



ST ANSELM'S CATHOLIC PRIMARY SCHOOL



'In God's Love, we live, learn and grow'

ADMISSIONS POLICY 2018-19

AGREED:	SPRING 2017
HEADTEACHER'S SIGNATURE:	
CHAIR'S SIGNATURE	
DATE OF REVIEW:	SPRING 2018

This policy should be read in conjunction with all other St Anselm's School Policies

ST ANSELM'S CATHOLIC PRIMARY SCHOOL

ADMISSIONS POLICY – 2018/2019

Reception to Year 6

St. Anselm's School is a Catholic school founded by the Church to provide education for Catholic children. 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.

Applications are invited for September 2018 from families whose child attains 4 years of age between 1st September 2017 and 31st August 2018.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic School, Catholic Doctrine and practice permeates 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. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

The Published Admission Number (PAN) for the Reception Class at St. Anselm's is 30. The Governing Body has sole responsibility for admissions to this school and intends to admit 30 pupils to the Reception Class and 52 pupils to the Nursery Class in the school year which begins in September 2018. Applications for Reception are welcome from families whose child reaches his/her 4th birthday between 1st September 2017 and 31st August 2018.

Where there are more applications than places available, priority will always be given to Catholic applicants in accordance with the Trust Deed of the Diocese of Westminster. Applications will be ranked using the criteria listed below. The "Certificate of Catholic Practice" (CCP) must be completed by those applying under criteria 2-5.

Where the number of applications exceed 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' children who have been adopted or made subject to child arrangement orders or special guardianship orders, immediately after having been looked after.
2. A baptised Catholic child with a Certificate of Catholic Practice who currently has a sibling in the school and who will still be attending the school in September 2018. Parents will be required to produce the child's Baptismal Certificate.
3. A baptised Catholic child with a Certificate of Catholic Practice who is resident in the parish of St. Anselm's. Parents will be required to produce the child's Baptismal Certificate. Priority will be given to families who live in the parish of St. Anselm's regardless of where they worship and applicants should obtain the Certificate of Catholic Practice from a priest in the parish where they regularly worship.
4. A baptised Catholic child with a Certificate of Catholic Practice who is resident in the parish of St. Bernard's, Northolt. Parents will be required to produce their child's Baptismal Certificate.

ST ANSELM'S CATHOLIC PRIMARY SCHOOL

5. Other baptised Catholic children whose practice is supported by a Certificate of Catholic Practice. Parents will be required to produce their child's Baptismal Certificate.
6. Other baptised Catholic children.
7. Other 'looked after children' and previously 'looked after children' who have been adopted or made subject to child arrangement orders or special guardianship orders, immediately after having been looked after.
8. Children of catechumens and members of an Eastern Christian Church.
9. Children of other Christian denominations whose application is supported either by a certificate of baptism or by a letter from their Minister of Religion confirming membership of the faith community.
10. Children of other faiths and whose application is supported by a letter from their religious leader, confirming membership of the faith community.
11. Any other applicants.

The attendance of a **sibling** at the school at the time of enrolment will increase the priority of an applicant within each category.

Please note for the past 3 years the Governing body has been unable to offer places to any applicant beyond Criterion 9.

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 applicants whose **home address** is nearest school, as measured by a straight line from the School Main Gate, by The London Borough of Ealing School Admission Team, I.T. System. The measuring system is an integral part of the admissions software produced by Synergy Technology Limited. It uses Ordnance Survey Maps and is accurate to 1 metre. Where the final place is offered to a child who has other siblings applying for a place in the same school year, these siblings will also be admitted.

Certificate of Catholic Practice

Applicants applying under criteria 2, 3, 4 & 5 must submit a Certificate of Catholic Practice by the closing date. The Certificate is available from your parish or from the diocesan website. It is the parent's duty to ensure that the Certificate of Catholic Practice is submitted to the school in good time.

Children educated outside their chronological age group (Except Reception applications for summer born children)

Parents may apply for their child to be educated outside his/her chronological age group i.e. a year behind or a year ahead. Application should be made to the Chair of Governors at the time of application and any supporting evidence should be submitted at the same time. Any application for a child to be educated out of his/her age group will be considered by governors on an individual basis and will only be granted in

ST ANSELM'S CATHOLIC PRIMARY SCHOOL

exceptional circumstances.

Reception Year Deferred Entry

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 is requested. The place will then be held until the first day of the spring or summer term as applicable. Applicants may also request that their child attend part-time until compulsory school age is reached. 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 2019.

Summer Born Children (Reception Applications)

If a parent wishes his/her summer born child to start school in Reception in the September following his/her 5th birthday i.e. a child born between 1st April and 31st August being admitted to Reception at 5 years of age, they should make the school aware of this by writing a letter to the Chair of Governors at the time of application. Parents must then submit an application in the normal way for the year in which they wish their child to start school (applications cannot be held over until the next year). This application will be treated in the same way as all other applications and there is no guarantee that an offer will be made.

