA application form to be completed by 15th January 2019.
 - ❖ The school's supplementary form (and the certificate of catholic practice where applicable) to be returned to the Head teacher at the school by 15th January 2019.
- 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 closing date for applications to the school is 15th January 2019. 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.
- 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 forms 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.

***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; either parent or guardian may sign.