

Hounslow Nursery and Primary Schools Admission Criteria for September 2012

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Oversubscription Criteria for September 2012: Community Nursery and Primary Schools

The over-subscription criteria for September 2012 entry are a change from the criteria used in previous years.

The over-subscription criteria for Nursery Education in September 2012 are:

1. Children in public care:

2. Medical/Social:

Applicants whose child's medical or social circumstances require attendance at a particular school rather than any other school. In such cases parents are reminded that they must complete the appropriate section on the application form and attach a supporting statement from a suitable professional such as a consultant or a social worker.

3. Sibling:

Applicants who will have a son or daughter, including all blood, half-, step-, adoptive and foster brothers and sisters of the child (not cousins) who live at the same home as the child, in the infant, linked junior or primary school in September 2012. This would not apply if the sibling were due to leave in the July before the younger child would be admitted.

Where there are more applications that meet this criterion than there are places in the school, priority will then be given to those children who live nearest to the school, with the distance from home to school being measured as set out in the note below. *

4. Distance inside the Priority Admission Area:

Priority will then be given to children living in the London Borough of Hounslow within the Priority Admission Area.

Where there are more applications that meet this criterion than there are places in the school, priority will then be given to those children who live nearest to the school, with the distance from home to school being measured as set out in the note below. *

5. Distance outside the Priority Admission Area:

Priority will then be given to children living in the London Borough of Hounslow, outside the Priority Admission Area.

Where there are more applications that meet this criterion than there are places in the school, priority will then be given to those children who live nearest to the school, with the distance from home to school being measured as set out in the note below. *

6. **Any other children:**

Where there are more applications that meet this criterion than there are places in the school, priority will then be given to those children who live nearest to the school, with the distance from home to school being measured as set out in the note below. *

* Distance will be measured by computer software based on Ordnance Survey and postal address data. The 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 footprint of the property 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 normally be given to the lowest flat number. Addresses in private roads will measure from the footprint of the property, along the middle of the private road leading to the public road/footpath as adopted and recorded by Hounslow Highways Team. Not used are routes using common land¹, open spaces, public parks, subways or footpaths not adopted by the Highways team².

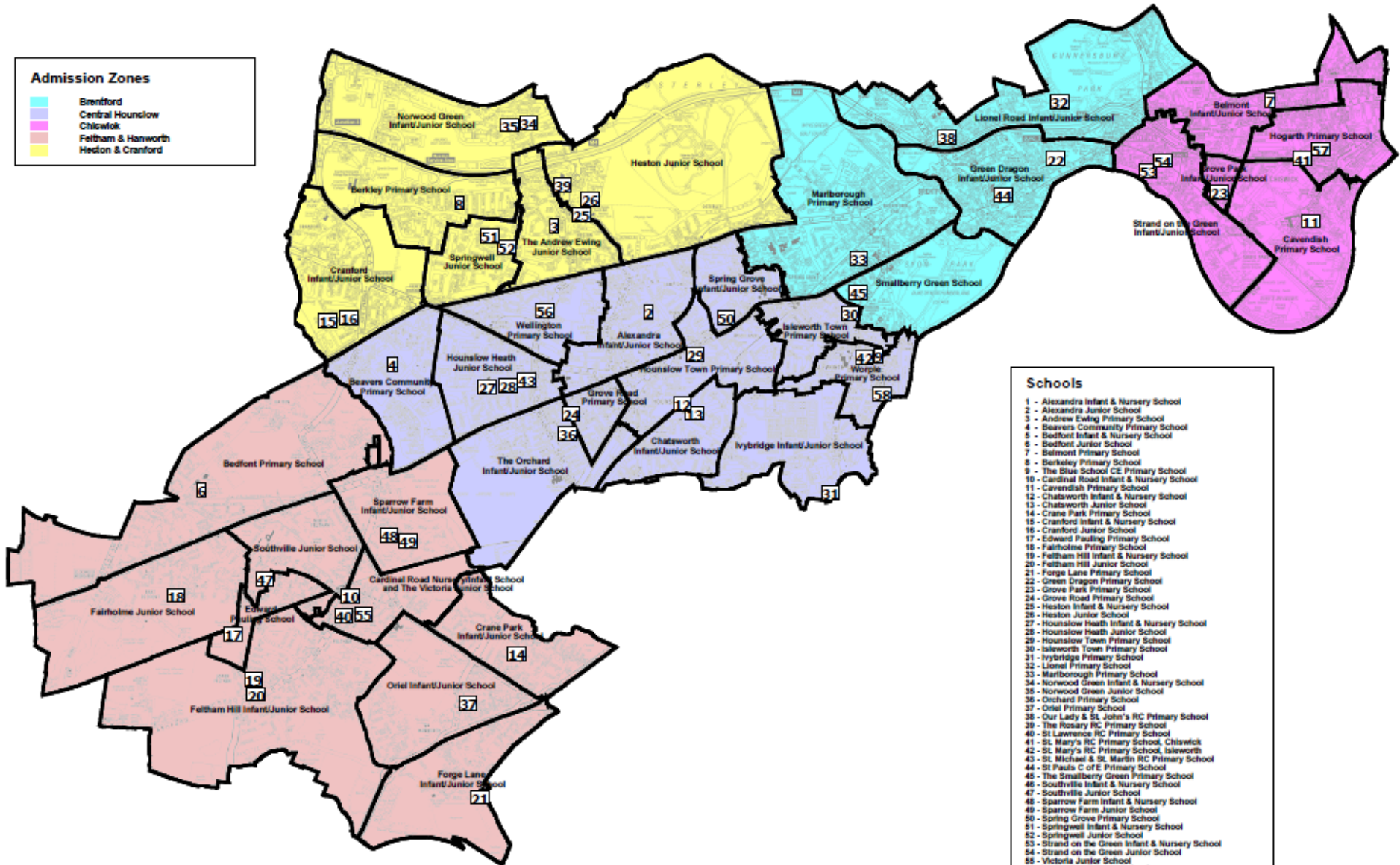
1. *Except the Chiswick Common footpath between the junction at Chiswick Common Road and Turnham Green Terrace.*
2. *Except the pedestrian footpath at the eastern end of The Ride.*

