



## St John Fisher Catholic Primary School

### Admissions Policy and Procedures

2018 - 2019

St John Fisher Catholic Primary School is a voluntary aided school in the Diocese of Southwark. It is in the trusteeship of the Diocese (or the religious order of --). The school is conducted by its governing body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government, and seeks at all times to be a witness to Jesus Christ. The school exists primarily to serve the Catholic community and Catholic children always have priority of admission. However the Governing Body also welcomes applications from those of other denominations and faiths and from those who have no faith who support the religious ethos of the school.

Having consulted with the Local Authority, the Diocese and other admission authorities, the Governors intend to admit into the reception class, in September 2018, up to 30 pupils without reference to ability or aptitude.

Where the number of applications exceeds 30 the Governors will offer places using the following criteria in the order stated:-

1. Looked after Catholic children or looked after children in the care of Catholic families and previously looked after Catholic children who have been adopted or who have become the subject of a residence or guardianship order.
2. Catholic children, a baptismal certificate or evidence of reception into the Catholic Church must accompany the supplementary information form.
3. Children enrolled in the catechumenate. Evidence of enrolment in the catechumenate will be required.
4. Other looked after children and other previously looked after children who have been adopted or who have become the subject of a residence or guardianship order.

5. Children who are members of Eastern Orthodox Churches. Evidence of Baptism will be required.
6. Children of families who are members of other Christian denominations that are part of Churches Together in England. Evidence of Baptism (or dedication) provided by a priest or minister of a designated place of worship will be required.
7. Children who are members of other faiths. Evidence of membership of the faith provided by a priest, minister or religious leader of a designated place of worship will be required.
8. Any other children.

The following order of priorities will be applied when applications within any of the above categories exceed the places available and it is necessary to decide between applications.

1. *For Category 2 above - The strength of evidence of commitment to the faith as demonstrated by the level of the family's Mass attendance on Sundays over a period of 3 years. This evidence must be provided by the parents/carers and be endorsed by a priest at the church(es) where the family normally worship. Applications will be ranked in the order shown on the Supplementary Form; firstly those who attend Mass weekly, then once or twice a month etc.*
2. *A brother or sister on the school roll at the time of admission. Evidence of the relationship may be required.*
3. *Social, pastoral and medical needs which make the school particularly suitable for the child in question. Strong and relevant evidence must be provided by an appropriate professional authority (eg qualified medical practitioner, education welfare officer, social worker or priest).*
4. *Proximity to the school of the child's home address, the distance measured in a straight line from the school entrance by the local authority using a geographical computerised information system. Evidence of residence may be required. Where the last remaining place is to be allocated and two or more children are deemed to live at the same distance from the school the place will be decided by the drawing of lots.*

### **Notes:**

Catholics include members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome. Reference to other Christian denominations refers to denominations that are full members of Churches Together in England. Appendix 1

*A "brother or sister" means children who live as brother and sister including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters. It would not include other relatives (eg cousins).*

*Home refers to the permanent home address at which the child lives for the majority of his/her time and with the parent who is in receipt of child benefit.*

*Looked after children are those in the care of a public authority and are in public care. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (eg from an appropriate social worker).*

### **Admissions procedure**

In addition to the Common Application Form (CAF) supplied by the Local Authority, the Supplementary Information Form (available from the school and from the local authority), should be completed and sent to the school not later than the closing date published by the Local Authority. This should be done even if the CAF is completed online.

If the Supplementary Information Form is not completed, the governing body of the school will only be able to consider the application after all applicants who have completed a Supplementary Information Form. [Appendix 2](#)

You are advised to make two copies of the forms. You should retain one copy and pass the second copy to the school or your priest, as indicated. Offers of places will be sent to parents by their home local authority on the common offer date.

### **Pupils with a Statement of Special Educational Needs or Education, Health and Care (EHC) Plan**

The admission of pupils with a Statement of Special Educational Needs or with an EHC Plan is dealt with by a completely separate procedure. The procedure is integral to the making and maintaining of statements and EHC plans by the pupil's home local authority. Details of this separate procedure are set out in the SEND code of practice. Pupils with a statement or EHC plan naming the school will be admitted without reference to the above criteria.

### **Appeals**

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with section 94 of the School Standards and Framework Act 1998.

Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be made to the Admissions Appeal Clerk at the school address. Parents/Carers have the right to make oral representations to the Appeal Panel.

Infant classes are restricted by the legislation to 30 children. Parents should be aware that an appeal against refusal of a place in an infant class may only succeed if it can be demonstrated that:-

- the admission of additional children would not breach the infant class size limit; or
- the admission arrangements did not comply with admissions law or had not been correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or
- the panel decides that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

### **Admission of children below compulsory school age**

The governors will provide for the admission of all children in the September following their fourth birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year; parents may also request that their child attends part-time until the child reaches compulsory school age.

### **Admission of children outside their normal age group**

Parents who are seeking a place for their child outside of their normal age group, eg, the child has experienced problems such as ill health or the parents of a summer born child preferring not to send their child to school until the September following their fifth birthday, may request that they are admitted out of their normal age group - to reception rather than year 1.

