

St. Peter-in-Chains R.C. Infant School

Admissions criteria 2017-2018

INTRODUCTION

St Peter-in-Chains School is a Catholic 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 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 our school.

The Governing Body has the sole responsibility for admissions to this school and intends to admit a maximum of 60 children (the Published Admission Number or PAN) to the reception class in September of the relevant academic year and to each subsequent year group. Applications are invited for September 2017 from families whose child reaches his or her 4th birthday between 1st September 2016 and 31st August 2017.

Where there are more applications than places available, priority will always be given to Catholic applicants in accordance with the criteria listed below.

Having a sibling in the school does not guarantee a school place.

Where the final place is offered to a child who is a twin/triplet/or who has other siblings applying for a place in the same school year the Governors will invoke the tie break procedure outlined overleaf.

OVERSUBSCRIPTION CRITERIA

Where there are more applications for places than the total of 60 places available, the following over subscription criteria will be used. (Please refer to definitions section).

1. Catholic 'Looked After' children and previously 'Looked After' Catholic children who have been adopted or made subject to child arrangements orders or special guardianship orders.
2. Children with a Certificate of Catholic Practice.
3. Other baptised Catholics.
4. Other looked after children and previously looked after children who have been adopted or made subject to child arrangement orders or special guardianship orders.
5. Catechumens and members of an Eastern Christian Church.

6. Christians of other denominations whose application is supported either by a certificate of baptism or by a letter from their Minister of Religion.
7. Children of other faiths whose application is supported by a letter from their religious leader
8. Any other children.

In each of the above categories, the presence of a brother or a sister in St Peter's Infant School or St Gildas' Junior School, (includes half, step, foster or adopted siblings), at the time of admissions will increase priority.

EXCEPTIONAL NEED

The Governors will give top priority after the appropriate category of 'Looked After' children, within each category/criterion 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.

PREVIOUS YEARS

The school is usually oversubscribed and last year the Governing Body did not offer places to any applicants beyond subscription criteria 6.

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 as measured in a straight line from the applicant's home to the school. The measurement will be determined by the Local Authority (LA).

In the event there are two identical applications the choice will be made by lottery in the presence of the Governors; in the presence of an independent witness.

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 admission 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.

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. Applicants may also request that their child attend part-time until compulsory school age is reached. 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 2018.

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. This application will be treated in the same way as all other applications and there is no guarantee that an offer will be made.

APPLICATION PROCEDURE FOR 2017-2018

To apply for a place at this school you should complete and return two separate forms by 15th January 2017 as published in the Haringey information pack, local paper and St. Peter-in-Chains Parish newsletter.

In order to make a full application you should complete the school's **Supplementary Information Form** (SIF) and return to the school office together with all other relevant paperwork required, (Baptismal Certificate, proof of address and a Certificate of Catholic Practice from your Priest - if applicable). You must also complete an **eadmissions** from your Local Authority **AND** return it to them as per their instructions. If you do not complete the

admissions and return by the closing date, the Governing Body cannot consider your application until after the initial allocation process has been completed. If the SIF is not submitted by the closing date the application will be considered on the admissions alone, therefore no religious priority will be given and it is very unlikely that your child will be offered a place.

CHILDREN EDUCATED OUTSIDE THEIR CHRONOLOGICAL AGE GROUP (except 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. 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.

The Local Authority will write to you on behalf of the Governing Body with the outcome of your application on 18th April 2017.

CERTIFICATE OF CATHOLIC PRACTICE

Applicants applying under criteria 2 must submit a Certificate of Catholic Practice (CCP) by the closing date. This form (which used to be called a priest's reference form) is available from the school or from the diocesan website. Parents should fill in the top part of the form with their details and then take the form to their parish priest (or the priest at the parish where they normally worship) for signature. 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.

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 you may ask us 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 Friday 27th May 2017.

The hearing of an appeal will be arranged and at least 10 days notice will be given of the date, time and place for hearing.

The decision and the reasons underlying the verdict of the appeals panel will be sent to the appellant within 7 days.

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 2018, unless applicants request in writing to remain on the list.

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 the 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 any misleading information is provided on the forms the Governing Body reserves the right to withdraw the place even though the child has already started school.

DEFINITIONS

The following terms used throughout the policy form part of the over subscription criteria.

'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 means 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 means 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). This criterion applies to a child who was 'looked after' up until this order was made.

Catholic means a member of a Church in full communion with 'The See of Rome'.

This includes Eastern Catholic Churches. The evidence of this will be a Certificate of

Baptism in a Catholic Church or Certificate of Reception into the full communion with the Catholic Church.

'Practising Catholic' means a Catholic child from a practising Catholic family where weekly practice is verified by a Certificate of Catholic Practice 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.

Christian for the purposes of this policy, means a member of one of the churches affiliated to 'Churches Together in Britain and Ireland'.

'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 a Certificate of Reception from the authorities of that Church.

'Looked after child' has the same meaning as in S.22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents at the time of making an application to the school).

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

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.

Compulsory School Age means the first day of term following the child's fifth birthday.