Note: Maps of the catchment areas will be available from the Council, infant and primary schools and libraries. The map is also reproduced below.

Parents should note that admission to Reception classes is determined using the admission criteria for primary schools. Attendance at a nursery does not guarantee a Reception place at the attached infant or primary school. **ADMISSION TO THE INFANT OR PRIMARY SCHOOL FROM THE NURSERY IS THEREFORE NOT AUTOMATIC AND CANNOT BE GUARANTEED.**

Admission Zones

- Brentford
- Central Hounslow
- Chiswick
- Feltham & Hanworth
- Heston & Cranford



- Schools**
- 1 - Alexandra Infant & Nursery School
 - 2 - Alexandra Junior School
 - 3 - Andrew Ewing Primary School
 - 4 - Beavers Community Primary School
 - 5 - Bedford Infant & Nursery School
 - 6 - Bedford Junior School
 - 7 - Belmont Primary School
 - 8 - Berkley Primary School
 - 9 - The Blue School CE Primary School
 - 10 - Cardinal Road Infant & Nursery School
 - 11 - Cavendish Primary School
 - 12 - Chatsworth Infant & Nursery School
 - 13 - Chatsworth Junior School
 - 14 - Crane Park Primary School
 - 15 - Cranford Infant & Nursery School
 - 16 - Cranford Junior School
 - 17 - Edward Pauling Primary School
 - 18 - Fairholme Primary School
 - 19 - Feltham Hill Infant & Nursery School
 - 20 - Feltham Hill Junior School
 - 21 - Forge Lane Primary School
 - 22 - Green Dragon Primary School
 - 23 - Grove Park Primary School
 - 24 - Grove Road Primary School
 - 25 - Heston Infant & Nursery School
 - 26 - Heston Junior School
 - 27 - Hounslow Heath Infant & Nursery School
 - 28 - Hounslow Heath Junior School
 - 29 - Hounslow Town Primary School
 - 30 - Isleworth Town Primary School
 - 31 - Ivybridge Primary School
 - 32 - Lionel Primary School
 - 33 - Marlborough Primary School
 - 34 - Norwood Green Infant & Nursery School
 - 35 - Norwood Green Junior School
 - 36 - Orchard Primary School
 - 37 - Oriol Primary School
 - 38 - Our Lady & St. John's RC Primary School
 - 39 - The Rosary RC Primary School
 - 40 - St Lawrence RC Primary School
 - 41 - St. Mary's RC Primary School, Chiswick
 - 42 - St. Mary's RC Primary School, Isleworth
 - 43 - St. Michael & St. Martin RC Primary School
 - 44 - St Pauls C of E Primary School
 - 45 - The Smallberry Green Primary School
 - 46 - Southville Infant & Nursery School
 - 47 - Southville Junior School
 - 48 - Sparrow Farm Infant & Nursery School
 - 49 - Sparrow Farm Junior School
 - 50 - Spring Grove Primary School
 - 51 - Springwell Infant & Nursery School
 - 52 - Springwell Junior School
 - 53 - Strand on the Green Infant & Nursery School
 - 54 - Strand on the Green Junior School
 - 55 - Victoria Junior School
 - 56 - Wellington Primary School
 - 57 - The William Hogarth Primary School
 - 58 - Worple Primary School

Oversubscription Criteria for September 2012: Reception Admissions in Community Primary Schools

The over-subscription criteria for September 2012 entry are a change from the criteria used in previous years.

