ST JOHN FISHER CATHOLIC PRIMARY SCHOOL

ADMISSIONS POLICY – 2013 - 2014

St. John Fisher Catholic Primary School was founded by the Church to provide for Catholic children. **The Published Admission Number is 60 (Reception – Year 6).** Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the criteria listed below. Applicants wishing to claim priority will be required to provide a reference from a Catholic priest.

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 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.

Please note that attendance at the Nursery (Published Admission Number is 52) does not give any priority for entry to Reception. All parents must apply for a place in Reception whether or not their child attends the Nursery.

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 have been adopted (or made subject to residence orders or special guardianship orders) immediately following having been looked after.

2(a) Baptised Catholic children, from practising Catholic families, who have a sibling in Reception – Year 6 inclusive at the time of admission.

2(b) Baptised Catholic children, from practising Catholic families, who have a parent who is a permanent qualified teacher at the school, who has been in post for at least two years at the time of application.

2(c) Baptised Catholic children, from practising Catholic families, who have a parent who is a permanent qualified teacher, who has been recruited to fill a particular skills shortage at the school, where there is a demonstrable skills shortage

3 Baptised Catholic children from practising Catholic families who are resident in the Parish of St John Fisher, Perivale.

4 Other baptised Catholics.

5 Other looked after children and children who have been adopted (or made subject to residence orders or special guardianship orders) immediately following having been looked after.

6 Catechumens and members of an Eastern Christian Church.

7 Christians of other denominations whose application is supported by their Minister of Religion.

8 Children of other faiths whose application is supported by their Religious Leader.

9 Any other children.

The Governing Body will give top priority to an application within a category, where compelling evidence is provided from a professional such as a doctor, priest or social worker, at the time of application of an exceptional social, medical, pastoral or other need of the child, which can only be met at this school.

The Governing Body does not give priority under its admission criteria for twins, triplets or other children from multiple births. If there is only one place available, governors will use random allocation, observed by an independent witness. However, it will endeavour wherever possible not to separate these children whilst still operating within the infant class size legislation.
For the past 5 years, no applicant has been admitted beyond Criterion 4.

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 Governing Body and the Diocese for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

TIE BREAK
Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to over subscription, the places up to the admission number will be offered to those living nearest to the school as measured by a straight line, from the front door of the child's home address (including flats) to the main school entrance, by the London Borough of Ealing School Admission Team I.T. system. If distances are identical, lots will be drawn.

IN-YEAR ADMISSIONS
In-year applications are made directly to the school. If a place is available and there is no waiting list, then the LA will be informed and the child will be admitted. If more applications are received than there are places available, 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 Governing Body in the order of the oversubscripton 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.

DEFERRED ENTRY
Applications are invited for September 2013 from families whose child attains 4 years of age between 01/09/2012 and 31/08/2013.
Applicants may defer entry to school up until statutory 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 deferment is requested. The place will then be held until the first day of the spring or summer term. Entry may not be deferred beyond statutory school age or beyond the year of application. Parents may also request that their child attend part-time until statutory school age is reached. Parents of children with birthdays in the summer term should be aware that, if they wish to defer, they will need to apply for a Year 1 place for the following September and if the school is oversubscribed they are very unlikely to obtain a place.

APPLICATION PROCEDURE

2013 - 2014

To apply for a place at this school, you should complete and return the forms (as indicated in the covering letter), by **……**
In order to make a full application, you should complete a Common Application Form from the London Borough where you live. You are also advised to complete the Westminster Diocese Common Supplementary Information Form and the Diocesan Priests' Reference Form (unless you belong to another Faith community). The information on these forms enables the Governing Body to assess your application against the school's criteria in the event of oversubscription. Please return them (in person or by post) to school (address below) together with all other relevant paperwork required for your application. If you do not complete the forms described above and return them by the closing date, the Governing Body will be unable to consider your application fully and it is very unlikely that your child will get a place at the school.

- Please complete all sections of the forms in full, using **BLACK** ink and **CAPITAL LETTERS**
- Before the Governing Body can consider the application, parents are required to provide: a copy of child's Baptism Certificate and proof of residence e.g. Council Tax Bill. If you do not pay Council Tax, then the following may be accepted:
    - Council rent book for the current year
    - Tenancy Agreement from a registered private letting agency
    - Letter from Social Services, National Asylum Support Service (NASS), Housing Department confirming placement of your address.
- If you live in the parish of St John Fisher, you will find full details of how to arrange a mutually convenient appointment with Father Tony Sammarco, in the weekly parish newsletter.
- If you worship at the Polish Church in Ealing, please contact a priest who knows you, to make an appointment, on 020-8567-1746.
- If you belong to another Faith community, a statement of support from your Minister or religious leader must be enclosed.

Please return forms to:

ST JOHN FISHER CATHOLIC PRIMARY SCHOOL
Sarsfield Road, Perivale, Middlesex, UB6 7AF

Offers of places will be sent to parents on or about 16th April 2013.
Unsuccessful applicants will be given reasons related to the over subscription criteria listed in the Policy and advised of their right of appeal to an independent panel.

LIST OF CONTINUING INTEREST

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a list of continuing interest. This list will be maintained in order of the over subscription criteria set out in the Policy and not in the order in which applications are received or added to the list. Names are removed from the list after one year, unless applicants request to remain on the list. Applications arriving after 15/01/13 will be dealt with after all initial offers have been made.

PUPILS WITH A STATEMENT OF SPECIAL EDUCATIONAL NEEDS

The admission of pupils with a statement of Special Educational Needs is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements by the pupil's home Local Education Authority. Details of this separate procedure are set out in the Special Educational Needs Code of Practice.

NOTES (these notes form part of the oversubscription criteria)

'Looked after child' has the same meaning as in Section 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).

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

'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 Church.

'Practising Catholic' means a Catholic child from a practising Catholic family where this practice is verified by a reference from a Catholic priest in the standard format laid down by the Diocese. 'Family' includes the Catholic or Catholics who have legal responsibility for the child.

'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.

'Pastoral' – Parish priests have a pastoral responsibility for the parishes in which they serve. Evidence which they provide would be equivalent to any other professional. They are well placed to comment on a child's particular needs and the school's suitability to accommodate them.

'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.