



# ADMISSIONS POLICY 2020-2021

DIOCESE OF WESTMINSTER



LOCAL EDUCATION AUTHORITY HACKNEY  
LEARNING TRUST

St Scholastica's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will always be given to Catholic children in accordance with the oversubscription criteria listed below. 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 Our Lord 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 be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admission authority and has responsibility for admissions to the school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The governing body has set its Published Admissions Number (PAN) at 30 children for the school year which begins in September 2019. Applications for Reception are welcome from families whose child reaches his/her 4th birthday between 1st September 2018 and 31st August 2019.

The governing body will admit twins and all siblings from multiple births where one of the children is the last ranked within the school's PAN.

**Pupils with an Education, Health & Care Plan (EHC)**

The admission of pupils with an Education, Health and Care Plan (EHC) is dealt with by a completely separate procedure. (This used to be called a Statement of Special Educational Needs). 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 SEN officer. Children with this school named in their EHC Plan will be admitted. The admission of children with an EHC Plan will reduce the number of places available to other children.

### **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 previously looked after Catholic children who have been adopted or made subject to Child Arrangements Orders or Special Guardianship Orders.
2. Baptised Catholic children who have a sibling at the school at the date of admission into the school.
- 3 Other baptised Catholic children.
4. Other looked after children and previously looked after children who have been adopted or made subject to Child Arrangements Orders or Special Guardianship Orders.
5. Children of families who are Catechumens or members of an Eastern Christian Church.
6. Christians of other denominations and of other faiths whose application is supported by a letter confirming membership of the faith community from their Minister of Religion.
7. Any other applicant.

Within each of the categories listed above, the provisions below will be applied in the following order:

- The Governing Body will give top priority, within a category, 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.
- The attendance of a brother/sister at the school at the time of enrolment will increase the priority of an application within a category, so that the application will be placed at the top of the category in which the application is made.

### **Applications In Previous Years**

Each year the school is oversubscribed. For Reception places in September 2018 we received 44 applications for 30 places. Applicants from category 1 [0], category 2 [6], Category 3 [0], Category 4 [4], category 5 [1], category 6 [0], category 7 [0] category 8 [2], category 9 (0). category 10 (2), category 11 (3), category 12 (2), with the last four places being offered in category 13 in accordance with the distance criteria

set out in our tie-breaker. In the past 5 years, the governing body has been able to offer 32 places to applicants who are not a Catholic.

### **Tie break**

Where the offer of places to the applicants in any of the categories listed above would exceed the number of places available, the places up to the admission number will be offered to those living nearest to the school as measured in a straight line from the applicant's home address point to the school address point using a computerised mapping system. For the purpose of calculating distances, the home address is identified by using the property geographical reference as determined by Hackney Learning Trust.

If two or more applications are received from the same block of flats, the applicant with the lower door number will be classed as nearest and offered a place because they are likely to be closer to the ground floor and, therefore, the school. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out by the local authority's computerised allocation system.

For families living on boats, distance will be measured from the nearest road to the boat's location on Tuesday 12<sup>th</sup> February 2019.

### **APPLICATION PROCEDURE for 2020 – 2021**

In order to make an application, all applicants must complete an eAdmissions Form from your local authority online and return it to them by Tuesday 15th January 2019.

Applicants applying under criteria 1, 2 and 3 are required to supply a copy of the child's baptismal certificate.

Applicants applying under criterion 5, 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 Tuesday 15th January 2019.

Applicants applying under criterion 6 should submit a letter confirming membership of the faith community from their religious leader or minister by the closing date Tuesday 15th January 2019.

### **Supplementary Information Form (SIF)**

Applicants applying under criteria 2, 3, 5, & 6, should also submit a Supplementary Information Form (SIF) by the closing date. This form is available from the school, school website or from the Hackney Learning Trust website.

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 the forms described above and return them by Tuesday 15th January 2019, the Governing Body will be unable to consider your application against the oversubscription criteria and your child will be ranked under criterion 7. It is very unlikely that your child will be offered a place if a SIF is not supplied.

### **Offers**

The local authority will inform you of the outcome of your application on behalf of the Governing Body, on or about Tuesday 16<sup>th</sup> April 2019. This information will also be available on line for those who have submitted an e-application. Parents/carers should accept or decline the place as soon as possible.

