

ST ELIZABETH CATHOLIC PRIMARY SCHOOL

ADMISSIONS POLICY 2014 - 2015

St Elizabeth 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 Elizabeth is **60**. The Governing Body has sole responsibility for admissions to this school and intends to admit **60** children in the school year which begins in September 2014. Applications are welcome from families whose child reaches his/her 4th birthday between 1st September 2013 and 31st August 2014.

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 after having been looked after.
2. Baptised Catholic children supported by a reference from their parish priest.
3. Other baptised Catholics.
4. Other looked after children and children who have been adopted (or made subject to residence orders or special guardianship orders) immediately after having been looked after.
5. Catechumens and members of an Eastern Christian Church.
6. Christians of other denominations whose application is supported by their Minister of Religion.
7. Any other children.

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.

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.

The attendance of a sibling (brothers, sisters, half brothers and sisters, step brothers and sisters or adopted brothers and sisters) at the school at the time of enrolment will increase the priority of an applicant within each category.

Last year the school was heavily oversubscribed we received **90** applications for **60** places. Offers of places were made in the following categories:

1	1
2	48
3	4
4	0
5	3
6	2
7	2

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.

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 governing body and the Diocese 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 decide who is at the top of the list so that an offer can be made.

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 - 2015

In order to make an application, you **must** complete a **Common Application Form (CAF)** from your local authority. You **must** 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 the School together with all other relevant paperwork required for your application. If you do not complete **both** of the forms described above and return them **both** (CAF and SIF) 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.

Parents of children attending the nursery **must** make a fresh application for reception. Attendance at the nursery **does not** guarantee a place in reception.

The local authority will write to you on behalf of the Governing Body with the outcome of your application on or about **16th April 2014**.

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.

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 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.

'Distance from school' means the shortest 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. The School uses the measurements provided by Tower Hamlets Local Authority. If distances are identical, the Governing Body will draw lots in the presence of an independent witness.

**Diocese of Westminster
Catholic Primary Schools
Supplementary Information Form 2014 - 2015**



Name and Address of School: St Elizabeth Catholic primary School, Bonner Road, Bethnal Green, E2 9JY

Child's Details

Child's surname:	
Child's first name:	
Home Address:	Date of Birth:
	Postcode:

Parent/Carer Details

1 st Parent(s)/Carer(s) name:	
Address:	
Telephone number:	
Alternative contact details: Name:	
Address:	
Telephone number:	

Details of Religion

Religion of child: (Please tick)	<input type="checkbox"/> Catholic	<input type="checkbox"/> Other Christian (name of denomination e.g Methodist)	<input type="checkbox"/> Other faith
Catholic Parish you live in:			
Church where child was baptised and date of baptism: (baptism certificate required)			
Name and position of priest or religious leader supplying reference (where appropriate) :			

Names of brothers or sisters at this school:	Name Class or Year Group		
Is your child 'looked after' by the Local Authority, adopted or subject to a residency or special guardianship order, having previously been 'looked after'? (Please circle your response)	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">YES</td> <td style="width: 50%; text-align: center;">NO</td> </tr> </table>	YES	NO
YES	NO		

Does your child have exceptional medical, pastoral or social needs that can only be met by attendance at this school? Please circle. (Professional evidence will be required.)		
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">YES</td> <td style="width: 50%; text-align: center;">NO</td> </tr> </table>	YES	NO
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 priest's reference form from the school or from the Diocese of Westminster website at www.rcdow.org.uk/Education Follow Guidance & Policy Documents, Admissions: Guidance notes and reference form for priests.
- Applicants from other Christian denominations and other faiths may attach a reference from their minister or religious leader.
- You **must** complete your local authority's Common Application Form and return it to the council offices by the closing date. If you do not do this you will not be offered a place.

Checklist: Checklist:

Have you enclosed?

Copy of baptism certificate

Priest's Reference Form (where necessary)

One document showing Proof of Residence in the form of a utility bill or council tax bill

Also Child's proof of address excluding medical cards.

Tenancy agreement or copy of mortgage statement

Evidence of exceptional need (where appropriate)

PLEASE RETURN THIS FORM WITH THE ABOVE DOCUMENTS BY 15th JANUARY 2014