The over-subscription criteria for Reception admission in September 2012 are:

1. **Children in public care:**

2. **Medical/Social:**

Applicants whose child's medical or social circumstances require attendance at a particular school rather than any other school. In such cases parents are reminded that they must complete the appropriate section on the application form and attach a supporting statement from a suitable professional such as a consultant or a social worker.

3. **Sibling:**

Applicants who will have a son or daughter, including all blood, half-, step-, adoptive and foster brothers and sisters of the child (not cousins) who live at the same home as the child, in the infant, linked junior or primary school in September 2012. This would not apply if the sibling were due to leave in the July before the younger child would be admitted.

Where there are more applications that meet this criterion than there are places in the school, priority will then be given to those children who live nearest to the school, with the distance from home to school being measured as set out in the note below. *

4. **Distance:**

Priority will then be given to children living within the Priority Admission Area.

Where there are more applications that meet this criterion than there are places in the school, priority will then be given to those children who live nearest to the school, with the distance from home to school being measured as set out in the note below. *

5. **Any other children:**

Where there are more applications that meet this criterion than there are places in the school, priority will then be given to those children who live nearest to the school, with the distance from home to school being measured as set out in the note below. *

* Distance will be measured by computer software based on Ordnance Survey and postal address data. The 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 footprint of the property 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 normally be given to the lowest flat number. Addresses in private roads will measure from the footprint of the property, along the middle of the private road leading to the public road/footpath as adopted and recorded by Hounslow Highways Team. Not used are routes using common land¹, open spaces, public parks, subways or footpaths not adopted by the Highways team².

1. *Except the Chiswick Common footpath between the junction at Chiswick Common Road and Turnham Green Terrace.*
2. *Except the pedestrian footpath at the eastern end of The Ride.*

Note: Maps of the catchment areas will be available from the Council, infant and primary schools and libraries. The map is also reproduced below.

Parents should note that admission to Reception classes is determined using the admission criteria for primary Schools. Attendance at a nursery does not guarantee a Reception place at the attached infant or primary school. **ADMISSION TO THE INFANT OR PRIMARY SCHOOL FROM THE NURSERY IS THEREFORE NOT AUTOMATIC AND CANNOT BE GUARANTEED.**

Where the last child to be admitted would be one of twins or other multiples the LA will ask the parents whether they wish to take one place in the hope that there will be a withdrawal before September and a second or further place become available, or whether they prefer the LA to place both or all their children together at another school.

Applicants' priority for admission for each of their preferred schools will be assessed equally according to the above criteria, and their highest preference school available to them will be the school offered.

Each Hounslow primary school has a duty to admit a child with a Statement of Special Educational Needs naming the school.

Late applications will only be considered after offers have been made to applicants who applied by the closing date.

