



St Mary & St Michael Catholic Primary School

Sutton Street, Commercial Road, London E1 0BD



SUPPLEMENTARY INFORMATION FOR ADMISSION TO RECEPTION – YEAR 6 IN THE SCHOOL YEAR 2014/2015

Child's details

Child's Surname	
Child's First Name	
Date of Birth (proof of date of birth required)	
Home Address	
Post code	

Parent/Carer Details

1 st Parent/Carer's Name	
Address	
Telephone number	
2nd Parent/Carer's Name	
Address	
Telephone number	

Details of Religion

Religion of child (Please tick)	Catholic	Other Christian (name of denomination i.e. Baptist)	Other faith
Catholic parish you live in			
Church where child was baptised and date of baptism (baptism certificate required)			
Church you currently attend			
Name and position of priest or religious leader supplying reference (where appropriate)			

Name of brothers or sisters at this school who will still be attending at date of admission:	
Is your child 'looked after' by the Local Authority, adopted having previously been 'looked after' or subject to residency or special guardianship orders? (Please circle your response)	<div>Yes</div> <div>No</div>

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)	
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 the governors may withdraw any offer of a place even if the child has already joined the school.

Signed Date.....

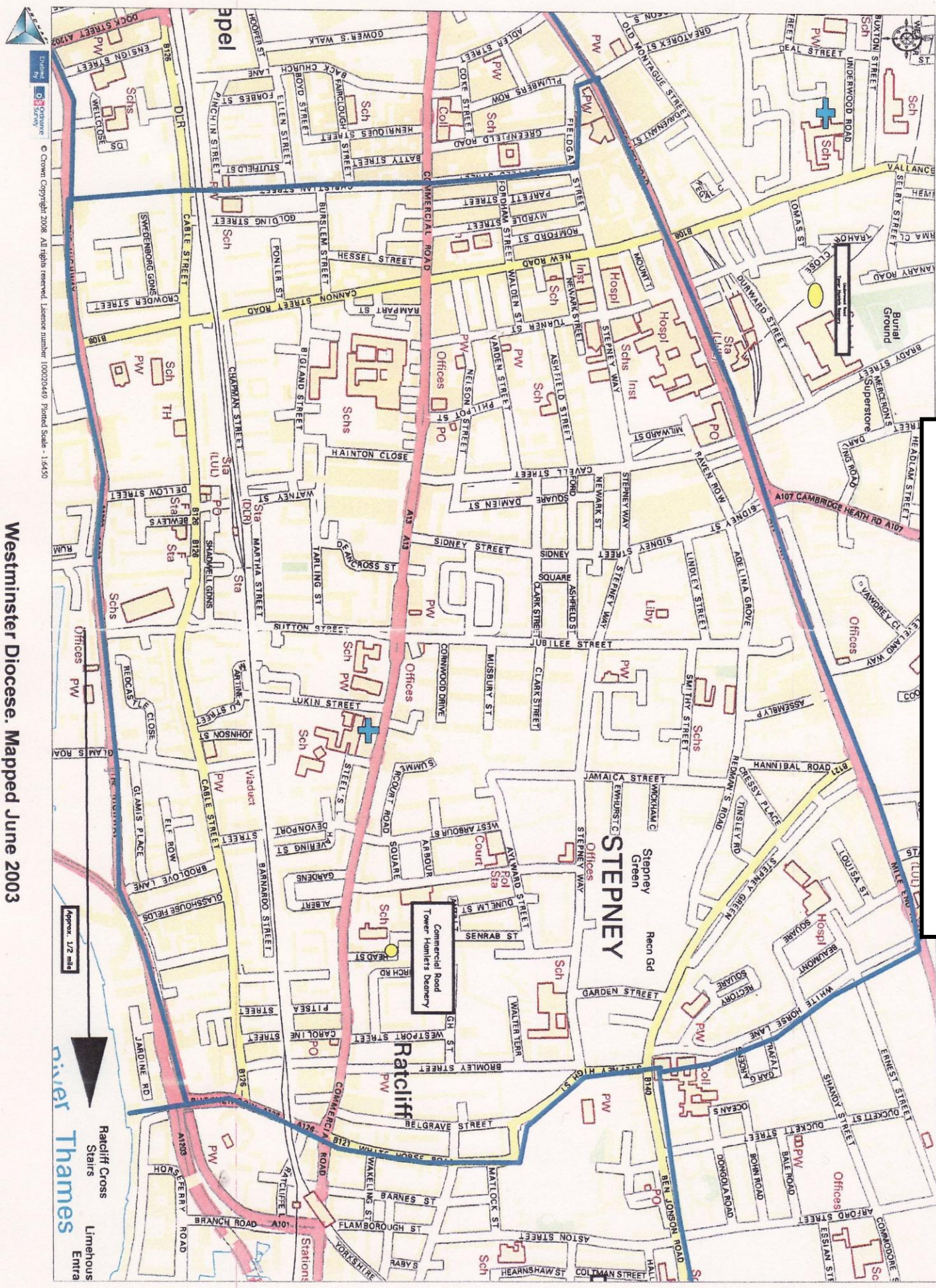
Please note:

