

# ST GREGORY'S CATHOLIC PRIMARY SCHOOL

## ADMISSIONS POLICY

### 2019-2020

This policy refers to admissions to St Gregory's Catholic Primary School, Ealing for the school year beginning September 2019.

Applications are invited for September 2019 from families whose child reaches 4 years of age between 01/09/2018 and 31/08/2019.

St Gregory's is a Catholic School founded by the Church to provide education for Catholic children living in St Benedict Parish, Diocese of Westminster. As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practise 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. Whenever, there are more applications than places available, priority will always be given to Catholic applicants in accordance with the criteria listed overleaf. It will be necessary to produce a copy of the baptism certificate, or documentary evidence of reception into full communion with the Catholic Church. However, this by itself will not guarantee a place at the school.

#### APPLICATION PROCEDURE FOR RECEPTION

##### 2019-2020

All applicants **must** complete their local authority's e-admissions form (formerly called the CAF), which is available on the website of the local authority in which the family is resident. The e-admissions form must be completed by 15 January 2019. Paper forms are available from the local authority on request. In addition, applicants should complete **St. Gregory's Supplementary Information Form (SIF)** which is supplied in the application pack. The Supplementary Information Form (SIF) is available from the school or the local authority and should be completed and returned to the school by the 15th January 2019. If you do not complete the e-admissions form and submit the SIF by 15th January 2019, 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. Late applications will be considered after the initial allocation process has been completed.

- Applicants applying under criteria 2 and 3 must submit a **CERTIFICATE OF CATHOLIC PRACTICE** by the closing date. This form is available from the priest at the Church where you usually worship or from the diocesan website at <http://rcdow.org.uk> click on Schools, For Governors, Admissions Guidance and the Certificate of Catholic Practice is under Related Files on your right hand side of the screen.

Parents must obtain this form from their Parish Priest (or the Priest where they normally worship). The Priest will only sign the form if he knows you.

The Local Authority will write to you on behalf of the Governing Body, with the outcome of your application on or about Monday 16<sup>th</sup> April 2019. Parents/carers should accept the place as soon as possible.

The governing body has sole responsibility for admissions to this school, and in accordance with government legislation, intends to admit the Published Admission Number (PAN) of 90 pupils to the Reception classes in the school year beginning September 2019. Where there are more applications for places than the total of 90 places available, these will be offered according to the following order of priority:

## **OVERSUBSCRIPTION CRITERIA**

Where there are more applications than the number of places available, places will be offered according to the following order of priority:

In each admission criterion priority will be given to (after the appropriate category of Looked After Children,):

- Criterion 1** Catholic Looked After children and Catholic children who have been adopted (or made subject to child arrangements orders or special guardianship orders) immediately following having been looked after.
- Criterion 2** Baptised Catholic children with a Certificate of Catholic Practice who are resident in the parish of St Benedict at time of application (according to attached map). N.B. Equal consideration will be given to baptised children with a Certificate of Catholic Practice, who are resident in the parish of St Benedict's, but who regularly worship at their own Catholic National Church, (e.g. Italian, Polish etc.), or their own Eastern Rite Uniate Catholic Church. Any residents of St Benedict's Parish who worship at other Catholic Churches.
- Criterion 3** Baptised Catholic children with a Certificate of Catholic Practice who are resident outside the parish of St Benedict.
- Criterion 4** Other Catholic children.
- Criterion 5** Other looked after children and children who have been adopted (or made subject to child arrangements orders or special guardianship orders) immediately having been looked after.
- Criterion 6** Children of Catechumens and **baptised children** of the Eastern Christian Churches.
- Criterion 7** Christians of other denominations whose application is supported by a letter from their minister/faith leader confirming membership of the faith community.
- Criterion 8** Children of other faiths whose application is supported by a letter from their minister/faith leader confirming membership of the faith community.
- Criterion 9** Any other children.

**Sibling priority:** Attendance of a Catholic sibling at the school at the time of application . (Not including the Nursery). (**Sibling is defined as: brother/sister/half brother/half sister and in every case the child should be living in the same family unit at the same address.**) **The sibling priority rule applies within each of the oversubscription criteria.**

### **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.

For the purpose of clarity, 'families' is defined as: including 'Catholic/or Catholics who have **legal responsibility** for the child'. "Certificate of Catholic Practice" means a certificate given by the family's parish priest (or the priest in charge of the church where the family practices) in the form laid down by the Bishops' Conference of England and Wales. Furthermore, for the purpose of clarity, 'home address' is defined as 'the address where the child lives for more than 50% of the week and evidence must be produced at time of application that this is a legal arrangement.

Where the final place in the Reception classes is offered to a child who has other siblings applying for a place in the same Reception classes, these siblings will also be admitted.

