



## ST. HELEN'S CATHOLIC PRIMARY SCHOOL

### ADMISSIONS POLICY 2018/2019

St. Helen's 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, and seeks at all times to be a witness to Jesus Christ.

Whenever there are more applications than places available, the Governing Body will apply the oversubscription criteria listed below. All applicants are required to declare their positive support for the aims and ethos of the school.

The Governing Body has sole responsibility for the admissions to this school and intends to **admit 60 pupils to the 2 reception classes** in the school year which begins September 2018.

#### Oversubscription Criteria

1. Looked after children from Catholic families and children who were looked after but ceased to be so because they were adopted by Catholic families (or became subject to a residence order or special guardianship order).
2. Baptised Catholic children of practising Catholic parent (s), whose practice is verified by a Catholic Priest and who live in the Parish of St. Helen's.
3. Baptised Catholic children of practising Catholic parent (s), whose practice is verified by a Catholic Priest but who live outside the Parish of St. Helen's.
4. Other Baptised Catholic children, living within the Parish of St. Helen's.
5. Other Baptised Catholic children, living outside of the Parish of St. Helen's.
6. Other looked after children and children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
7. Catechumens and their children seeking Baptism and members of other Eastern Christian Churches.
8. Baptised Christian children of practising parent(s) as defined by their own Minister of Religion.
9. Christian children whose application is supported by a letter from their minister.
10. Other children

#### **Application Procedures and Timetable**

Parent/carers are encouraged to apply on-line on [southend.gov.uk/admissions](http://southend.gov.uk/admissions) between 14th September 2017 and 15th January 2018.

The Single Application Form must be returned to the Council by the closing date of **January 15<sup>th</sup> 2018.**

If you have registered your child's name with St. Helen's, a Supplementary Information Form will be sent to you. These are also available on request. You will also need to get a Priest's Reference Form from your Priest.

Our current school prospectus can be viewed on our school website and is available as a paper copy on request.

The Supplementary Information Form, Baptismal certificate and Priests form or supporting letter from your minister must be submitted to the school by **January 23<sup>rd</sup> 2018.**

These documents enable our Governing Body to place applications in priority according to this school's oversubscription criteria.

The Parish Priest or Minister of Religion is required to complete and sign the appropriate reference form and return it to the school. If the child is not a Baptised Christian but attends Church, then a letter of support from the Minister of Religion should accompany the completed Supplementary Information Form (SIF).

In categories 2, 3, 4, 5, 8 and 1(if applicable), the child's Baptismal Certificate must accompany the completed Supplementary Information Form (SIF) and returned to the school office by the deadline.

Parent/Carers will be advised of their applications by the Local Authority on <b>16<sup>th</sup> April 2018</b> .
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### **Waiting list**

Unsuccessful candidates will be offered the opportunity to be placed on the waiting list. The waiting list will be maintained in order of the oversubscription criteria and not in the order in which applicants are received or added to the list.

### **Appeals**

Unsuccessful applicants will be advised of their right of appeal to an independent panel. Details of this can be obtained from the school office. Appeals must be lodged within 20 school days of the date of the letter.

### **Siblings**

Siblings are considered to be a brother or sister, half-brother or half -sister, step - brother or step-sister, adopted brother or sister, living at the same address who attend the school at the time of application and with a reasonable expectation that he or she will still be attending the school at the time of the proposed admission.

Children, who have siblings already attending the school in years R, 1, 2, 3, 4 or 5 at the time of application (but **not** year 6), take precedence in each category. This is when applying for a place in the usual admissions round, i.e. for reception classes in September 2018. If applying at any other time (i.e. in-year admissions), siblings of children already attending the school in any of the year groups will take precedence in each category. It must not be assumed that a child will be allocated a place simply because a brother or sister presently attends.

In the exceptional situation where one twin or one or two triplets are refused a place, in order to keep family members together and in line with the School Admissions Code 2014, the additional pupil(s) will be admitted even if this results in the admission limit for the year group being exceeded. This child will count as an excepted pupil for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

### **Distance**

In the event of two or more applications for the same place when the children are in the same category, "straight line" distance will be used to measure the distance between the pupil's home and the nearest pupil entrance to the school. If the pupil's home is a flat, the distance will be measured to the main external entrance of the building. If the same distance is shared by more than one pupil, and only one place is available, the place will be awarded on the basis of a computerised random allocation process (supervised by someone independent of the Governing Body). Distances will be measured using the Local Authority's computerised measuring system.

### **Distance where parents have separated**

Only 1 application for a child can be received. If more than 1 application is received from parents, applications will be placed on hold until such time that:

- "an application is made that both parents agree to" or
- "written agreement is provided from both parents" or
- "a court order is obtained confirming which parent takes precedence"

Details on address checks and which address is relevant are also provided in the SBC Admissions booklet. In all cases, the child's normal place of residence is applicable for the purposes of the application.

### **Pupils with an Education and Health Care Plan**

All children whose statement of Special Educational Needs (SEN) or Education, Health and Care (EHC) plan names our school must be admitted. Children with a statement or a plan will follow a different process for admission. Please contact Southend Borough Council for further details.

### **Pupils in Public Care and children that were previously in Public Care**

“Looked after child” has the same meaning as in section 22 of the Children Act 1989, and means any child in the care of the local authority or provided with accommodation of them (e.g. children with foster parents). In relation to school admissions legislation, a “looked after child” is a child in public care at the time of application to the school. Any reference to previously looked after children means children who were adopted (or subject to residence or special guardianship orders) immediately following having been looked after.

### **Other applications during 2018-2019**

This refers to all applications other than those submitted for Reception class children in the normal admissions round.

The school requires Parents/Carers to complete and submit to the office, the same forms as those requested in the normal Reception class admissions round.

If no place is available for the child, they will be placed on our waiting list. This holds names of children wishing to attend our school (but for whom there is no space) in any of the years from Reception class to Year 6. The waiting list will be maintained in order of the oversubscription criteria (relevant to the academic year we are in) and not in the order in which applications are received or added to the list. When a space becomes available the school will refer to the waiting list for the relevant school year group and offer the place to the child who is highest ranked according to the current oversubscription criteria.

### **Over and under age applications (including children admitted outside normal age group)**

Parents may seek a place for their child outside of their normal age group, (usually during the school year and not at the point of admission), for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their 5<sup>th</sup> birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

All other applications for over and under age in-year will be handled in line with the School Admission Code 2014, 2.17 (a&b). Such requests for schools in Southend are sent directly to the school and the school advises the LA of their decision. **Requests for year 3 must have been submitted by the parent and considered by the admission authority before the closing date for applications (15<sup>th</sup> January of any given year)** . Admission authorities must ask parents to submit a full request with any relevant documentation and should make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

This will include documenting the following:

- The parents’ 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 must also take into account the views of the Headteacher of the school concerned.

When informing a parent of their decision on the year group the child should be admitted to, the Governors must set out clearly the reasons for their decision. (2.17a School Admissions Code)

A parent cannot appeal against refusal to the “out of normal age group” application.

#### Important Notes

- “Catholic” means a member of a church in 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.
- A “Practising Catholic” is a person who observes the Church’s precept of attending Mass each Sunday and on Holy Days of Obligation. The Governing Body will expect this practice to have been verified by a Catholic Priest using the Diocesan Priest’s form.
- “Catechumen” means 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.

**This Policy is subject to annual review.**

**Last reviewed September 2017**