- Where applicable parents /carers can obtain a priest's reference form from the school or from the Diocese of Westminster website at www.rcdow.org.uk/Education. Follow the guidelines & Policy Documents, Admissions: Guidance notes and reference form for priests.
- Applicants from other Christian denominations and other faiths may attach a reference form their minister or religious leader.
- You must complete your local authority's Common Application Form (CAF) and return it to Pupil Admissions by the closing date.

Checklist

Have you enclosed?	Copy of baptism certificate	<input type="checkbox"/>
	Priest's Reference Form (where necessary)	<input type="checkbox"/>
	Evidence of exceptional need (where appropriate).	<input type="checkbox"/>
	Proof of child's date of birth	<input type="checkbox"/>

St Mary & St Michael Parish Boundary



Westminster Diocese. Mapped June 2003

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Admissions Policy for the 2014/15 academic year

St Mary & St Michael Catholic Primary School was 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 trust deed and instrument of government. It 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 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 year group is 60. The Governing Body has sole responsibility for admissions to this school and intends to admit 60 pupils to the reception year group in the school year which begins in September 2014. Applications are invited from families whose child will reach their 5th birthday between 1st September 2014 and 31st August 2015.

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

Within this policy 'applicant' refers to you, the parent applying for a place, and 'candidate' refers to the child for whom the application is made.

Oversubscription Criteria

Where there are more applications for places 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. Practising Catholics who are resident in the parish of St Mary & St Michael.
3. Practising Catholics who are resident in other parishes within the Tower Hamlets Deanery for whom St Mary & St Michael is the nearest Catholic school. Please find listed below the parishes within Tower Hamlets Deanery in order of proximity to St Mary & Michael:
 1. Wapping
 2. Tower Hill
 3. Underwood Road
 4. Limehouse
 5. Mile End
 6. Poplar
 7. Bethnal Green
 8. Bow
 9. Millwall
4. Catholic children who are the children of staff permanently employed at the school.

5. Catholic siblings of children who have left the school.
6. Other Catholic children.
7. 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.
8. Catechumens and members of an Eastern Christian Church.
9. Christians of other denominations whose parents wish then to have a Catholic education and whose application is supported by a minister of religion.
10. The children of staff permanently employed at the school.
11. Siblings of children who have left the school
12. Children of other faiths whose parents wish them to have a Catholic education and whose application is supported by a religious leader.
13. Any other applicants.

Where the offer of places to all the applicants in any of the categories listed above would lead to oversubscription the following provisions will be applied.

The attendance of a brother or sister at the school at the time of proposed admission will increase the priority of an application within each category.

The Governing Body will give top priority after the appropriate category of 'looked-after children' to an application within any of the above criteria where evidence is provided at the time of application of a special pastoral, social or medical need. To demonstrate an exceptional pastoral, social or medical need of the child which can only be met at this school, the Governing body will require written evidence from an appropriate professional, such as a social worker, doctor or priest.

Where the final place is offered to a child who has a twin/triplets etc applying for a place in the same school year, these siblings will also be admitted.

Tie Breaker

Where the offer of places to all the applicants in any of the criteria listed above would lead to oversubscription, places up to the admission number will be offered to those children whose parents'/carers' residential address is the shortest distance from the main gates of St Mary & St Michael School to the front door of the applicants address. In the case of a block of flats the distance will be measured to the front door of the flat within the building. In the case of equidistance from the school or where there is more than one application from the same family competing for a single remaining place the place will be offered by random allocation i.e. lottery, which will take place in the presence of an independent witness.

Admission Appeals for unsuccessful applicants to the Reception Class and Years 1 to 6

Unsuccessful applicants have the right to appeal to an independent panel. Parents wishing to appeal should obtain a form from the school. This should be completed and returned to the school, marked for the attention of Clerk to the Admission Appeal Panel, within 30 school days of receipt of the letter confirming that the application has been unsuccessful.

Waiting Lists

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. The waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. The waiting list will be held open for a full academic year.

