

Our Lady and St John's Catholic Primary School Admission Policy for Reception 2012 - 2013

Our Lady & St John's Catholic Primary School is a one form entry school founded by the Catholic Church to provide education for children of Catholic families. 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.

Wherever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the over-subscription criteria listed below. As a Catholic school, we aim to provide a Catholic education for all our pupils. At our 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.

Applications are invited for September 2012 from families whose child attains 4 years of age between 01/09/2011 and 31/08/2012. The governing body has responsibility for admissions to the school and intends to admit 30 children (The Published Admissions Number) to the Reception Class in the school year which begins in September 2012.

To apply for a place at this school you should complete and return two separate forms by 15th January 2012. In order to make a full application you should complete the school's Supplementary Information Form (SIF) attached to this policy and return it to the Governors' Admissions Panel via the school office, together with all other relevant paperwork required for your application. You must complete a Common Application Form (CAF) from your Local Education Authority and return it to them as per their instructions. If you do not complete both the CAF and the SIF and return them by the closing date, 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.

For 4 years between September 2007 and September 2010 no applicant has been admitted beyond criterion 4. In September 2011 not all applicants in criterion 3 were admitted.

Oversubscription Criteria

Where there are more applications than places available, places will be offered according to the following priority.

1. Catholic looked-after children.
2. Baptised Catholic Children from practising Catholic families with Priest's support and a Baptismal Certificate, and who have a sibling in the school at the time of admission.

3. Baptised Catholic Children from practising Catholic families who are resident in the parish of St John's, Brentford, with Priest's support and a Baptismal Certificate.
4. Baptised Catholic Children from practising Catholic families who are not resident in St John's parish. Priest's support and a Baptismal Certificate will be required.
5. Other baptised Catholic children resident in the parish of St John's with a Baptismal Certificate.
6. Other baptised Catholic children who are not resident in St John's parish with Baptismal Certificates.
7. Other Looked After children.
8. Catechumens and members of an Eastern Christian Church with Priest's support and Baptismal Certificates.
9. Christians of other denominations whose application is supported by their minister of religion and whose parents wish them to have a Catholic education.
10. Children of other faiths whose application is supported by their religious leader and whose parents wish them to have a Catholic education.
11. Any other applicants.

Children 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 is set out in the *Special Educational Needs Code of Practice*.

Notes

'Looked After children' 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 with accommodation provided by them (eg children with foster parents).

Practising Catholics

'Practising Catholic' means a Catholic child from a practising Catholic family (**where there is weekly attendance at Saturday Vigil/Sunday Mass**). This practice is verified by a reference from a Catholic priest in the standard format laid down by the Diocese.

'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.

'Eastern Christian Church' includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

'Catechumen' means a member of the catechumens of the Catholic Church. This will normally be evidenced by confirmation by their Parish Priest.

‘Sibling’ refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister.

The governing body will give top priority to an application within a category where compelling evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can only be met at Our Lady and St John’s.

To demonstrate an **exceptional social, medical or pastoral need** of the child which can only be met at this school, the governing body will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

Where the offer of places to all the applicants in any of the categories listed would still lead to oversubscription, the places up to the published admission number will be offered to those living nearest the school. Distance will be measured by the local authority’s geographical software system. This software measures using public roads and footpaths adopted and recorded by Hounslow Council’s highways team. When using roads for measurement purposes the software measures along the middle of the road. It starts from a point in the property (as determined by the Ordnance Survey and postal address data provided as the child’s address), and continues by the shortest available route to the nearest of the school gates which is used by pupils to enter the school grounds. Blocks of flats are treated as one address. In blocks of flats priority will be given to the lowest flat number ie flat no 11 will be given priority over flat no 12. Not used are routes using common land¹, open spaces, public parks, subways or footpaths not adopted by the highways team².

¹Except the Chiswick Common footpath between the junction at Chiswick Common Road and Turnham Green Terrace.

²Except the pedestrian foot path at the eastern end of The Ride.

In the event of a tie break situation lots will be drawn by the governors in the presence of an independent witness.

Twins, triplets and other multiple births, where only one place is available for more than one child in the same family the offer of the place will be decided by lottery which will be drawn by the governors in the presence of an independent witness.

For the purposes of this policy, parish boundaries are as shown on the attached map.

If your application is unsuccessful, and you are not offered a place at Our Lady and St Johns you have the right to appeal against the decision. Please contact the School Admission Team to request an appeal registration form and inform the school that you are appealing against the decision.

In addition unsuccessful candidates will be offered the opportunity to be placed on a waiting list. The waiting list will remain in place for one year, after which you will be contacted to establish if you wish to remain on that list. This waiting 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.

In-Year Admissions

Applications for In-Year admissions are made in the same way as those made during the normal admissions round. If a place becomes available and there is no waiting list the local authority will be notified 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 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 the LEA can inform the parent that the school is making an offer.

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 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.

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 deferment is requested. The place will then be held until the first day of the spring or summer term. 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. Applicants whose children have 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.