

# Governing Body of Our Lady and St Joseph Catholic Primary School

Diocese of Westminster

## **Admissions Policy for the 2014/2015 academic year**

Our Lady and St Joseph is a Catholic school founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its governing body as part of the Catholic Church in accordance with its Instrument of Government, and seeks at all times to be a witness to Jesus Christ.

As a Catholic school we aim to provide a Catholic education for all our pupils. At a Catholic school Catholic doctrine and practice permeates 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 the school by signing a statement to that effect.

The Governing Body is the admissions authority for Our Lady and St Joseph Catholic Primary School and intends to admit 60 children to each year group (not including the nursery) in the school year beginning September 2014. If there are more applications than places available priority will always be given to Catholic applicants in accordance with the oversubscription criteria detailed below.

**Signed on behalf of the Governing Body**

Date: 23<sup>rd</sup> May 2013

Date for Review: January 2014

Applications are invited for September 2014 from families whose child attains 4 years of age between 01/09/2013 and 31/08/2014.

Whenever there are more applications than places available priority will always be given to Catholics in accordance with the *oversubscription criteria* listed below.

### **Oversubscription Criteria**

1. Catholic<sup>i</sup> looked after children and Catholic<sup>i</sup> children who have been adopted (or made subject to residence or special guardianship orders) immediately following being looked after.
2. Baptised Catholic<sup>i</sup> children, on the basis of proximity to the existing school sites. (Holy Family and Our Lady Catholic Primary Schools)<sup>ii</sup>
3. Other looked after children and children who have been adopted (or made subject to residence or special guardianship orders) immediately following being looked after.
4. Baptised children from other eastern Churches. <sup>iii</sup>
5. Other Christian<sup>iii</sup> children and children of other faiths<sup>iii</sup>.
6. Any other children.

Notes:

<sup>i</sup> A certificate of Catholic Baptism will be required at the time of application

<sup>ii</sup> Whichever school, currently Holy Family or Our Lady, is nearest to the family home will be used to measure this distance.

<sup>iii</sup> A baptism certificate, a letter from a minister or faith leader will be required as evidence

The **attendance of a sibling** at the school at the time of enrolment will increase the priority of an application within each category.

For categories 2 and 5 a **baptismal certificate** will be required.

For category 2, priority will be given within the category to practising Catholics where this practice is confirmed by a Priest at the church where the family normally worships, using the standard diocesan **Priests' reference/**declaration form.

Where the offer of places in any of the categories would still lead to oversubscription, the places up to the admission number will be offered by proximity to the existing school sites <sup>ii</sup>. In the case of equidistance from the school, random allocation will be used.

<sup>ii</sup> Whichever school, currently Holy Family or Our Lady, is nearest to the family home will be used to measure this distance.

In the event of a tie-breaker being needed, an independently-supervised drawing of lots will take place. If twins or triplets are competing for one or two remaining places, the school will admit both/all applicants and exceed the Published Admissions Number.

The admission of children with a statement of Special Educational Needs is dealt with by a separate procedure that is administered by the applicant's home Local Authority, to whom all enquiries in that regard should be addressed.

Additional note:

Twins/triplets or other multiple applications from one family (where the siblings are living in the same household from Monday to Friday) will be given priority within a category.

## Exceptional needs

The Governing Body will give top priority within any of the ten above criteria **where compelling evidence is provided at the time of application** of an exceptional social, medical or pastoral need that could only be met at Our Lady and St Joseph Catholic Primary School. *(Suitable independent and corroborative written evidence must be provided for this criteria to be considered eg a letter from a Doctor).*

## Note on Deferment of entry

Applicants may defer entry to school up until statutory school age ie 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. Entry may not be deferred beyond statutory school age or beyond the year of application. Parent of children with 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 that if the school is oversubscribed they are very unlikely to obtain a place.

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

## Tie Breaker

In the event of there being insufficient vacancies to admit all applicants in any of the Oversubscription Criteria detailed above, priority will be given to children living nearest to the school, as measured by the shortest walking distance. Therefore accessibility by car or public transport will not be taken into account.