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. This procedure is integral to the making and maintaining of statements by the pupil's home Local Authority. Details of this separate procedure is set out in the *Special Educational Needs Code of Practice*.

Fair Access Protocols

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.

Deferring Entry to School

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 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. Parents 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.

In-Year Admissions

Applications for In-Year admissions are made in the same way as those made during the normal admissions round. Where there is no waiting list the local authority will be notified 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, 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 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.

Application Procedures and Timetable for Reception 2014

To apply for a place at St Mary & St Michael Catholic Primary School you will need to complete and return **two separate forms** by January 2014 in order to make a valid application. You should complete the school's **Supplementary Information Form (SIF)** attached to this policy and return it to Nancy Tiff in the school office. The information on the SIF enables the Governing Body to assess your application fully against the school's criteria in the event of oversubscription. Your child's baptismal certificate will need to be presented when applying for a place.

You **must** also complete a **Common Application Form** from Tower Hamlets Local Authority and return it to Tower Hamlets Pupil Services, Mulberry Place, 5 Clove Crescent, London E14 2BG. Both of these forms must be received by **January 2014**. If you are resident in another borough please contact Pupil Services at your local authority to request their Common Application Form.

You will be advised of the outcome of your application on or about 16th April 2014 initially by letter from the Local Authority on our behalf. If you are unsuccessful you may ask us for the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

If you do not complete both the forms described above 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. Applications received after the closing date will be dealt with after the initial allocation process has been completed.

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.

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

“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).

‘Catholic’ means a member of the 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 full communion of the Catholic Church. For the purposes of this policy, it includes a ‘looked after’ child who is part of a Catholic family where a 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 (e.g. a ‘looked after’ child in the process of adoption by a Catholic family).

‘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.

‘Eastern Christian Church’ includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

“brother” and “sister” includes half-brother/sister, stepbrother/sister or adopted brother/sister.

To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will require written evidence from an appropriate professional, such as a social worker, doctor or priest.

For the purpose of this policy, parish boundaries of St Mary & St Michael are shown on the attached map. Home to school distances will be measured by the shortest walking route from the home address to the nearest available pupil entrance to the school in constant use using a digitised map.

Residential address is defined as the place where the child is resident for 50% or more of the school week.

DIOCESE OF WESTMINSTER PRIEST'S REFERENCE: GUIDANCE FOR PARENTS

INTRODUCTION

Responsibility for the admission of pupils to Catholic maintained schools rests with the governing body of each school. The governing body determines and publishes an admissions policy each year, which is included in the school prospectus. Where there are more applications than places available, the policy must state how the places are to be allocated. Parents should read the admissions policy carefully. It will vary from school to school, and from year to year.

The bishops expect all Catholic schools to give first priority to Catholic applicants. Catholic schools exist to assist parents in handing on the Catholic faith to their children. So where there are insufficient places in an area for all Catholics, governing bodies may decide to give priority to children from practising Catholic families. Where schools do so, they should use, as evidence of practice, the priest's reference supplied with these notes (Part B). Please note, however, that a supportive reference from a priest is no guarantee of a place in any particular school.

This reference form is intended to give all priests a framework in which they can let schools know whether an applicant for a place at a Catholic school is from a practising Catholic family.

Where a school is over-subscribed with Catholic applicants, all of whom have provided evidence of Catholic practice, the governing body will apply other criteria such as proximity to the school, or whether there is an older sister or brother attending the school at the same time. These factors are likely to be crucial in deciding how places are to be allocated. These points will be explained in detail in the school's prospectus.

HOW IT WORKS

1. Fill in the two pages marked PART A following carefully the notes below (you also fill in the top box on the page marked PART B). You may need to fill in more than one Part B if you are making application to more than one Catholic school.

2. Give both Part A and Part B of the form to the appropriate priest (see below). Part B will be completed by the priest and returned to you for you to include with your application to the school. The priest will fill in extra copies of Part B if necessary. He will keep Part A for reference but it will not be supplied to the school.

Which Priest should complete the form?

The reference should be given by the appropriate priest, who is normally either:

- your own Parish Priest (i.e. the Parish Priest of the Parish in which you live); or
- the Parish Priest of the Parish where you worship regularly (if different).

If you worship at a church which does not have a Parish Priest, then the priest who is the equivalent of a Parish Priest is the appropriate priest (e.g. Administrator, Ethnic Chaplain etc.). If the priest giving the reference is not one of the priests described above, an explanation will be required.

HOW TO FILL IN THE FORMS

PART A requires you to consider your responsibilities. It will be used by the priest when he completes Part B. All the questions are designed to help the priest give you the most accurate reference possible in the circumstances. So it is important that you give him as much relevant information as you can.