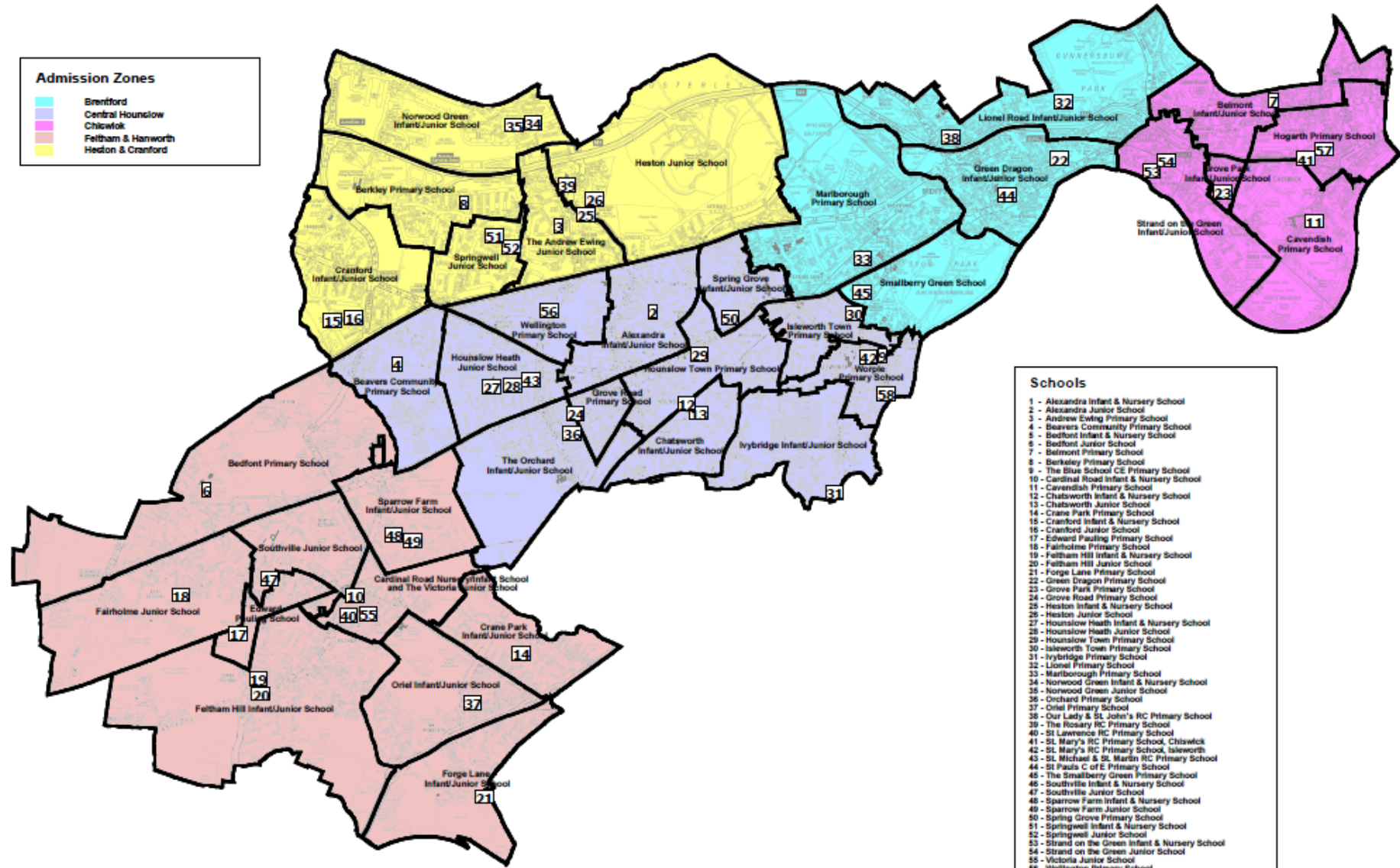
ADMISSION TO LINKED JUNIOR SCHOOLS:

Application for admission to a Junior school for pupils in the Infant school with which it is linked will be required, but those in the Infant school will have top priority for places in the linked Junior school. Other applicants for admission to the admission year in a Junior school should be made to the home Local Authority. However, if there are more applications than places available after the Infant school children have been allocated places in the linked Junior school, the maintaining Local Authority will consider all further requests for admission to community schools according to the Admission Criteria for Community Primary Schools.

Term-time admission to a particular school can only take place if there is a vacant place available in the relevant year group. Children in public care may be admitted to junior year groups above numbers. All term-time applications for a school place must be made to the Council, not directly to the schools, who will allocate places in accordance with the published admission criteria.

Admission Zones

- Brentford
- Central Hounslow
- Chiswick
- Feltham & Hanworth
- Heaton & Cranford



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- 1 - Alexandra Infant & Nursery School
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 - 16 - Cranford Junior School
 - 17 - Edward Pauling Primary School
 - 18 - Fairholme Primary School
 - 19 - Feltham Hill Infant & Nursery School
 - 20 - Feltham Hill Junior School
 - 21 - Forge Lane Primary School
 - 22 - Green Dragon Primary School
 - 23 - Grove Park Primary School
 - 24 - Grove Road Primary School
 - 25 - Heaton Infant & Nursery School
 - 26 - Heaton Junior School
 - 27 - Hounslow Heath Infant & Nursery School
 - 28 - Hounslow Heath Junior School
 - 29 - Hounslow Town Primary School
 - 30 - Isleworth Town Primary School
 - 31 - Ivybridge Primary School
 - 32 - Lionel Primary School
 - 33 - Marlborough Primary School
 - 34 - Norwood Green Infant & Nursery School
 - 35 - Norwood Green Junior School
 - 36 - Orchard Primary School
 - 37 - Oriel Primary School
 - 38 - Our Lady & St. John's RC Primary School
 - 39 - The Rosary RC Primary School
 - 40 - St. Lawrence RC Primary School
 - 41 - St. Mary's RC Primary School, Chiswick
 - 42 - St. Mary's RC Primary School, Isleworth
 - 43 - St. Michael & St. Martin RC Primary School
 - 44 - St. Paula C of E Primary School
 - 45 - The Smallberry Green Primary School
 - 46 - Southville Infant & Nursery School
 - 47 - Southville Junior School
 - 48 - Sparrow Farm Infant & Nursery School
 - 49 - Sparrow Farm Junior School
 - 50 - Spring Grove Primary School
 - 51 - Springwell Infant & Nursery School
 - 52 - Springwell Junior School
 - 53 - Strand on the Green Infant & Nursery School
 - 54 - Strand on the Green Junior School
 - 55 - Victoria Junior School
 - 56 - Wellington Primary School
 - 57 - The William Hogarth Primary School
 - 58 - Worple Primary School

