



CATHOLIC PRIMARY SCHOOL

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St. Charles Catholic Primary School

ADMISSION POLICY 2019-20

St Charles 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.

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 School 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 Governing Body has responsibility for admissions to this school and intends to admit the Published Admission Number (PAN) of 45 pupils to all year groups including Reception in the school year which begins each September. **Applicants whose children are attending the School's nursery do not have an automatic right of entry to the Reception class.** Applications must be made in the way outlined in this policy.

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

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 are subject to an adoption, child arrangements order or special guardianship order, which was made immediately following being 'looked after'.

Tie breaks: within each of the following criteria priority will be given to children of permanent members of staff at the time of application and then, children with siblings in this school at the time of admission.

Where the offer of places to all the applicants in any of the sub-categories listed below would still lead to oversubscription, the places up to the admission number will be offered to those living nearest to the School.

Nearness to the School will be calculated using a straight line (as the crow flies) measurement from the child's home "address point" determined by Ordnance Survey Data to the Centre of the School grounds as determined by the Royal Borough using its computerised measuring system. The child living closest to the School will receive the highest priority. Accessibility by car or public transport will be disregarded. If children live equal distance from the School, a random allocation will be made by an independent adjudicator.

2. Catholic children with a certificate of catholic practice who are resident in the parish of St Pius X, North Kensington.
3. Catholic children with a certificate of catholic practice who are resident in parishes of St Aidan's, Acton and Church of the Transfiguration, Kensal Rise.
4. Other baptised Catholic children with a certificate of catholic practice.
5. Other baptised Catholic children.
6. Other 'Looked After Children' and children who are subject to an adoption, child arrangements order or special guardianship order, which was made immediately following being 'looked after'.
7. Catechumens and members of an Eastern Christian Church.
8. Christians of other denominations whose application is supported by a letter from their minister of religion, confirming membership of the parish community.
9. Children of other faith communities whose application is supported by a letter from their religious leader, confirming membership of the faith community.
10. Any other applicants.

Exceptional Need

The Governing Body will give the highest priority to an application within a category where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can be only met at this school.

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

The Governing Body does not give priority under its admission criteria for twins, triplets or other multiple applications from one family for the same year group. 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.

Nursery applications – within each of the sub-categories listed above, priority will be given to families who opt for a full time place (30 hours per week).

Application Procedures and Timetable

In order to make a full application you should complete the School's Supplementary Information Form (**SIF**) attached to this policy and return it to the Governors' Admissions Panel via the School office, together with all other relevant paperwork required for your application. Applicants applying for Reception and all other year groups **must** also complete the on-line eAdmissions form available from the Local Authority to which they pay council tax and return it to them as per their instructions. If you do not complete both the eAdmissions form and the SIF 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.

Whilst this admission policy applies to all year groups, Reception applications are invited for September 2019 from families whose child attains four years of age between 1/9/2018 and 31/8/2019. The final date for applications is January 15th 2019. Offers of places will be sent to parents on 16th April 2019.

In Year Admissions

Applications for In-Year admissions must be made to the Royal Borough of Kensington and Chelsea. The School's supplementary form and accompanying documents must be returned to the School. 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 are ranked by the Governing Body in accordance with the oversubscription criteria. If a place cannot be offered then you may ask 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. At the end of the academic year the School will write to applicants on the waiting list to ask whether they want their application transferred to the next academic year. If a response is not received within the stipulated time names will be removed. When a place becomes available the Governing Body re-rank the list so that the Local Authority can inform the parent that the School is making an offer.

Certificate of Catholic Practice

Catholic applicants applying must submit a Certificate of Catholic Practice (CCP) by the closing date. This form is available from the diocesan website. Parents should obtain the form from their parish priest (or the minister at the Church where they normally worship) or from the diocesan website

at:
<http://rcdow.org.uk/att/files/education/admissions/certificate%20of%20catholic%20practice%202015.pdf>.

It is the parent's duty to ensure that the Certificate of Catholic Practice is submitted to the School in good time. The priest will only sign this form if he knows you and agrees that you are a Catholic family.

Right of Appeal

Parents who are not offered a place for their child are entitled to appeal to an independent panel under provisions of the School Standards and Framework Act 1998. Parents who wish to appeal may obtain an appeal form from the School. These must be returned to the School office by 22nd May 2019 for the appeal to be heard by the end of the summer term.