Please answer all the questions as fully as possible, filling in the forms clearly in capital letters and in black ink.

Normal home address of child. Please give the address of the family home. If the child lives at more than one address, please give both and give full details of the arrangements.

Religion/Denomination of the child. Please state if the child is a Catholic. A Catholic is one who has been baptised into the Catholic Church (or has been received into it after being baptised in another Christian church).

NB: if the child has undergone more than one ceremony of baptism, **ONLY** the first is valid and is the only one that can be taken into account for the purposes of admissions.

Date and place of Baptism. Fill in the date and place of baptism. If the child was not first baptised in the Catholic Church, you must also give the date and place of reception into full communion with the Catholic Church.

Parents' names. The terms 'Mother', 'Father' and 'Parent' include all persons who legally have parental responsibility for the child. Please enter the details of each person who has parental responsibility, and if any of them is not the child's mother or father, please state clearly for each the relationship with the child. There may be more than two people with parental responsibility. If so please give details on a separate sheet.

Parents' religions/ denominations. If you are a Christian, please state which denomination. You are a Catholic only if you have been baptised into the Catholic Church (or have been received into it after being baptised in another Christian church).

Home address(es) of parent(s). If any parent does not live at the address given for the child, please give their address(es).

Catholic Parish in which you live. This is each parent's Parish of residence. Please give the title of the church and the geographical parish (e.g. St. Edmund's, Millwall). If the parents do not live together, give both parishes of residence (if different).

Usual place of worship. Some people regularly attend a church other than their Parish Church. If you often attend more than one church, please give as much detail as you can here. Always give both the title of the church (e.g. St Joseph's) and the geographical parish (e.g. Highgate). You do not need to answer this question if you are not a Catholic.

How often do you attend Mass? Please tick which statement you feel best describes your attendance as a family.

For how long has this been your practice? Please indicate how long you have been practising at the level described in the previous question. Please give the answer in years and months. If this is a relatively short time, you may wish to give the priest further information about your practice before then to assist his assessment. If you do not go to Mass regularly, it will be helpful for the priest to know why. It is therefore helpful if you give reasons in the space provided. Please also give any other details which you think may help

the priest decide whether you are a practising Catholic family or whether there are exceptional pastoral circumstances.

Your Declaration

Unless there is a good reason, each person with parental responsibility should sign and date the form.

This is to affirm that the contents of the form are true, and that you understand and accept that:

- the information you have given will remain confidential to the priest and will not be shared with the school, and
- the information will not be used in any way except for purposes connected with your pastoral care within the Catholic Church.

Warning: making a false statement in order to gain entry to a school is both immoral and illegal, as it might deprive another child of a place which is rightfully his or hers. Making a false statement is a good reason for a school to withdraw any place which has been offered and could leave you without a school place.

PART B identifies your child and allows the priest to confirm whether you are a practising Catholic family. This judgment will be based on your Mass attendance. In very exceptional circumstances, Part B also allows the priest an opportunity to let the school know about particular pastoral circumstances which may affect an application. In these cases the school and not the priest will make a judgment whether such circumstances will have any effect on your application. The school's decision will be based on its published criteria.

Name of child and date of birth. You need to give the child's name and date of birth again. This is simply because the school will only see this part of the form and must be able to match it up with your application.

Address of child. As before, if the child lives at more than one address, please give both and give full details of the arrangements.

**THIS PART IS TO BE KEPT BY THE PRIEST:
NOT TO BE SENT TO THE SCHOOL**

**Diocese of Westminster
Diocesan Priest's Reference – PART A**

This form should be completed when applying for a place in a Catholic School in the Diocese of Westminster. Please complete and sign Part A of the form below and hand it to your parish priest or the priest at the church at which you normally worship. He will add his reference in Part B.

NB Please ensure that you have also completed and returned one Common Application Form and a Supplementary Information Form to EACH AND EVERY school to which you are applying (available from schools and/or Local Authorities)

PART A (To be completed by all parents and carers)

ABOUT YOUR CHILD

Full Name of child: _____ Date of birth: _____

Religion/Denomination: (e.g. Catholic) _____ Boy ☐ Girl ☐

Normal home address of child:

Postcode _____

Date and place of Baptism (if applicable):

Name of current school, nursery or playgroup (if any):