Admission Arrangements for Voluntary Aided Primary Schools for September 2012/13

Our Lady and St John Catholic Primary School, Brentford



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 oversubscription 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.

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 should also 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 and it is very unlikely that your child will get a place at the school.

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 practicing Catholic families with Priest's support and Baptismal Certificates, 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 Baptismal Certificates.*

4. *Baptised Catholic Children from practising Catholic families who are not resident in St John's parish. Priest's support and Baptismal Certificates will be required.*
5. *Other baptised Catholic children resident in the parish of St John's with Baptismal Certificates.*
6. *Other baptized 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 statements by the pupil's home Local Education Authority. Details of this separate procedure are 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 (e.g. 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 evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can most appropriately be met at Our Lady and St John’s.

To demonstrate an **exceptional social, medical or pastoral** need of the child which can be most appropriately met at this school, the Governing Body will require written evidence from an appropriate professional, such as a social worker, doctor or priest. Provided compelling professional evidence is submitted at the time of application as to why the need can only be met by this school.

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 computer software based on Ordnance Survey and postal address data. The 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 footprint of the property 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 normally be given to the lowest flat number. Addresses in private roads will measure from the footprint of the property, along the middle of the private road leading to the public road/footpath as adopted and recorded by Hounslow Highways Team. Not used are routes using common land¹, open spaces, public parks, subways or footpaths not adopted by the Highways team².

1. *Except the Chiswick Common footpath between the junction at Chiswick Common Road and Turnham Green Terrace.*
2. *Except the pedestrian footpath 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 map, which is available from school.

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 term, 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 is available and there is no waiting list then the Governing Body will admit the child. 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 LA 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.



St Lawrence Catholic Primary School, Feltham

ADMISSION POLICY (NURSERY)

St Lawrence's Catholic Primary School was 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.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below. In this policy, 'applicant' refers to you, the parent applying for a place, and 'candidate' refers to the child for whom an application is made. 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 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 responsibility for admissions to this school and intends to admit **52** pupils to the nursery class in the school year which begins in September, 2012.

Taking up a place in Nursery does not guarantee a place in Reception.

Oversubscription Criteria

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

1. Catholic looked after children.
2. Catholics who are resident in the parish of St Lawrence
3. Other Catholic children.
4. Other looked after children.
5. Catechumens and members of an Eastern Christian Church.
6. Christians of other denominations whose parents wish them to have a Catholic education and whose application is supported by a minister of religion.
7. Children of other faiths whose parents wish them to have a Catholic education and whose application is supported by a religious leader.
8. Any other applicants.

Where the offer of places to all the applicants in any of the categories listed above would lead to oversubscription the following provisions will be applied.

- The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category.

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. This will be calculated by the London Borough of Hounslow on behalf of the school.

Distance will be measured by computer software based on Ordnance Survey and postal address data. The 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 footprint of the property 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 normally be given to the lowest flat number. Addresses in private roads will measure from the footprint of the property, along the middle of the private road leading to the public road/footpath as adopted and recorded by Hounslow Highways Team. Not used are routes using common land¹, open spaces, public parks, subways or footpaths not adopted by the Highways team².

1. *Except the Chiswick Common footpath between the junction at Chiswick Common Road and Turnham Green Terrace.*
2. *Except the pedestrian footpath at the eastern end of The Ride.*

Information about applications in previous years

Last year (2010) the school was heavily oversubscribed. We received **109** applications for **52** places. There were **0** applicants in category 1. There were **61** applicants in category 2 of whom **52** were offered a place based on their living in the parish and on distance. The Governors were unable to offer places below criteria 2. As the school is usually oversubscribed by Catholic candidates, it is very unlikely that a non-Catholic candidate will obtain a place. The Governing Body has been unable to offer a place to a non-Catholic applicant at any time in the last seven years.

