



Federation of St Mary's Priory Catholic Infant and Junior Schools

<http://www.stmaryspriory.co.uk/>

Junior School Admissions Policy for 2019-2020

The Federation of St. Mary's Priory Catholic Junior School has been founded by the Servite Sisters to provide for the educational needs of Catholic families in this part of the Diocese of Westminster.

Partnership with parents, the primary educators of their children, has long been a principle embedded in Catholic Education. The Trustees and Governors value and welcome, above all, the co-operation of parents in seeking to achieve these aims for pupils attending the school.

As a Catholic school, we 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 activity. It is essential that the Catholic character of the school's education 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. Accordingly priority will always be given to Catholic applicants.

The Published Admission Number for the junior school is 60 and the Governing Body has sole responsibility for the admission of pupils. Applications are welcome for September 2018 from families whose child reaches his/her 7th birthday between 1/9/18 - 31/8/19

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 Catholic children who have been adopted or made subject to child arrangements orders or special guardianship orders, immediately after being looked after.
2. Baptised Catholic Children with a Certificate of Catholic Practice
3. Other 'Looked After Children' and other children who have been adopted (or made subject to child arrangements orders or special guardianship orders) immediately after having been looked after.
4. Children of catechumens and members of an Eastern Christian Church.

5. Children of other Christian denominations and whose application is supported by a letter from a Minister of Religion confirming membership of the faith community.
6. Children of other faiths whose parents wish them to have a Catholic education and whose application is supported by a letter from a religious leader confirming membership of the faith community.
7. Any other applicants.

Exceptional Needs

The governing body will give top priority to an application within a criteria where compelling evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can only be met at this school.

Where there is over subscription in any of the above criteria the priority below will be applied:

The attendance of a brother or sister at the infant or junior school at the time of enrolment will increase the priority of an application within each category. (Brother and sister to include half, step, adopted or fostered sibling).

Multiple Applications

Where the final place is given to one sibling (twin/triplet or other sibling) the other sibling(s) will also be admitted.

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 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 mapping system. The distance will be measured by the local authority. Where two families live at exactly the same distance from the school the applicant will be chosen by random allocation which will take place in the presence of an independent witness.

Waiting Lists

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of over subscription in the criteria listed and not in the order in which applications are received and added to the list. Names are normally removed from the list at the end of the year of entry.

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 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.

APPLICATION PROCEDURE 2019/20

In order to make an application, you must complete an online Application Form from your local authority and return it to them. You should also complete the School's Supplementary Information Form (SIF).

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 School [address below] together with all other relevant paperwork required for your application:

- the child's baptismal certificate (if applicable)
- proof of address (e.g. utility bill or council tax demand)

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 fully and it is very unlikely that your child will be offered a place. Late applications will be considered after the initial allocation has been made. Notification letters will be sent out by the LA on behalf of the Governors on April 16th 2019.

(If any information is found to be fraudulent or misleading, the Governing Body reserves the right to withdraw the place even if the child has already started at the school.)

The SIF is available from the school.

Pupils with an Education, Health and Care Plan

The admission of pupils with an Educational Needs or Educational Health and Care Plan is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of EHC Plans by the pupil's home Local Authority. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. A child with this school named in his/her EHC Plan will be admitted.

Children Educated outside their chronological age group

Any application for a child to be educated outside of his/her age group will be considered by governors on an individual basis and will only be granted in exceptional circumstances. Parents should write to the Chair of Governors during the autumn term in the (academic) year of application, giving reasons and providing compelling professional evidence.

Appeals

An unsuccessful applicant has the right of Appeal against the Governors' decision. The Appeal should take the form of a written statement sent to the Headteacher for the attention of the Chair of Governors by 27th May 2019.

February 2017 In-Year Admissions

Applications for admissions within the school year are made directly to the school. If a place is available and there is no waiting list then 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. When a place becomes available the governing body will re-rank the list and offer the place.

The School's Supplementary Information Form (SIF) is available from the School Office, the website or by post. Together with the following it should be returned to the Headteacher at the school:

- the child's baptismal certificate (if applicable)
- proof of address (e.g. utility bill or council tax demand)
- Certificate of Catholic Practice (from priest)

Definitions

'Looked after' is defined as children in care of the local authority within the meaning of Section 22 of the Children's Act 1989

'Sibling' means brother or sister, to include adopted brothers and sisters, half brothers and sisters or step brothers and sisters. A sibling relationship does not apply when the older child(ren) will leave before the younger one starts.

'Parent' means the adult or adults with legal responsibility for the child.

'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).

'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.

'Baptised 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 that the child would have been baptised were it not for his/her status as a looked after child.

'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 is 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/>

'Adopted'. An adopted child is a child who is adopted under the terms of the Adoption and Children Act 2002 s.46 (adoption orders).

'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 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 one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no creedal 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 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' 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 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.

'Distance from school' means distance as measured by a straight line, from the front door of the child's residential address (including flats) to a point at the school. [Governors of schools whose distance measurements are carried out by the local authority are strongly advised to include the same wording used by the local authority in their current booklet]. If distances are identical, the Governing Body will draw lots in the presence of an independent witness.