The measurement from home to school is determined by using a computerised mapping system (GIS) in conjunction with a routefinder, Ordnance Survey maps and Post Office address data. The distance is measured from the centre point of the address to the centre point of the nearest available entrance in constant use, measuring along the centre line of the shortest approved route. The system will take account of local footpaths and public walkways with regard to the safety of the route. It does not take account of the location of pedestrian crossing points. Distances measured by other means ie private car, pedometer or internet websites are likely to result in different calculations that should not be relied upon as evidence that the school's distance calculation is incorrect. The LA's system, used by the school, is designed to be reliable and consistent.

## In-Year Admissions

Applications for In-Year admissions are made in the same way as those made during the normal admissions round. If a place is available and there is no waiting list then the LA will be informed 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.

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 [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 decide who is at the top of the list so that the LA can inform the parent that the school is making an offer.

**Applicants are reminded that a child's attendance in either Holy Family or Our Lady Nursery does not guarantee a place in the reception class.**

### **Waiting List**

If there is no place available at the School parents / carers may have their applications placed on the School's waiting list. In the event of a vacancy arising in any year group the Oversubscription Criteria (see above) will be applied in order to determine the offer of places.

Periodically, those applicants on the waiting list will be contacted to confirm if they wish to remain on the waiting list. If confirmation is not received by a given date the application will be removed from the waiting list.

The waiting list will be held open until the end of the academic year.

### **Fair Access Protocol**

The school is committed to taking its fair share of vulnerable children who are hard to place, in accordance with locally agreed protocols. Accordingly, outside the normal round of admissions, the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol which carries the agreement of both the Governing Body and the Diocese for the current admission year. The Governing Body has this power even when admitting such a child would exceed the normal admission number.

### **Change of details**

***Parents must notify the school of any change in details after submission of the form.***

***If any misleading information is given then governors reserve the right to withdraw the place***

***even if the child has already started at the school.***

**Interpretation of Terms used in the Admissions Policy and Oversubscription Criteria.**

<b>Adopted</b>	An adopted child is a child who is adopted under the terms of the Adoption and Children Act 2002 s46 (adoption orders)
<b>Applicants</b>	The parents and/or carers submitting an application for a place on behalf of a child.
<b>Brother and Sister</b>	'Brother' and 'Sister' also includes half-brothers / sisters, stepbrothers / sisters and brothers / sisters adopted living in the same household.
<b>CAF</b>	Common Application Form (issued by the Local Authority)
<b>Catholic</b>	A baptised person who is a member of any Church in full communion with the See of Rome. This includes Eastern Catholic churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy it includes a 'child in public care' who is part of a Catholic family when the priest's reference demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (eg a child in the process of being adopted by a Catholic family).
<b>Christian</b>	A member of one of the Churches that is a member of "Churches Together in Great Britain and Ireland".
<b>Eastern Christian Church</b>	Eastern Christian Church includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that church.
<b>Looked after Child</b>	A looked after child has the same meaning as in Section 22 of the Children's Act 1989 and means any child in the care of the Local Authority or provided with accommodation by them – eg children with foster parents.
<b>Practising Catholic</b>	'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.
<b>Residential Address</b>	Applicants must provide the School with proof of their residential address. Independent verification may be sought of the applicant's residential address. This is the address at which the child resides for 50% or more of the week.
<b>Residence Order</b>	A residence order is an order under the terms of the Children's Act 1989 s.8 which defines it as an order setting the arrangements to be made as to the person with whom the child is to live.
<b>SIF</b>	Supplementary Information Form – Issued by the school governors / Diocese
<b>Special Guardianship order</b>	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).

## Application Procedure and Timetable

*Applicants are reminded that a child's attendance in either Our Lady or Holy Family Nurseries does not guarantee a place in the reception class in Our Lady and St Joseph Catholic Primary School*

### A. To apply for a place in Reception Class 2014

You should fill in **two** separate forms by **14<sup>th</sup> January 2014 (See Tower Hamlets Starting School guide). tbc**

1. **Supplementary Information Form (SIF)**: to ensure that **the school** has the requisite information to apply the Oversubscription Criteria (see below). This is available from school office, the Local Authority, the LA website and the school's own website and must be returned to;

- The Governing Body of Our Lady and St Joseph Catholic Primary School, Our Lady and St Joseph Catholic Primary School, c/o Holy Family Catholic Primary school, Wade's Place, LONDON E14 0DE

Or

- The Governing Body of Our Lady and St Joseph Catholic Primary School, Our Lady and St Joseph Catholic Primary School, c/o Our Lady Catholic Primary School, Copenhagen Place, Limehouse, London E14 7DA by the date above.