Application Procedures and Timetable

To apply for a place at this school you should complete the school's **Supplementary Information Form** attached to this policy, and return it to St Lawrence's School, Victoria Road, Feltham. TW13 4FF.

You will also need to have the enclosed Priest's reference form completed by the priest of the church which you normally attend. This provides the proof of Catholicity.

Waiting Lists

Unsuccessful candidates will be offered the opportunity to be placed on a waiting 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. Names are normally removed from the list after 1 year.

Pupils 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 Authority. Details of this separate procedure are set out in the *Special Educational Needs Code of Practice*.

Definitions (these definitions form part of the oversubscription criteria)

- '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 parents).
- Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.
- '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.
- 'catechumen' means 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.
- For the purposes of this policy, parish boundaries are as shown on the attached map. ***Parish boundaries are defined by the Archdiocese of Westminster and are not within the remit of the school to alter.***

Notes (these notes form part of the oversubscription criteria)

- Looked after child* - For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a priest's reference demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

- Distances will be measured from the main entrance of the school using the methodology of the London Borough of Hounslow and will be carried out by them on behalf of the Governing Body. (as per “**Tie break**” above)

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 is available and there is no waiting 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. 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 LA can inform the parent that the school is making an offer.

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.

ADMISSION POLICY (RECEPTION)

St Lawrence’s Catholic Primary School was 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. Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below. In this policy, ‘applicant’ refers to you, the parent applying for a place, and ‘candidate’ refers to the child for whom an application is made. 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 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 responsibility for admissions to this school and intends to admit **60** pupils to the reception class in the school year which begins in September, 2012.

Having a place in Nursery does not guarantee a place in Reception

Oversubscription Criteria

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

1. Catholic looked after children.
2. Catholics who are resident in the parish of St Lawrence
3. Other Catholic children.
4. Other looked after children.
5. Catechumens and members of an Eastern Christian Church.
6. Christians of other denominations whose parents wish them to have a Catholic education and whose application is supported by a minister of religion.
7. Children of other faiths whose parents wish them to have a Catholic education and whose application is supported by a religious leader.
8. Any other applicants.

Where the offer of places to all the applicants in any of the categories listed above would lead to oversubscription the following provisions will be applied.

- The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category.

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. This will be calculated by the London Borough of Hounslow on behalf of the school.

Distance will be measured by computer software based on Ordnance Survey and postal address data. The 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 footprint of the property 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 normally be given to the lowest flat number. Addresses in private roads will measure from the footprint of the property, along the middle of the private road leading to the public road/footpath as adopted and recorded by Hounslow Highways Team. Not used are routes using common land¹, open spaces, public parks, subways or footpaths not adopted by the Highways team².

1. *Except the Chiswick Common footpath between the junction at Chiswick Common Road and Turnham Green Terrace.*
2. *Except the pedestrian footpath at the eastern end of The Ride.*

Information about applications in previous years *To be altered once information known*

Last year the school was heavily oversubscribed. We received **128** applications for **60** places. There were **0** applicants in category 1. **60** applicants in category 2 were offered a place, based on siblings and living nearest the school. **23** were not. The Governors were unable to offer places below criteria 2. As the school is usually oversubscribed by Catholic candidates, it is very unlikely that a non-Catholic candidate will obtain a place. The Governing Body has been unable to offer a place to a non-Catholic applicant at any time in the last seven years.

Application Procedures and Timetable

To apply for a place at this school, you must complete and return **two separate forms** in order to make a valid application. You should complete the school's **Supplementary Information Form** attached to this policy, and return it to St Lawrence's School, Victoria Road, Feltham. TW13 4FF,

You **must** also complete a **Common Application Form** from the London Borough of Hounslow and return it to:

- St Lawrence's School, Victoria Road, Feltham, Middx. TW13 4FF by **Tuesday 10th January 2012**
- *or*
School Admissions, Civic Centre, Lampton Road, Hounslow, Middx TW3 4DN /online by **Sunday 15th January 2012**

You will also need to have the enclosed Priest's reference form completed by the priest of the church which you normally attend. This provides the proof of Catholicity.

All of these forms must be received by **15th January 2012 at the latest**. You will be advised **by post** of the outcome of your application by **18th April 2012**, online on **19th April 2012**, initially by a letter from the LA on our behalf. If you are unsuccessful you may ask us for the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel. If you do not complete **BOTH** the forms described above and return them by the closing date, the Governing Body will be unable to consider your application fully and your child will not get a place at the school.

Waiting Lists

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting 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. Names are normally removed from the list after 1 year.

Pupils 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 Authority. Details of this separate procedure are set out in the *Special Educational Needs Code of Practice*.