Governors will make decisions on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group, and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

They will also take into account the views of the school's head teacher. When informing a parent of the decision which year group the child should be admitted to, the governors will set out clearly the reasons for their decision.

Where the governors agree to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to the age group to which pupils are normally admitted to the school the local authority will process the application as part of the main admissions round, (unless the parental request is made too late for this to be possible) and on the basis of the determined admission arrangements, including the application of oversubscription criteria where applicable. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

### **Waiting Lists**

Parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list. The waiting list, which will be maintained until the child reaches the end of the primary phase school age, will be operated using the same admissions criteria listed above. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place. It is possible that when a child is directed under the local authority's fair access protocol they will take precedence over those children already on the list.

### **Late Applications**

Any late applications will be considered by the Governors' Admissions Committee, in the event of there being any available places, using the above criteria. If all places have been filled, parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

This admissions procedure, although primarily relevant to children for whom a place is sought at the normal age of entry to primary education (Year R), will also apply to succeeding years, and be subject to the availability of places

## **Notes on Admission Policies and Procedures**

### **Appendix 1**

#### **Oriental Rite Churches in union with Rome**

Alexandrian

Coptic Catholic Church

Ethiopian Catholic Church ('Gheez rite') (Includes Eritrean Catholic Church)

Antiochean (West Syrian)

Syrian Catholic Church

(Syro-) Maronite Catholic Church

Syro-Malankar Catholic Church

Armenian Armenian Catholic Church

Chaldean (East Syrian) Chaldean Catholic Church

Syro-Malabar Catholic Church

Constantinopolitan (Byzantine)

Albanian (Byzantine) Catholic Church

Belarussian Catholic Church

Bulgarian (Byzantine) Catholic Church

Georgian Catholic Church

Greek (Hellenic) Catholic Church

Greek-Melakite Catholic Church

Hungarian (Byzantine) Catholic Church

Italo-Albanian (Byzantine) Catholic Church

Church of the Byzantines of the Diocese of Krizevci (Krizevci Catholic Church)

Macedonian Catholic Church Romanian (Greek)

Catholic Church Russian Catholic Church

Ruthenian (Byzantine) Catholic Church

Slovak (Greek) Catholic Church

Ukrainian (Greek) Catholic Church

*There are an equivalent number of Eastern Orthodox Churches with similar names that are not in union with the See of Rome. The general rule is Eastern Rite Churches in union with the See of Rome will have the word Catholic in their titles. Churches with the word Orthodox in their titles are not in union with the See of Rome and children from these Churches should be considered after Catholic children. Please refer any queries to the Commission.*

## Members of Churches Together in England

Antiochan Orthodox Church Baptist Union of Great Britain  
Cherubim and Seraphim Council of Churches  
Church of England  
Church of God of Prophecy  
Church of Scotland (in England)  
Congregational Federation  
Coptic Orthodox Church  
Council of African and Caribbean Churches UK  
Council of Oriental Orthodox Churches  
Icthus Christian Fellowship  
Independent Methodist Church  
International Ministerial council of Great Britain  
Joint Council for Anglo-Caribbean Churches  
Lutheran Council of Great Britain  
Methodist Church  
Moravian Church  
New Testament Assembly  
New Testament Church of God  
Oecumenical Patriarchate  
Religious Society of Friends  
Roman Catholic Church  
Russian Orthodox Church  
Salvation Army  
Transatlantic Pacific Alliance of Churches  
United Reformed Church  
Wesleyan holiness Church

## Appendix 2

Governors will consider a preference for St John Fisher Catholic School equally against the over subscription criteria regardless of whether parents list the school as first, second or third preference.



## Supplementary Admission Application Form

<b>Family name:</b>	<b>Date of Birth:</b>
<b>Name of child:</b>	Male / Female
HomeAddress of child:	

<b>Parents / Carers name/s (please print):</b>	
Mr/ Mrs/ Ms/ Miss _____	Relationship _____
Contact Number(s):	
Mr/ Mrs/ Ms/ Miss _____	Relationship _____
Contact Number(s):	

<b>Brothers or sisters on school roll at time of admission:</b>		
Name(s):	Year(s):	
<b>Name of applicants current school, nursery or play group attended:</b>		
Religion of parents:	Religion of child:	Date of Baptism:

We attend Mass at \_\_\_\_\_ Church  
 weekly                      at least once a month                      less often

Please print name: \_\_\_\_\_ Signed: \_\_\_\_\_  
 Date: \_\_\_\_\_

**Priests Reference:**                      I agree / do not agree with the statement above

Is this child known to you?	Yes	No
Is this child new to the parish?	Yes	No

Parish Seal

Please print  
 Name: \_\_\_\_\_  
 Church: \_\_\_\_\_  
 Signed: \_\_\_\_\_  
 Date: \_\_\_\_\_

P.T.O.

This form and your child's Baptismal Certificate must be taken to St John Fisher Catholic Primary School.

If your child is not a Catholic please attach a supporting statement from your Minister or Pastor to certify your regular practice.

Please return to the school office by Friday 13<sup>th</sup> January 2018.

**NB If false or misleading information is used to gain entry to this school the offer of a place may be withdrawn**