ST. VINCENT'S CATHOLIC PRIMARY SCHOOL

ADMISSIONS POLICY 2023 - 2024

St. Vincent's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. 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 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. Vincent's is 60. The Governing Body has sole responsibility for admissions to this school and intends to admit 60 children in the school year which begins in September 2023. Applications are welcome from families whose child reaches his/her 4th birthday between 1st September 2022 and 31st August 2023. (*Applications are welcome from families whose child was born between 1st September 2018 and 31st August 2019).*

Whenever 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.

In this policy *applicant* refers to the person making an application on behalf of a child; *candidate* refers to the child on whose behalf the application is being made.

OVERSUBSCRIPTION CRITERIA

Where there are more applications than 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 arrangements orders or special guardianship orders. Including children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

2. Baptised Catholic children, with a Certificate of Catholic Practice *(a certificate of baptism or a Certificate of Reception into full communion with the Catholic Church must be provided) w*ho will have a sibling in the school on 1st September 2023.

3. Baptised Catholic children with a Certificate of Catholic Practice *(a certificate of baptism or a Certificate of Reception into full communion with the Catholic Church must be provided)* who are resident in the Parish of Our Lady of Lourdes in Acton and St Aidan's in East Acton – (please see parish boundary maps) as follows:

(a) 62% of these places to those who live in the Parish of Our Lady of Lourdes.
(b) 38% of these places to those who live in the Parish of St Aidan's.

4. Other baptised Catholics, with priority given to those living in the parishes of St Aidan's and Our Lady of Lourdes.

5. Other 'looked after' children and previously 'looked after' children who have been adopted or made subject to child arrangements orders or special guardianship orders. Including children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted

6. Children of catechumens and members of an Eastern Christian Church.

7. Christians of other denominations whose application is supported either by a certificate of baptism or by a letter from their Minister of Religion.

8. Children of other faiths whose application is supported by a letter from their religious leader.

9. Any other children.

NB: Within Criteria 5 to 9, preference will be given to children who will have a sibling in the school on 1st September 2023.

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, pastoral or other need of the child, which can only be met at this school.

TIE BREAK
Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to oversubscription, the places up to the admission number will be offered to those living nearest to the school as measured in a straight line from the applicant's home to the school. The measurement will be conducted by the Local Authority (LA). In the event that the distances are equal, an independent authority such as the local authority (not the school) will operate a random allocation through the admissions system.

MULTIPLE APPLICATIONS
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.

APPLICATIONS IN PREVIOUS YEARS
Whilst the school welcomes applications from all categories, it is often oversubscribed by Catholic candidates.

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 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.

APPLICATION PROCEDURE for 2023 – 2024

In order to make an application, you **must** complete an eAdmissions form on line or a **Common Application Form (CAF)** from your local authority and return it to them. 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) to the school, 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 15th January 2023, 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.

CERTIFICATE OF CATHOLIC PRACTICE
Applicants applying under criteria 2 and 3 should submit a Certificate of Catholic Practice by the closing date. This certificate is available from the priest at the parish where the family normally worships or from the diocesan website. It is the parent's duty to ensure that the CCP is submitted to the school in good time.

The local authority will write to you on behalf of the Governing Body with the outcome of your application on or about 16th April 2023. This information will also be available on line. Parents/carers should accept the place as soon as possible.

LATE APPLICATIONS
Applications received after the closing date will be 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.

NURSERY CHILDREN
Attendance at the nursery **does not** guarantee a place in reception.
Parents of children attending St. Vincent's nursery **must** make a fresh application for reception.

RIGHT OF APPEAL
If you are unsuccessful you may ask us for the reasons for the refusal of a place. These reasons will be related to the oversubscription criteria listed in the policy and you will have the right of appeal to an independent panel. Should you wish to appeal please contact the school 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 26th May 2023.

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 31st August 2023, 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. (This used to be called a Statement of Special Educational Needs). 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.

CHANGE OF DETAILS
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.

IN-YEAR ADMISSIONS
In-year applications are made directly to the school. Applications for In-Year admissions are made by filling out the In-Year application form (this is available on our school website). If a place is available and there is no waiting list, the Supplementary Information Form will be completed 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 the Governing Body for the reasons and you will be informed of your right to appeal. You will be offered the opportunity of being placed on a zero numbered waiting list, which will be maintained by the Governing Body until a place becomes available. Zero numbered means that priority will not be given according to the order in which the applications are received. Names are removed from the lists at the end of each academic year. When a place becomes available the Governing Body will decide, in accordance with these Arrangements, to whom the place should be awarded.

RECEPTION YEAR 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. Applicants may also request that their child attend part-time until statutory school age is reached. 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 2024.

SUMMER BORN CHILDREN
If a parent wishes his/her summer born child, i.e. a child born between 1st April – 31st August 2019 to be admitted to Reception 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.

Delayed Admission, i.e. Children educated outside their chronological age (except summer born applications for Reception)

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. Governors will consider each case on its own merits and permission will only be given in exceptional circumstances.

The Admissions Panel will look at the following factors when considering the case put forward by the parent:

- The needs of the child and the ***possible*** impact on them of entering Year 1 without having first attended the Reception class;
- In the case of children born prematurely the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth;
- Whether delayed social, emotional or physical development is adversely affecting their readiness for school;
- Any other information which the parent requests the Admissions Panel to consider.

If the parents' case for delayed admission into Reception is agreed, the application for a place in the next cohort would have to be made in the following September and would be considered along with all the other applicants for admission in that year. ***There would be no guarantee that a place would be offered in the preferred school year***. If the parents request for delayed admission into Reception is refused, the parents could still apply by the closing date of 15 January 2023 for admission to Reception to the child's normal age group. After the offer of a place had been made the parent could then inform the Admissions Panel and the Local Authority that they want to delay entry as outlined above.

NOTES (these notes form part of the oversubscription criteria)

'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' means a child 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.

'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.

'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 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' means distance as measured by a straight line, from the front door of the child's residential address (including flats) to a point at the school. In the event that the distances are equal, an independent authority such as the local authority (not the school) will operate a random allocation through the admissions system.

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

'Looked after child' - Children who are looked after or were previously looked after - A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989). Previously looked after children are children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order immediately following having been looked after. Adopted children are those who were adopted under the

Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. A special guardianship order is defined by s. 14A of the Children Act 1989 as an order appointing one or more individuals to be a child's special guardian (or special guardians). A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

'Parent' means the adult or adults with legal responsibility for the child**.**

'Parish Boundaries' – for the purposes of this Policy, parish boundaries are as shown on the attached map.

'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.

'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.

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