Definitions (these definitions form part of the oversubscription criteria)

- '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 parents).
- Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.
- '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.
- 'Catechumen' means 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.
- For the purposes of this policy, parish boundaries are as shown on the attached map. ***Parish boundaries are defined by the Archdiocese of Westminster and are not within the remit of the school to alter.***

Notes (these notes form part of the oversubscription criteria)

- Looked after child* - For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a priest's reference demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).
- Distances will be measured from the main entrance of the school using the methodology of the London Borough of Hounslow and will be carried out by them on behalf of the Governing Body. (as per "**Tie break**" above)

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 is available and there is no waiting 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. 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 LA can inform the parent that the school is making an offer.

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.



St Mary's Catholic Primary School, Chiswick

St Mary's Catholic Primary School is a Catholic Voluntary Aided School. Admission to the school is the direct responsibility of the School Governors. As a Catholic School, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic practice and doctrine 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.

You should read the notes contained in these Arrangements to see which category your application is likely to fall into. In recent years, the school has been oversubscribed in category A2. It is therefore very unlikely that an application will be successful if it falls into category A3 or below. The Published Admission Number ('PAN') for intake for Reception in 2012 is 30. Applications are invited for September 2012 from families whose child attains 4 years of age between 01/09/2011 and 31/08/2012.

Definitions

In these Arrangements, the following definitions shall apply:

Applicant:

Means the child named in the application form.

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 for a child by a certificate of baptism in a Catholic Church or a certificate or reception into the full communion of the Catholic Church.

Christian:

Is defined as a member of a church, which belongs to Churches Together in Britain and Ireland.

Looked After Children:

Are those looked after by a local authority, as defined by Section 22 of the Children Act 1989.

Parent:

Is defined as the person or persons who have legal responsibility for the child.

Resident:

A child is deemed to be resident at a particular address when he/she resides there for 50% or more of the school week.

Sibling:

Is defined as the brother, sister, half or step-brother or sister, or adopted brothers and sisters who will still be in attendance in September 2012.

Priority of Applications

Applications will be allocated according to the categories listed below, in order of priority. **Priority within each category will be given to applicants with exceptional social, medical or pastoral needs, as set out in these Arrangements.**

- A1. Catholic Looked-After Children (children looked after by a local authority as defined by Section 22 of the Children Act 1989)
- A2. Practising Catholic applicants, baptised within 12 months of birth, resident within the boundaries of the Catchment Area (CA) at the time of application *
- A3. Practising Catholic applicants, baptised later than 12 months after birth, resident within the boundaries of the Catchment Area (CA) at the time of application **
- A4. Practising Catholic applicants resident outside the Catchment Area at the time of application
- A5. Non-practising Catholic applicants within the boundaries of the Catchment Area (CA) at the time of application
- A6. Non-practising Catholic applicants outside the Catchment Area (CA) at the time of application
- A7. Non-catholic applicants who are Looked-After Children as defined by Section 22 of the Children Act 1989
- A8. Applicants from other Christian denominations whose application is supported by a Baptismal Certificate or a letter of support from their Minister of Religion
- A9. Other applicants

In the event of over-subscription within each or any of the above categories, places will be awarded in the following order:

- 1. Applicants with a sibling of statutory school age attending the school at the time of admission (not application). In the event of over-subscription places will be allocated by the use of an electronic random allocation system, which will be independently operated.
- 2. The balance of the places will be allocated by the use of an electronic random allocation system, which will be independently operated.

*Please refer to the notes in these Arrangements for further information regarding late baptisms.

Evidence of Catholicity of Applicant (child) and Practice

1. Parents will be asked to provide the original copy of the applicant (child's) Baptismal Certificate and the Priest's Reference form, in the standard format laid down by the Diocese, signed by your Priest. According to Canon Law "Parents are obliged to see their infants are baptised within the first few weeks, as soon as possible after birth". Accordingly, it is expected that the applicant will have been baptised within 12 months of birth. If the Governing Body is satisfied that there are exceptional circumstances (e.g. relating to the applicant (child) or parent/carer) justifying a late baptism and these grounds are supported by the Priest completing your reference form, the Governing Body will classify the application within category A2 and not A3. Otherwise, the application will fall into category A3. Bearing this in mind, in the case of late baptisms, it is essential that you inform the Priest or Priests who complete your reference form advising them of the reason for the late baptism. It will also be necessary to provide for the benefit of the Governing Body, which makes the final decision, any documentary or other evidence in support of any matters advanced in explanation of a late baptism.
2. 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. We only expect a reference from a Priest for practising Catholic applicants.