2. **The Common Application Form CAF**: available from London Borough of Tower Hamlets, This must be returned to Children's Services, Mulberry Place, 5 Clove Crescent, LONDON E1 2BG by the date above.

If you do not complete both the 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.

***It is the parents'/ carers' responsibility to ensure that all paperwork is given to the school. The office staff are unable to chase up missing documents.***

In the past three years there have been more applications than places available in both Our Lady and Holy Family Catholic Primary Schools. (As Our Lady and St Joseph is a new school the governors are using information from the existing primary schools.)

### B. To apply for a place in the Nursery class:

You should fill in the **Supplementary Information Form**: to ensure that the school has the requisite information to apply the oversubscription Criteria. This is available from school office, the Local Authority, the LA website and the school's own website.

### C. To apply for an 'In-Year' Admission

You should fill in two separate forms as soon as you can:

1. **Supplementary Information Form**: to ensure that the school has the requisite information to apply the Oversubscription Criteria (see below). This is available from school office, the Local Authority, the LA website and the school's own website.

The Senior Administration Officer, Holy Family Catholic Primary School, Wade's Place, LONDON E14 0DE .

2. **The Common Application Form**: available from London Borough of Tower Hamlets, This must be returned to Children's Services, Mulberry Place, 5 Clove Crescent, LONDON E1 2BG.

## Outcomes of Applications

**A: Reception Class** You will be advised of the outcome of your application on 16<sup>th</sup> April 2014 (national offer day) initially by letter on our behalf. If you are unsuccessful you may ask us for the reasons, related to the oversubscription criteria and you have the right of appeal to an independent appeal panel.

**B: Nursery Class** You will be notified by the school towards the middle of May 2014 for admissions to nursery in the academic year 2014-2015.

**C: Mid-Year Admissions** You will be notified as soon as the Governors are able to meet and consider your application.

You will be asked to confirm, within a given timescale, acceptance of any place offered.

# Our Lady and St Joseph Catholic Primary School

Wade's Place,  
LONDON E14 0DE

Tel: ??  
Headteacher ??

September 2014

Dear Prospective Parent or Guardian,

## ***Reception Class Application Year 2014-2015***

I am pleased that you are considering Our Lady and St Joseph Catholic Primary school for your child. We believe it is a special place in which we can support the growth, learning and development of all our pupils.

The application process for Reception Class place allocation takes place in conjunction with the London Borough of Tower Hamlets. It is important that you read the contents of the information pack carefully and ask us if there is anything about which you are not sure. You will also have a Guidance booklet from Tower Hamlets which you should also read carefully. This contains the **Common Application Form** required by the borough.

As Holy Family is a voluntary aided school the Governors, who allocate places, require additional information. This means you should complete the **Supplementary Information Form** which is attached to this letter. Also attached is the Admissions Policy. If the school receives more applications than there are places, 'Oversubscription Criteria' are applied by the Admissions Panel. These are detailed in the policy. There is also a form for you to fill in and take to your Parish Priest for him to sign and stamp. Please give him plenty of time and don't leave this to the last minute.

When you have completed the Supplementary Information Form please bring it into school to hand in at the office or send it by post. At the same time you must bring with you or send:

- proof of date of birth eg NHS card, Child Benefit Letter etc
- your child's Baptismal certificate
- proof of address – 2 recent utility bills for example.
- Any other relevant documents (eg those indicating change of name since birth registration or other legal information of which the school should be aware.)

In due course you will be notified of the Governors' decision. Should the Governors not be able to offer your child a place you have the right to appeal. If this happens details of the Appeals procedure will be given to you at the time.

The Governors look forward to receiving your application.

