



LOCAL EDUCATION AUTHORITY HACKNEY
LEARNING TRUST

ADMISSIONS POLICY 2017-2018

DIOCESE OF WESTMINSTER

St Scholastica's 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 be 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 Admission Number (PAN) for the reception class at St Scholastica's 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 2017. Applications are welcome from families whose child reaches his/her 4th birthday between 1st September 2016 and 31st August 2017.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the Trust Deed of the Diocese of Westminster. Applications will be ranked using 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 Child Arrangements Orders or Special Guardianship Orders.
2. Baptised Catholic children with a Certificate of Catholic Practice who have a sibling at the school at the date of admission into the school and whose parents reside in the Parish of St Scholastica's at the date of application.
3. Baptised Catholic children with a Certificate of Catholic Practice who have a sibling at the school at the date of admission into the school and whose parents reside in the Parish of St Jude, Clapton Park or Our Lady of Good Counsel, Stoke Newington at the date of application.
4. Other baptised Catholic children who have a sibling at the school at the date of admission into the school.
5. Baptised Catholic children with a Certificate of Catholic Practice whose parents/legal guardians are resident in the Parish of St Scholastica's at the date of application.
6. Baptised Catholic children with a Certificate of Catholic Practice whose parents/legal guardians are resident in the Parish of St Jude, Clapton Park or Our Lady of Good Counsel, Stoke Newington at the date of application.
7. Other baptised Catholic children with a Certificate of Catholic Practice
8. Other baptised Catholic children.
9. Other looked after children and children who have been adopted or made subject to Child Arrangements Orders or Special Guardianship Orders.
10. Children of families who are Catechumens or members of an Eastern Christian Church.
11. Christians of other denominations whose application is supported by a letter confirming membership of the faith community from their Minister of Religion.
12. Children of other faiths whose application is supported by a letter confirming membership of the faith community from their Religious Leader.
13. Any other applicant.

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.

MULTIPLE APPLICATIONS

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.

APPLICATIONS IN PREVIOUS YEARS

Each year the school is heavily oversubscribed. For Reception places in September 2015 we received 86 applications for 30 places. Applicants from category 1 [0], category 2 [10], Category 3 [2], Category 4 [2],

category 5 [7], category 6 [0], category 7 [2] category 8 [4], category 9 (1). category 10 (0), with the last two places being offered in category 11 in accordance with the distance criteria set out in our tie-breaker. As the school is usually oversubscribed by Catholic candidates, it is unlikely that applicants who are not Catholics will obtain a place. In the past 5 years, the governing body has only been able to offer seven places to any applicant who is not a Catholic.

TIE BREAK

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to oversubscription, those with a sibling in the school at the proposed date of admission will be given first priority, then those living closer to the school will be given priority. For the purpose of calculating distances, the home address is identified by using the property geographical reference as determined by Hackney Learning Trust. In the case of a number of addresses in a block with the same geographical references, the children's ranking will be determined by the Governing Body; who will draw lots in the presence of an independent witness.

For families living on boats, distance will be measured from the nearest road to the boat's location on 16th February 2017.

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 local authority 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.

APPLICATION PROCEDURE for 2017 – 2018

In order to make an application, you **must** complete a **Common Application Form (CAF)** from your local authority either online or on paper and return it to them. You **should** also complete the **School's Supplementary Information Form (SIF)**. Whilst this is not compulsory, 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 by 15th January 2017, the Governing Body will be unable to consider your application against the oversubscription criteria and your child will be ranked under the lowest criterion. It is very unlikely that your child will be offered a place if a SIF is not supplied.

CERTIFICATE OF CATHOLIC PRACTICE OR SUPPORTING EVIDENCE

Applicants applying under criteria 2, 3, 5, 6 and 7 must submit a Certificate of Catholic Practice (CCP) by the closing date. This form (which used to be called a priest's reference form) is available from the school, school website or from the diocesan website at www.rcdow.org.uk/schools/governors/admissions

Parents should fill in the top box of the form with their details and then take the form to their parish priest (or the priest at the parish where they normally worship) for signature. It is the parent's duty to ensure that the CCP is submitted to the school by 15th January 2017.

Applicants applying under criteria 4 and 8 do not have to submit a CCP but are required to supply a copy of the child's baptismal certificate.

