



St Anne's Catholic Primary School

Admissions Policy - September 2018

St. Anne's is a voluntary aided Catholic Primary School in the Diocese of Southwark in which Religious Education is at the heart of the curriculum. It is in the trusteeship of the Diocese. 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, Catholic doctrine and practice underpins everything we do and it is essential that the Catholic character be fully supported by all families in the school.

The school exists primarily to serve the Catholic community, however the Governing Body welcomes applications, subject to availability of places, from those of other denominations and faiths who support the religious ethos of the school.

Responsibility for the admission of pupils rests with the Governors who are the admitting authority, and, having consulted with the Local Authority and other admission authorities, will admit up to 60 pupils to the Reception Class in the school year, which begins in September each academic year.

The school provides primarily for children from practising Catholic families who live in the parishes of St Anne's, Vauxhall and St. Frances De Sales and Saint Gertrude's, Stockwell **within** the boundaries demarcated on the attached map.

Separate applications are required for Nursery and Reception places. **Admission to the nursery does not guarantee a place at the school the following academic year.**

Nursery

Children will be admitted to the nursery at the beginning of the school year in which their fourth birthday occurs. The number of intended admissions each year beginning September 1st is twenty six full-time equivalent places. Full-time places will be offered on the basis of local authority guidance.

Reception

Children will be admitted for full-time schooling at the beginning of the academic year (that is September) in which they become of statutory school age (that is five years of age.)

How places will be allocated

The number of intended admissions each year beginning the 1st September is sixty (60). Pupils will be admitted without reference to ability or aptitude. 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. Looked after Catholic Children or Looked after Children in the care of Catholic families and previously looked after Catholic children who have been adopted.
2. Baptised Catholic¹ children from practising Catholic² families³ or families that are formally enrolled in the catechumenate⁴, resident in the parishes of St. Anne's, Vauxhall and St. Frances De Sales and Saint Gertrude, Stockwell within the boundaries demarcated on the map. (see attached) This includes children of parents who are adherents to any of the Oriental Rite Churches⁵ in union with Rome who are baptised and practising.
3. Other baptised Catholic children from practising Catholic families who reside outside the area specified above.
4. Other baptised Catholic children.
5. Other looked after children.
6. Children of parents who are adherents to any of the Oriental Rite Churches not in union with Rome who are baptised and practising.
7. Children of families who are members of other Christian denominations that are part of Churches Together in England. Evidence of Baptism (or dedication) and confirmation the family are members of the faith community will be required to be provided by a priest or minister of a designated place of worship'
8. Any other applicants.

¹ In the context of school admissions "Catholic" children are defined as children who are baptised or received into the Catholic Church, children baptised or received into the Eastern Churches in union with Rome and baptised children of members of the Ordinariate.

² "**Practising Catholic**" means Catholic children where at least one parent/carer and the children attend Mass weekly on Sundays and on Holy Days of Obligation as a central part of their lives and where the application is supported by a Catholic Priest. Prospective parents must meet with the Parish Priest to fill in the Priest's reference. Applicants will be ranked in order of practice using information from the supplementary form.

³ **Family** – a child's natural or adoptive parents or officially designated carers. This does not include grandparents or other relatives unless they are officially designated carers.

⁴ **Catechumen** – member of the catechumenate of the Catholic Church (someone undergoing instruction prior to being baptised into the Catholic Church). This must be evidenced by a certificate of reception into the order of catechumens.

⁵ "**Oriental Rite Churches**" –in union with Rome

Alexandria: Coptic, Ethiopian

Antioch: Malankrese (Sri Lanka), Maronite, Syrian

Armenian: Armenian

Chaldean (Syro-Oriental): Chaldean, Malabar

Constantinople (Byzantine): Albanian, Byelorussian, Bulgarian, Greek, Melchite, Italo-Albanian, Romanian, Russian, Ruthenian, Slovakian, Ukrainian, Hungarian.

Over-Subscription Criteria

Where the offer of places to all the applicants in any of the categories listed above would lead to over-subscription the following criteria will be applied in the order of priority set out below:

I. The level of Catholic practice.

(Please note the onus is on parents to provide up-to-date information to support the application at the time of consideration).

Governors will take the following into consideration:

Children whose families attend weekly Mass will be given priority over those who attend fortnightly; those who attend Mass fortnightly priority over those who attend monthly, those who attend monthly priority over those who attend occasionally those who attend occasionally priority over those who have only recently begun to attend Mass¹ etc; in the order specified on the Confirmation of Religious Practice form.

II. Children with a brother or sister² attending the school at the time of admission.

III. Those with special circumstances (medical, social or pastoral factors affecting the pupil or child's family). The Governing Body will require written evidence in such cases from any relevant professional at the time of the application.

IV. Distance between home and school³ measured by the shortest walking route. Where the last remaining place is to be allocated and two or more children are deemed to live the same distance from the school the place will be decided on the drawing of lots.

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 which will be reviewed at the end of the autumn term. The waiting list 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.

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

The admission of pupils with a Statement of Special Educational Needs or with an EHCP is dealt with by an entirely separate procedure. The procedure is integral to the making and maintaining of statements and EHCPs 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 EHCP naming the school will be admitted without reference to the above criteria.

¹ **Most recently weekly** refers to families who have only begun to attend Mass regularly in the 12 months prior to the application being made.

² **Brother or sister** – children who live as brother or sister, including natural brothers and sister, adopted siblings, stepbrothers or sisters and foster brothers or sisters. It does not include other relatives, e.g. cousins.

³ **Distance from home to school** – the distance measured as a safe walking distance from the front door of the home to the main gate of the school using the measurement supplied by the local authority derived from their computerised mapping system.

Appeals

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with section 85(3) 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:-

- a) the admission of additional children would not breach the infant class size limit; or
- b) 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
- c) 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.

Fair Access Protocol

The school participates in the local authority's Fair Access Protocol to allocate places to vulnerable and other children in accordance with the School Admission Code 2014. Admitting pupils under the protocol may require the school to admit above the planned admission number for the relevant year group.

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 the 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 consider 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.