Exceptional Need

The Governing Body will give top priority after the appropriate category of looked-after children, 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 or pastoral need of the child, which can only be met at this school.

Supplementary Information Forms are available to collect from the School office, can be sent by post or downloaded from the School Website or obtained from the London Borough of Ealing Admissions Department at Perceval House. Each application is judged individually within the above criteria.

Right of Appeal

Unsuccessful candidates may request reasons related to the over-subscription criteria listed above and will be advised of their right of appeal to an independent appeal panel. Should you wish to appeal please contact the School Office 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 25th May 2018.

Notice of Interest List

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a Notice of Interest List. The Notice of Interest List will be maintained in order of the criteria set out above and not in the order in which

ST ANSELM'S CATHOLIC PRIMARY SCHOOL

applications are received or added to the list. Names will be removed from the list at the end of the academic year 2018-19, unless applicants request in writing to remain on the list.

Pupils with an Education, Health and Care Plan (EHC)

The admission of pupils with an Education, Health and Care Plan (EHC) is dealt with by a completely separate procedure. 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 to the School.

In-Year Admissions

Applications for In-Year admissions are made directly to the school. If a place is available and there is no waiting list 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 to appeal. You will be offered the opportunity of being placed on a Notice of Interest List. This Notice of Interest 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. Names are removed from the list at the end of each academic year, unless applicants request in writing to remain on the list. When a place becomes available the Governing Body will re-rank the list and make an offer to the person at the top of the list. The local authority will be informed of the offer as soon as it has been accepted.

Fair Access Protocols

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.

Notes:

'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' a child or a parent 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 for a child aged 7 or over. For a child under 7 years of age it will be the certificate of the parent.

'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 with the Catholic Church.

ST ANSELM'S CATHOLIC PRIMARY SCHOOL

'Certificate of Catholic Practice' means a certificate issued by the family's parish 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 the 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/>

'Child Arrangements Order' A Child Arrangements Order is an order under the terms of the Children's 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.

'Children of other Christian denominations' means: children who belong to other churches and ecclesial communities which, acknowledging 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 of 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' 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.

'Distance from School' as measured by a straight line from the School Main Gate, by The London Borough of Ealing School Admission Team, I.T. System to the front door of the child/s residential address The measuring system is an integral part of the admissions software produced by Synergy Technology Limited. It uses Ordnance Survey Maps and is accurate to 1 metre.

'Eastern Christian Church' includes Orthodox Churches and is evidenced by a Certificate of Baptism or Reception from the authorities of that Church.

ST ANSELM'S CATHOLIC PRIMARY SCHOOL

'Looked After Child or Previously Looked After Child' has the same meaning as in section 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).

'Minister of Religion' means a Minister of Religion from a Christian denomination (faith community). Christian refers to a Church that is a member of 'Churches together in Britain and Ireland'.

'Parent' the adult or adults who have legal responsibility for the child.

'Religious Leader' means a Religious Leader of any other faith.

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

'Special Guardianship Order' A special guardianship order is an order under the terms of the Children's 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 the category.

'Parish of St. Bernard's, Northolt' - Parents may request a boundary map of this parish from:

Parish Office, St. Bernard's Catholic Church, 17 Mandeville Rd, Northolt UB2 5HE

'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.

ST ANSELM'S CATHOLIC PRIMARY SCHOOL

APPLICATION PROCEDURE

2018-2019

In order to make an application, you **must** complete a **Common Application Form (CAF)** from your local authority and return it to them on-line or by post. You **should** also complete the **School's Supplementary Information Form (SIF)**.

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 School (address below) together with all other relevant paperwork required for your application. If you do not complete both of the forms described above and return them by 14th January 2018, the Governing Body will be unable to consider your application against the oversubscription criteria and your child will be ranked under the lowest criterion. It is very unlikely that your child will be offered a place if a SIF is not supplied. Applications received after the closing date will be considered a late application and 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.

Certificate of Catholic Practice

Applicants applying under criteria 2, 3, 4 and 5 must submit a Certificate of Catholic Practice (CCP) by the closing date. This form (which used to be called a priest's reference form) is available from the school or from the diocesan website. Parents should fill in the top part of the form with their details and then take the form to their parish priest (or the priest at the parish where they normally worship) for signature. It is the parent's duty to ensure that the CCP 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 practising Catholic family.

The local authority will inform you of the outcome of your application on behalf of the Governing Body on 16th April 2018. This information will also be available on line for those who have submitted an e-application. Parent/Carers should accept or decline the place as soon as possible.

Change of Details

ST ANSELM'S CATHOLIC PRIMARY SCHOOL

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.

This Policy replaces all previously published Admission Policies. Admission to the Nursery class does not guarantee a place in the school. Parents of children attending St. Anselm's Nursery must make a fresh application for Reception.

Supplementary Information Forms for Admission can be obtained from:

**The School Office
St. Anselm's Catholic Primary School
Church Avenue
Southall
UB2 4BH**

Tel. No. 020 8574 3906

or from our website

www.stanselm catholic primary school.co.uk