Applicants applying under criteria 10, must submit a Certificate of Reception into the Order of Catechumens or a Certificate of Baptism or Reception from the authorities of their Church by the closing date 15th January 2017.

Applicants applying under criteria 11 and 12 must also submit a letter confirming membership of the faith community from their religious leader or minister by the closing date 15th January 2017.

The local authority will write to you on behalf of the Governing Body with the outcome of your application on or about Monday 18th April 2017. This information will also be available on line. Parents/carers should accept or decline the place as soon as possible.

LATE APPLICATIONS

Applications received after the closing date, 15th January 2017, will be dealt with after the initial allocation process has been completed. If the school is oversubscribed it is very unlikely that late applicants will obtain a place.

NURSERY CHILDREN

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

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. Should you wish to appeal please contact the school as soon as possible for an appeal form on which you must list your reasons for making an appeal. Appeals must be submitted to the school in writing by Friday 27th May 2017.

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 will be removed from the list on 31st August 2018, unless applicants request in writing to remain on the list.

PUPILS WITH AN EDUCATION, HEALTH AND CARE PLAN (EHC)

The admission of pupils with an Education, Health and Care Plan (EHC) 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 an EHC plan you must contact your local authority SEND officer. Children with this school named in their EHC Plan will be admitted.

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.

IN-YEAR ADMISSIONS

In Year Applications are made to Hackney Learning Trust. 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 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 compulsory 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, therefore applicants whose children have birthdays in the summer term may only defer until the 1ST April 2018.

ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP (Except Reception applications for summer-born children)

Any application for a child to be educated out of his/her age group will be considered by governors on an individual basis and will only be granted in exceptional circumstances. Parents should write to the Chair of Governors during the autumn term in the (academic) year of application, giving reasons and providing compelling professional evidence. If governors give permission for the child to be educated out of his/her

normal age group, parents must submit an application in the normal way. This application will be treated in the same way as all other applications and there is no guarantee that an offer will be made.

SUMMER BORN CHILDREN

If a parent wishes his/her summer born child to start school in Reception in the September following his/her 5th birthday i.e. a child born between 1st April – 31st August being admitted to Reception at 5 years of age, they should make the school aware of this by writing a letter to the Chair of Governors at the time of application. Parents must then submit an application in the normal way. This application will be treated in the same way as all other applications and there is no guarantee that an offer will be made.

NOTES (these notes form part of the oversubscription criteria)

‘Adopted’. An adopted child is any child who has been formally adopted, having previously been in care and whose parent/ guardian can give proof of this.

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

‘Certificate of Catholic Practice’ means a certificate given by the family’s parish priest (or the priest in charge of the church where the family practises) in the form laid down by the Bishops’ Conference of England and Wales.

‘Catholic’ means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a Certificate of Baptism in a Catholic Church or a Certificate of Reception into the full communion of the Catholic Church.

‘Child Arrangements Order’. A Child Arrangements order is an order under the terms of the Children Act 1989 s.8 settling the arrangements to be made as to the person with whom the child is to live. Children ‘looked after’ immediately before the order is made qualify in this category.

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

‘Distance from school’ means distance as measured by a straight line (computerised measuring system) using the property geographical references as determined by the local authority in which the child lives to the main entrance of the school. In the case of a number of addresses in a block with the same eastings and northings geographical reference, the children’s ranking will be determined by lottery.

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

‘Looked after child’ has the same meaning as in S.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 at the time of making an application to the school).

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

Parish Boundaries – for the purposes of this Policy, parish boundaries are shown on the attached maps.

‘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.

‘Special Guardianship Order’. A special guardianship order is an order under the terms of the Children Act 1989 s.14A appointing one or more individuals to be a child’s special guardian(s). A child ‘looked after’ immediately before the order is made qualifies in this category.

‘Sibling’ means brother or sister, to include adopted brothers and sisters, half brothers and sisters or step brothers and sisters, or the child of the parent or carers’ partner, living as a family unit at the same address. A sibling must live permanently at the address as the child for whom the application is being made. A sibling relationship does not apply when the older child(ren) will leave before the younger one starts.

By order of the Governing Body of St Scholastica's Catholic Primary School. Agreed at the Governing Body Meeting on:
27th January 2016.

(Signed) _____ Date _____
(Head teacher)

(Signed) _____ Date _____
(Chair of Governing Body)

(Signed) _____ Date _____
(Chair of the Admissions Committee)