### **Late Applications**

Applications received after the closing date, Tuesday 15<sup>th</sup> January 2019, 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.

### **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 24<sup>th</sup> May 2019.

### **Reception Year Deferred Entry**

A child is entitled to a full-time school place in the September following his/her 4th birthday. 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 until January or April is requested. The place will then be held until the first day of the spring or summer term as applicable. Entry may not be deferred beyond compulsory school age or beyond the year for which the application has been made. Therefore, applicants whose children have birthdays in the summer term may only defer until the 1st April 2021. Upon receipt of the offer of a place a parent should notify the school as soon as possible if they wish to defer until the spring or summer term.

### **Part-time attendance**

Applicants may also request that their child attend part-time until compulsory school age is reached. Upon receipt of the offer of a place a parent should notify the school as soon as possible if they wish to take up a part-time place.

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

A request may be made for a child to be admitted outside his/her normal age group e.g. if the child is gifted and talented or has experienced problems such as ill-health. In addition, the parents of a summer born child i.e. a child born between 1st April – 31st August, may request that the child be admitted out of his/her normal age group, starting reception at 5 years of age.

Any such request should be made in writing to the Chair of Governors via the school address during autumn term of the year of application, giving reasons and providing compelling professional evidence. The governing body will make its decision based on the circumstances of each case and in the best interests of the child, taking into account school organisation issues and the views of the parents and any professionals involved. Parents must have received the agreement of the governing body before any admission application for delayed entry is made. If permission is received, then the parents will make their admission application for the year in which they wish their child to start school. Applications cannot be held over from one academic year to the next. If permission is refused, then parents must make their admission application at the normal time.

### **Waiting Lists**

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 above and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year and will be held open until 31st July 2021 unless applicants request in writing to remain on the list. Inclusion in the school's waiting list does not mean that a place will eventually become available.

### **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. 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 Local Authority 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 re-rank 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 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.

### **Nursery Children**

For children currently attending the school's nursery, application to the reception class of the school must be made in the normal way to the home local authority. Attendance at the nursery does not guarantee a place in Reception.

## **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)**

**'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.

**"Children of other Christian denominations"** means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

**"Children of other faiths"** means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 7 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

**'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. 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).

**'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.

**'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.

**Education, Health and Care Plan (EHC)** is a plan made by the local authority under S.37 of the Children and Families Act 2014, specifying the educational provision required for a child. (Added)

**'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.

**'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: 17<sup>th</sup> October 2018.

(Signed) \_\_\_\_\_ Date \_\_\_\_\_  
(Head teacher)

(Signed) \_\_\_\_\_ Date \_\_\_\_\_  
(Chair of Governing Body)

(Signed) \_\_\_\_\_ Date \_\_\_\_\_  
(Chair of the Admissions Committee)

**Diocese of Westminster  
Catholic Primary Schools  
Supplementary Information Form  
2020-2021**



<b>Name and Address of School:</b>
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**Child's Details**

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

**Parent/Carer Details**

Parent's name:	
Address (if different from above):	
Telephone number:	

**Details of Religion**

Religion of child: (Please tick)	Catholic	Other Christian (name of denomination )	Other faith
Catholic Parish you live in:			
Church where child was baptised/received and date of baptism/reception: (baptism certificate or reception certificate required)			
Name and position of priest or religious leader supplying Catholic Certificate of Practise or letter confirming membership (where appropriate) :			

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

Signed.....

Date.....

Please note:

- Applicants from other Christian denominations and other faiths may attach either a certificate of baptism or a letter from their minister or religious leader, confirming membership.
- You **must** complete your local authority's eAdmissions form (Common Application Form) on line by the closing date. If you do not do this you will not be offered a place.

**Checklist:**

Have you enclosed:

Copy of baptism certificate

Certificate of Reception into the Order of Catechumens or a Certificate of Baptism or Reception (where necessary)

A letter confirming membership of the faith community from your religious leader or minister (where necessary)

Evidence of exceptional need (where necessary).

**Have you completed** your local authority's eAdmissions form on line (Common Application Form)?

The school is committed to protecting the information provided by parents/carers and using it only for the purpose for which it was obtained. For information on the schools Privacy Notice please look on the school website [add link] or contact the school for a hard copy.