

Diocese of Westminster
St Agnes' Catholic Primary School
Rainhill Way London E3 3ER Tel 020 8980 3076
Admissions Policy 14/15

St Agnes' 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 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 the school.

The Published Admissions Number (PAN) for the reception class at St Agnes is 30. The Governing Body has sole responsibility for admissions to this school and intends to admit 30 children in the school year which begins in September 2014. Applications are welcomed from families whose child reaches his/her 5th birthday between 1st September 2014 and 31st August 2015.

Priority will be given, within each criterion, to children of permanent teaching staff, where the staff member has been employed at the school for at least two years at the time of application.

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

In this Policy applicant refers to the person making an application on behalf of a 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 Catholic children who have been adopted (or made subject to residence orders or special guardianship orders) immediately following having been looked after."
2. Baptised Catholic children from practising Catholic families, who have a sibling at the school at the time of admission
3. Baptised Catholic children from practising Catholic families who are resident in the Parish of Our Lady and St. Catherine of Siena
4. Other Baptised Catholic children from practicing Catholic families.
5. Other baptised Catholic children.
6. Other 'looked after' children and children who have been adopted (or made subject to residence orders or special guardianship orders) immediately following having been looked after."
7. Catechumens and members of an Eastern Christian Church
8. Christians of other denominations whose application is supported by their Minister of Religion.
9. Children of other faiths whose application is supported by their Religious Leader.
10. Any other children.

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 within each criterion.

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.

Last year St. Agnes School was heavily oversubscribed. We received (48) applications for 30 places. All applicants in category 1 (0) and category 2 (8) were offered a place, along with (17) in category 3) and (5) in category 4 in accordance with the distance criteria set out in our tie-breaker. The governing body was unable to offer places to any applicants beyond category 4. As the school is usually oversubscribed by Catholic candidates, it is very unlikely that applicants who are not Catholics will obtain a place.

Applicants should be aware that Nursery education is a non-statutory service and that accordingly a child's attendance in the School's Nursery Class does not guarantee a future place in the Reception, Infant or Junior Class

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 by Tower Hamlets Children's Services.

IN-YEAR ADMISSION

In-Year Admissions are made directly to the school. Parents would need to complete the school's SIF as well as an application form from the LA. 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, 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 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 an offer can be made.

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 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.

RECEPTION YEAR DEFERRED ENTRY

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

APPLICATION PROCEDURE 2014-15

In order to make an application, you **must** complete a **Common Application Form (CAF)** from the Local Authority in which you live and if this is Tower Hamlets return it to Tower Hamlets Children's Services, Mulberry Place, 5 Clove Crescent, London E14 2BG. 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 Mrs Carol Dean in the school office at St Agnes' Catholic Primary School, Rainhill Way, London E3 3ER together with all other relevant paperwork required for your application. You need to complete **the Diocesan Priest's Reference if applying under criteria 2 or 3** (available from the school office and from the parish priest) and return it to Mrs Carol Dean in the school office. Applicants must provide the school with proof of the child's date of birth and baptism if appropriate. Applicants must provide the school with proof of their residential address. Independent verification may be sought of the applicant's residential address.

If you do not complete all forms described above and return them by **15th January 2014**, the Governing Body will be unable to consider your application fully and it is very unlikely that your child will be offered a place. Applications received after the closing date will be dealt with after the initial allocation process has been completed.

The Governing Body will send out a letter with the outcome of your application on or about the **16th April 2014**.

RIGHT OF APPEAL

If you are unsuccessful you may ask 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.

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 are removed from the list after one year, unless applicants request to remain on the list.

PUPILS WITH A STATEMENT OF SPECIAL EDUCATIONAL NEEDS

The admission of pupils with a statement of Special Educational Needs 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 a Statement of SEN you must contact your local authority SEN officer.

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.

NOTES: (these notes form part of the oversubscription criteria)

‘**Looked after’ child**’ has the same meaning as in Section 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).

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

‘**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.

‘**Catholic**’ means a member of a Church in full communion with the See of Rome. This includes the 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.

‘**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. ‘Family’ includes the Catholic or Catholics who have legal responsibility for the child.

‘**Catechumen**’ means a child who is a member of the catechumenate of a Catholic Church. This will normally be evidenced by a Certificate of Reception into the Order of the Catechumens.

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

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

‘**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.

‘**Parish Boundaries**’ – for the purposes of this Policy, parish boundaries are shown on the attached map.

‘**Distance from the school**’. *The measurement from home to school is determined using a computerized 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. The Local Authority’s measurement is designed to be reliable and*

consistent. Children living in flats will have the vertical ground level measurement used for consideration. If distances are identical, the Governing Body will draw lots in the presence of an independent witness.