About You

	Father	Mother
Parents' names		
Parents' religions/denominations		
Home address(es) of parent(s) (if different to child's normal address)		
Catholic Parish in which you live (e.g. St Anselm's, Southall)		
If Catholic: Usual place of worship (if different):		
How often do you attend Mass?	<input type="checkbox"/> weekly <input type="checkbox"/> at least twice a month <input type="checkbox"/> at least once a month <input type="checkbox"/> less often	<input type="checkbox"/> weekly <input type="checkbox"/> at least twice a month <input type="checkbox"/> at least once a month <input type="checkbox"/> less often
For how long has this been your practice?	_____ years _____ months	_____ years _____ months
Which Mass do you normally attend?	Sat/Sun _____ time)	Sat/Sun _____ time)
How long have you worshipped at this Mass?	_____ years _____ months	_____ years _____ months
Please give details of any other church(es) at which you worship or have worshipped regularly in the past few years		
Do you attend Mass on Holy Days of Obligation?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Please turn over and complete the rest of this Part, sign it, and hand it to your Priest.

NB: This form is a Diocesan Form. It does not form part of any school's admission arrangements.

**THIS PART IS TO BE KEPT BY THE PRIEST:
NOT TO BE SENT TO THE SCHOOL**

THIS PART IS TO BE KEPT BY THE PRIEST: NOT TO BE SENT TO THE SCHOOL

Additional information

If you do not worship at Mass regularly, or you have only started to do so recently (i.e. within the past few months or years) please give any reasons below. Please give any other details which you think may either be relevant or assist the priest in identifying you, including any exceptional circumstances.
(continue on a separate sheet if necessary)

Please give contact numbers (In case there is a query about any of the information on this form)

Mother

Home _____ Work _____ Mobile _____

Father

Home _____ Work _____ Mobile _____

Declaration

I/we declare that the information given on this form is full, accurate and true. I/We give permission for the information on this form to be held and processed by the Diocese in accordance with its policy on School Admissions, and I/we understand and accept that (except in cases of suspected fraud) the information given on this sheet remains confidential and will not be shared with the school, or used in any way except for purposes connected with my/our pastoral care within the Catholic Church. I understand that if/we have made any false statements this can lead to any school place(s) offered being withdrawn.

Signed: _____ Parent/Carer Date: _____

Signed: _____ Parent/Carer Date: _____

Signed: _____ Parent/Carer Date: _____

Please sign this part of the form and hand it to your Priest.

NB: This form is a Diocesan Form. It does not form part of any school's admission arrangements.

THIS PART IS TO BE KEPT BY THE PRIEST: NOT TO BE SENT TO THE SCHOOL

PART B (to be completed by the appropriate priest)

Details of child (for identification only)

Full name of child: _____ Date of Birth : _____

Address of child: _____

A. For all schools

To the best of my knowledge the child is a baptised Catholic

☐ Yes ☐ No

(The school will verify this by means of a certificate of baptism or reception)

B. For schools requiring evidence

1. I hereby confirm that I know the child and the family and that the child is a member of a practicing Catholic family for the purposes of school admissions in accordance with the Diocesan Guidance.	<input type="checkbox"/>
2. I have insufficient evidence to be able to make the statement set out in 1 above with full confidence.	<input type="checkbox"/>

If there are exceptional circumstances which may explain the lack of practice, or lack of sufficient evidence of practice, please give full details below:

Declaration

I have read and understood the Guidance Notes for Parish Priests on Admission to Catholic Schools and I confirm that, on that basis described in that guidance, the above statements about the child named above and his or her family's practice are true, to the best of my knowledge and belief. I am the appropriate Catholic priest in relation to the child in accordance with that guidance.

Priest's name: _____ Signed: _____

Parish Seal

(to be applied over the priest's signature)

Date: _____

Please return this part of the form to the school.

NB: This form is a Diocesan Form. It does not form part of any school's admission arrangements.



St Mary & St Michael Catholic Primary School

Instructions for completion of application form

- Please ensure that all sections of the application form are completed clearly and in BLOCK CAPITALS.
- When you return your completed application form to the school office please ensure that you bring with you original copies of the following documents:
 - your child's birth certificate (or passport if this is not available)
 - your child's Baptism certificate (if applicable)
 - a proof of your home address, for example a utility bill, bank statement or medical card.

Please note that we cannot accept your application if you do not provide all of the documents listed above and a reference from your priest or faith leader.

Before you hand in your application form check you have included the following (please tick):

Proof of child's date of birth
(i.e. medical card)

☐

Priest or faith leader's reference ☐

Baptism Certificate (if applicable)

☐

Proof of home address

☐

St Mary & St Michael Catholic Primary School Application Receipt

Childs name: _____ Date of birth: _____

Year group applied for: _____

Date of application: _____

Authorised by : _____