### **TIE-BREAK**

Where the offer of a place to all the applicants in any of the categories listed above would lead to over subscription, places up to the stated number will be offered to those living nearest to the school, measured 'by a straight line', (measurements are provided by the London Borough of Ealing for Reception Classes). For In-year Admissions, the distance from Home to School is measured by a Map Tools programme, taking a straight line from the entrance to the property to the centre of the school buildings. In the event of a tie-break situation, this will be decided by random allocation and will take place in the presence of an independent witness.

### **PREVIOUS YEARS**

Unsuccessful applicants will be given reasons related to the over- subscription criteria listed above and advised of their right of appeal to an independent appeal pane by **27/05/2019**. As the School is usually oversubscribed by Catholic candidates, it is very unlikely that applicants who are not Catholics will obtain a place. In the last 5 years, the Governing Body has been unable to offer, in the first round, very few places to any applicant who is not a Catholic.

**WAITING LIST** In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This list will be maintained in order of the oversubscription criteria set out in the policy and not in the order in which applications are received or added to the list. Names will be removed from the list on 31<sup>st</sup>. August 2020, unless applicants request in writing to remain on the list.

### **IN-YEAR ADMISSIONS**

Applications for In-Year admissions are made directly to the School. When the school receives written notification that a place has become available the Admissions Committee will meet as soon as practically possible. If a place is available then the Governors will communicate to the family the offer of a place. 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 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. Names are removed from the list if requested by the applicants. When a place becomes available the governing body will make an offer to the child who is at the top of the waiting list at that time.

### **'FAIR ACCESS PROTOCOL:**

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 governing body for the current school year. The governing body has the power even when admitting the child would mean exceeding the published admission number.'

Parents/Guardians should note that there is no fixed position for any applicant, as when a vacancy occurs, the Governors must apply the admissions criteria to all applications.

The Governing Body reserves the right to withdraw the accepted offer of a place at the school where incorrect and/or misleading information has been given at the time of applying for a school place - particularly if this denies a place at the school to a child with a legitimate claim.

**Although residents of St Benedict's are given priority for entrance to the school, residence within the boundaries does not guarantee a place at the school.**

**PLEASE NOTE: ACCEPTANCE INTO ANY YEAR GROUP DOES NOT GUARANTEE A PLACE FOR SIBLINGS.**

### **SUMMER BORN CHILDREN**

If a parent wishes their child, born between 1<sup>st</sup>. April-31<sup>st</sup> August 2014, to be admitted to reception in September 2019 at 5 years of age, they should make the School aware of this by writing to the Chair of Governors at the time of application. Parents must then submit an Application in the normal way. This

Application will be treated in the same way as all other Applications and there is no guarantee that an offer will be made.

### **DEFERRED ENTRY**

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 deferral is requested. The place will then be held until the first day of the spring or summer term as applicable. Therefore, applicants whose children have birthdays in the Summer Term may only defer until the 1<sup>st</sup>. April 2020.

### **PART-TIME ATTENDANCE**

Applicants may choose for their child to attend part-time until statutory age is reached. Applicants should let the school know about this as soon as possible after the offer has been received.

### **CHILDREN EDUCATED OUTSIDE OF THEIR CHRONOLOGICAL AGE GROUP**

#### **(Except Reception applications for summer born children).**

Parents may request that their child be educated out of their age group. Such requests must be made in writing to the Chair of Governors at the time of Application. Governors will consider each request on its own merits and permission will only be given in exceptional circumstances. When the Application is made, it will be ranked with all the other Applications and no further exceptions will be given. A statutory Right of Appeal will be given upon refusal if no place has been offered in any school year.

### **DEFINITIONS**

**'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 full communion of the Catholic Church. For the purposes of this policy this includes a looked after child in the process of adoption and living with a Catholic family, where a letter from a priest demonstrates that the child would have been baptised were it not for his/her status as a looked after child. For a child to be treated as Catholic, evidence of Catholic baptism or reception in the Catholic Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their parish priest who, after consulting with the diocese will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

**'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 holydays 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>

**"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 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’ at 7 above 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.

“Parent” is defined as the person or persons who have legal responsibility for the child.

“Christian” is a member of a church which belongs to ‘Churches together in Britain and Ireland.

**‘Looked after child’** has the same meaning as in S.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 at the time of making an application to the school).

**‘Adopted’** means any child adopted directly from care, where the parent can give proof of adoption and of previous looked-after status.’

**‘Child Arrangements Order’** A Child Arrangements order is an order under the terms of the Children 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.

**‘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). **A child ‘looked after’ immediately before the order is made, qualifies in this category.**

***This policy replaces all previously published Admission Criteria.  
Reviewed January 2018.***