

**ST JOHN XXIII CATHOLIC PRIMARY SCHOOL
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**THE SCHOOL GOVERNORS'
ADMISSIONS POLICY 2016/17**

St John XXIII Catholic Primary School is a Voluntary Aided School in the trusteeship of the Diocese of Westminster. The school was founded by the Catholic Church to provide education for Catholic children from White City and East Acton.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, where 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.

The Governing Body has sole responsibility for admissions to this school. The admission number of 60 is the Published Admission Number (PAN) of pupils to the Reception Class in 2016-2017. Applications are welcome from families whose child reaches his/her 4th birthday between 1st September 2015 and 31st August 2016.

Priority will always be given to a child who is baptised Catholic and where the family are committed, 'Practising Catholics'. Whenever there are more applications than places available, places will be allocated to candidates in accordance with the criteria listed below.

Parents of Catholic children will be asked to submit a Baptismal Certificate, together with their Supplementary Information Form (SIF) and priest's reference which must be signed by their Parish Priest, or a priest who knows them as evidence of their practice. A priest's reference form is only necessary for those applying as 'Practising' Catholics. The Baptism must be made within 2 years of birth and a copy of the Baptism Certificate provided as evidence before the closing date of Friday 15th January 2016. If the baptism does not occur within two years of birth, applications are then considered under criteria 6 and 7.

If any of the information is found to be fraudulent or misleading then governors reserve the right to withdraw the place even if the child has already started at the school.

Application Procedures and Timetable

In order to make an application, you **must** complete 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)**. 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 post) to the 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 15th January 2016, the Governing Body will be unable to consider your application fully and it is very unlikely that your child will be offered a place. Applications received after the closing date will be dealt with after the initial allocation process has been completed.

Applicants applying under criteria 2, 3, 4 & 5 must submit a priest's reference form (PRF) by the closing date. This form is available from the school or from the diocesan website at www.rcdow.org.uk/schools/governors/admissions

The local authority will write to you on behalf of the Governing Body with the outcome of your application on or about Monday, 18th April 2016. This information will also be available on line. Parents/carers should accept the place as soon as possible.

If you would like more general information about primary school applications please contact Childrens Services on 020 8753 3643.

Oversubscription Criteria

*When there are more applications than places, then the places will be offered to children in the following order of priority: -

1. Catholic 'looked after' children and Catholic children who have been adopted or made subject to child arrangements orders or special guardianship orders, immediately after having been looked after.
2. Baptised Catholic children from practising Catholic families who are **resident** within the Parishes of White City and East Acton and who have a sibling within the school at the time of admission.
3. Other Baptised Catholic Children from practising Catholic families who have a sibling within the school at the time of admission.
4. Baptised Catholic children from practising Catholic families who are '**resident**' within the parishes of White City and East Acton.
5. Other Baptised Catholic children from practising Catholic families.
6. Baptised Catholic children who are '**resident**' within the parishes of White City and East Acton.
7. Other Baptised Catholic children

8. Other 'looked after' children and children who have been adopted or made subject to child arrangements orders or special guardianship orders, immediately after having been looked after.
9. Other children who have been adopted or subject to residence orders or special guardianship orders) immediately following having been looked after."
10. *Catechumens and members of the Eastern Christian Church.
11. "Christians" of other denominations whose parents wish them to have a Catholic education and whose application is supported by a religious leader.
12. Children of other faiths whose parents wish them to have a Catholic education and whose application is supported by a religious leader.
13. Any other children

A map for the parishes of White City and East Acton is enclosed in this application pack.

"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 carers).

"Adopted" An adopted child is any child who has been formally adopted and whose parent/guardian can give proof of adoption.

"Parent" means "the person who has legal responsibility for the child.

"Special Guardianship Order" A special guardianship order is an order under the terms of the Children Act 1989 Section 14A which defines it as an order appointing one or more individuals to be a child's special guardian(s).

"Sibling" means brother or sister to include adopted brothers and sister, half brothers and sisters or step brothers and sisters. A sibling relationship does not apply when the older child/children 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.

'Catechumen' means a child who is 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.

"Resident" Home address refers to the place where the child lives for more than 50% of the school week.

“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.

“Christians” means a member of a Church which belongs to “Churches Together in Britain and England.”

Exceptional Need

Governors will give first priority within a category to applicants whose exceptional medical, social or pastoral needs can only be met at this school. Compelling supporting evidence from a doctor, social worker or priest must be submitted in person at the time of application.

Tie-Break

The distance criterion will be used as the tie breaker if there is oversubscription within any of the admission criteria.

For categories (2), (4) and (6), up to 66.66% of places will be reserved for those applicants who are resident within the parish of White City and 33.33% of places will be reserved for those applicants who are resident within the parish of East Acton. A priest’s reference* is required for those applying in categories 2 – 5 if after social and medical needs have been considered and the number of children meeting any one criterion exceeds the number of places available.

Priority will be given to applicants living closest within each parish measured as the crow flies from home to the main school entrance. (The measurement is carried out by an LA approved computerised mapping system). If places are not filled from one parish then the balance of places will be allocated to the applicants of the other parish. 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 the school. For applicants from the same block of flats, or who live the same distance from the school, random selection by the drawing of lots in the presence of an independent witness will be used as the final tie-breaker.

Multiple Applications

In the case of twins or multiple birth applications from one family, where one remaining place is allocated to one of the children, all other applicants of the multiple will be offered a place. This will also apply to siblings applying to the same year group.

*In these cases the application must be supported by a Baptismal Certificate and a priest’s written reference.

Nursery Children

Please note that a place in the School’s Nursery Class does not give priority when seeking admission into the School’s Reception Class.

Late applications

Any applications received by the school after the closing date of Friday 15th January 2016 will be considered late and will be dealt with after all applications received by the school on time.

Appeals Procedure

Parents whose applications are unsuccessful will be given an opportunity to appeal the decision. This must be expressed in accordance with the Governors' Admission Criteria. In the first instance the appeal must be addressed to the Chair of Governors, c/o St John XXIII Catholic Primary School, within 20 school days of the date of the letter. The deadline date is Friday 20th May 2016.

There is no right of appeal for Nursery places.

Continuing Interest Lists

In addition to their right to appeal, unsuccessful applicants will be offered the opportunity to be placed on a Continual Interest list. This list will be maintained in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list. The list will be maintained until the end of the academic year to which the application applies.

In-Year Admissions

Applications for In-Year admissions are made directly to the school. If a place is available and there is no continuing interest list then the local authority will communicate the governors' offer of a place to the family. 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 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.

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 this power even when admitting the child would mean exceeding the published admission number.

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. Applicants have the right to send their child part-time until statutory school age is reached. 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 wishing to defer entry for summer born children should note that entry can only be deferred up until 1st April 2017.

PUPILS WITH A STATEMENT OF SPECIAL EDUCATIONAL NEEDS/EDUCATION, HEALTH AND CARE PLAN (EHC)

The admission of pupils with a statement of Special Educational Needs OR 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 a

Statement of SEN or EHC plan you must contact your local authority SEN officer. Any child with this school named in their Statement of SEN or EHC Plan will be admitted.

Children educated outside their chronological age group

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 exceptional circumstances. Parents should write to the Chair of Governors during the autumn term in the (academic) year of application, giving reasons and providing compelling professional evidence.

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.