Waiting Lists

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the admissions criteria set out above and not in the order in which applications are received. Names in the waiting list will be kept for a period of one academic year from the proposed date of admission. At the end of the year the School will write to applicants on the waiting list to ask whether they want their application transferred to the next academic year. If a response is not received within the stipulated time names will be removed. When a place becomes available the Governing Body will decide who is at the top of the list so that the Local Authority can inform the parent that the School is making an offer.

Pupils with an Education, Health and Care Plan

The admission of pupils with an Education, Health and Care Plans is dealt with by a completely separate procedure. Children with this school named in their EHCP will be admitted. This procedure is integral to the making and maintaining Education, Health and Care Plans by the pupil's home Local Authority. Details of this separate procedure are set out in the Special Educational Needs Code of Practice of January 2015.

Deferred Entry

Applicants may also defer entry to the School up until statutory school age and/or request that their child attend part time until statutory school age is reached i.e. (the first day of term following the child's fifth birthday). 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 2020.

Part-time attendance

Applicants may also request that their child attend part-time until statutory school age is reached.

Children Educated Outside Their Chronological Age Group

Requests for admission outside of the child's chronological year of entry will be considered in accordance with para. 2.17 (Admissions Code). Such requests must be made in writing to the Chair

of Governors during the Autumn Term in the year of application i.e. Sept – Dec. The Governing Body, as the admission authority for the School, must make decisions on the basis of the circumstances of each case. Permission will only be given in exceptional circumstances. Parents will also be informed of their statutory right to appeal. This right does not apply if the child is offered a place in another year group at the School. Each case will need to be supported by a professional (e.g. GP, social worker) that provides the reason for admissions outside of the chronological year group.

Summer Born

Parents may wish children, born between 1st April – 31st August, to start Reception in the September following their 5th birthday. Parents should inform the Chair of Governors in writing, by the application closing date and make an application in the usual way. The application will be ranked with all the other applications and there is no guarantee that an offer will be made.

Notes (these notes form part of the oversubscription criteria)

- *'Looked after child' has the same meaning as in S.22 of the Children's 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).*
- *'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.*
- *'Child Arrangements Order'. A child arrangements order is an order under the terms of the Children Act 1989 s.8 which defines it as an order settling the arrangements to be made as to the person with whom the child is to live.*
- *'Special Guardianship Order'. A special guardianship order is an order under the terms of the Children Act 1989 s.14A which defines it as an order appointing one or more individuals to be a child's special guardian(s).*
- *'Catholic' means a member of a 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 the full communion of the Catholic Parish Church.*
- *"Certificate of Catholic Practice" means a certificate issued by the family's priest (or the priest in charge of the church where the family attends Mass) in the form laid down by the Bishops' Conference of England and Wales. It will be issued if the priest is satisfied that at least one Catholic parent or carer (along with the child, if he or she is over seven years old) have (except when it was impossible to do so) attended Mass on Sundays and holy days of obligation for at least five years (or, in the case of a child, since the age of seven, if shorter). It will also be issued when the practice has been continuous since being received into the Church if that occurred less than five years ago. It is expected that most Certificates will be issued on the basis of attendance. A Certificate may also be issued by the priest when attendance is interrupted by exceptional circumstances which excuse from the obligation to attend on that occasion or occasions. Further details of these circumstances can be found in the guidance issued to priests <http://rcdow.org.uk/education/governors/admissions/>*
- *"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 CYTUN 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 religious community that does not fall within the definition of “other Christian denominations” 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.

- *'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.*

- *To demonstrate an exceptional social, medical or pastoral need of the child which can only be met at this school, the Governing Body will require compelling written evidence from an appropriate professional, such as a social worker, doctor, or priest.*

- *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 Local Authority for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.*

- *'Sibling' means brother or sister to include adopted brothers and sisters, half brothers and sisters or step brothers and sisters. A sibling relationship does not apply when the older child(ren) will leave before the younger one starts.*

- *'Parent' is defined as the person or persons who have legal responsibility for the child.*

- *'Christian' is defined as a member of a Church which belongs to 'Churches Together in Britain and Ireland'.*

- *'Home address' is defined as the place where the child lives for more than 50% of the School week.*

For the purposes of this policy, parish boundaries are as shown on the Parish maps which accompany this policy and can be accessed on the website at:

<https://parish.rcdow.org.uk/stcharlessquare/wp-content/uploads/sites/96/2013/10/StCharlesSquarePB.jpg>

<https://parish.rcdow.org.uk/actoneast/wp-content/uploads/sites/168/2013/10/ActonEastPB.jpg>

<https://parish.rcdow.org.uk/kensalrise/wp-content/uploads/sites/217/2013/10/kensal-rise-PB.jpg>