Yours sincerely,

A New-Headteacher

# Our Lady and St Joseph Catholic Primary School

## Supplementary Information Form (SIF)

**Admissions to Reception Class 2014 – 2015 - for children born 1<sup>st</sup> September 2009 – 31<sup>st</sup> August 2010**

<i>If English is not your first language and you require help please inform the school office</i>		<i>Office Use only</i>
Child's Christian / Given Name:		<b>Confirmed copy of proof of date of birth taken</b>  Yes                  No
Child's Surname / Family Name:		
Child's Date of Birth		
Name of Parent(s) / Carer(s)		
Address	Postcode	<b>Confirmed copy of proof of address taken:</b>  Yes                  No
Telephone Contact	Home:                                  Mobile	
Child's Religion		
<i>Other brothers and sisters who will also be in Our Lady and St Joseph in 2014 (excluding nursery)</i>	Names	Dates of Birth

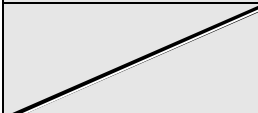
<b>In which Parish do you live?</b>
<p><i>Special, medical or compassionate needs you may wish the Governors to consider must be attached to this form. Information to support details from a doctor (GP, consultant, specialist), educational psychologist or other relevant professional should be attached.</i></p> <p>I have attached information about medical / social / pastoral needs                  Yes    No</p>
<p>I / We certify that the information given on the form is correct. I / We understand that any false information may render this application invalid.</p> <p><b>Signed</b>                                  <b>Printed</b>                                  <b>Parent / Guardian</b> (delete as appropriate)</p> <p>_____                                  _____                                  <b>Date:</b> _____</p>



# Our Lady and St Joseph Catholic Primary School

## Supplementary Information Form (SIF)

### In-Year Admissions 2014 - 2015

<i>If English is not your first language and you require help please inform the school office</i>		<i>Office Use only</i>
Child's Christian / Given Name:		<b>Confirmed copy of proof of date of birth taken</b>  Yes                  No
Child's Surname / Family Name:		
Child's Date of Birth		
Name of Parent(s) / Carer(s)		
Address	Postcode	<b>Confirmed copy of proof of address taken:</b>  Yes                  No
Telephone Contact	Home:                                  Mobile	
Child's Religion		
<i>Other brothers and sisters who will also be in Our Lady and St Joseph in 2014 (excluding nursery)</i>	Names	Dates of Birth
		<b>Baptismal Certificate</b>
		

<b>In which Parish do you live?</b>		
<i>Special, medical or compassionate needs you may wish the Governors to consider must be attached to this form. Information to support details from a doctor (GP, consultant, specialist), educational psychologist or other relevant professional should be attached.</i>		
I have attached information about medical / social / pastoral needs                  Yes    No		
I / We certify that the information given on the form is correct. I / We understand that any false information may render this application invalid.		
<b>Signed</b>	<b>Printed</b>	<b>Parent / Guardian</b> (delete as appropriate)
_____	_____	<b>Date:</b> _____

# Our Lady and St Joseph Catholic Primary School

## Supplementary Information Form (SIF)

### Admissions to Nursery Class September 2014-2015

<i>If English is not your first language and you require help please inform the school office</i>		<i>Office Use only</i>
Child's Christian / Given Name:		<b>Confirmed copy of proof of date of birth taken</b>  Yes                  No
Child's Surname / Family Name:		
Child's Date of Birth		
Name of Parent(s) / Carer(s)		
Address	Postcode	<b>Confirmed copy of proof of address taken:</b>  Yes                  No
Telephone Contact	Home:                                  Mobile	
Child's Religion		
<i>Other brothers and sisters who will also be in Our Lady and St Joseph in 2014 (excluding nursery)</i>	Names	Dates of Birth
		<b>Baptismal Certificate</b>

<b>In which Parish do you live?</b>		
<i>Special, medical or compassionate needs you may wish the Governors to consider must be attached to this form. Information to support details from a doctor (GP, consultant, specialist), educational psychologist or other relevant professional should be attached.</i>		
I have attached information about medical / social / pastoral needs                  Yes    No		
I / We certify that the information given on the form is correct. I / We understand that any false information may render this application invalid.		
<b>Signed</b>	<b>Printed</b>	<b>Parent / Guardian</b> (delete as appropriate)
_____	_____	<b>Date:</b> _____