Applications from other Christian Denominations.

All applications are valid with or without a reference from their minister or religious leader.

Priest's Reference

The application must be accompanied by Part B of the Diocese of Westminster Priest's Reference Form, from your Parish Priest. If you have been worshipping in your Parish for less than two years you should obtain a reference from the Parish Priest in your former Parish as well as your current Parish Priest. If you have not known your Parish Priest for two years you should obtain a reference from your previous Parish Priest.

Catchment Area (CA).

A copy of a map with the CA marked on it, and a list of street names within the CA, is available for reference at the school office. In some cases the boundary will cross a road or street. Even if you already have another child attending the school, you must be resident within the CA at the time of the application to qualify within category A2.

Oversubscription

Random Allocation (RA)

In the event of oversubscription, a random allocation system will be used to decide which child/children should be offered the available place(s). The use of random allocation will be operated independently of the school or any person or organisation connected with the school.

Please note – in the case of multiple births the applications will be treated as one application for the purposes of the random allocation process. In the event that the RA process allocates the final place(s) to a multiple birth application and there are insufficient places for all the remaining children, the parents shall be offered the available place(s).

Exceptional, Social, Medical or Pastoral Circumstances

Social, Medical or Pastoral circumstances only arise in very exceptional cases. The circumstances must be relevant only to the issue of whether or not there is a particular social, medical or pastoral need for the applicant (child) to attend **St Mary's Catholic Primary School (as opposed to any other school)**. Where the Governing Body agrees that an applicant does have exceptional, social, medical or pastoral need and Saint Mary's Catholic Primary School can meet this need, then the applicant will be given top priority within the category in which they fall.

If you consider your child has these exceptional social, medical or pastoral circumstances, please provide a supporting statement from an appropriate professional, such as a social worker, doctor or priest. Please also inform the priest/priests who will complete your reference form.

Documentation

Applications must be submitted by the published closing date accompanied by the original:

- Applicant's Baptismal Certificate
- Part B of Diocese of Westminster Priest's Reference Form(s) (where applicable).
- Current Council Tax Bill
- Proof of closing gas or electricity account if the applicant's address has changed in the past year.
- Any other documentation, if claiming exceptional social, medical or pastoral circumstances – i.e. statement from an appropriate professional, such as a social worker, doctor or priest.

Originals are returned, after being copied at the school office, at the time of submitting the application in person. If documents are not presented in English, authenticated translations should be provided at the time of submitting the

application. The Governing Body reserves the right to verify any information given and to ask for further information.

Waiting List

The school operates a zero numbered waiting list. Whenever a place becomes available the oversubscription criteria will be applied to all applications on the waiting list if necessary.

Late Applications

Any applications submitted after the published closing date (if eligible), will be considered in future rounds of random allocation as vacancies arise.

False Information

In the event of any false or misleading information being provided, the Governing Body reserve the right to refuse to admit the child (applicant) or to withdraw the place, if an offer has already been made.

Governing Body Responsibilities

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 are set out in the Special Educational Needs Code of Practice. Such children will count towards the total number of children the Governors have published as their intention to admit to the Reception Year group (PAN).

Appeals Procedure

In the event of a child being refused admission, the Governors will write to the parents/carer giving the reason for the decision. Parents/Carers wishing to exercise their right of appeal should contact the clerks to the education appeals panel for more information about the appeals procedure. They can be contacted on 020 8583 2067 or 020 8583 2068, or can be emailed to schoolappeals@hounslow.gov.uk.

Application Procedure and Timetable

To apply for a place at St Mary's Catholic Primary you should complete and return two separate forms by **[closing date]**. In order to make a full application you should complete the school's Supplementary Information Form (SIF) attached to these arrangements and return it to the Governors' Admissions Panel via the school office,

together with all other relevant paperwork required for your application. You must also complete a Common Application Form (CAF) from your Local Education Authority and return it to them.

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.

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 is available and there is no waiting list, the local authority will be informed, the Common Application Form and 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 categories of priority, and if necessary the over-subscription criteria set out in these Arrangements will be applied. 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. This waiting list will be maintained by the Governing Body in the order of the categories of priority and not in 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, who the place should be awarded to, and the LEA will then 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 (PAN).

Reception Year Deferred Entry

Applications are invited for September 2012 from families whose child attains 4 years of age between 01/09/2011 and 31/08/2012. 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 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 that are unlikely to obtain a place.

PLEASE NOTE: Entry into St Mary's Catholic Primary School Nursery DOES NOT guarantee entry into the Reception Class the following year. An application form must be completed by all applicants of statutory school age intending to apply for a place in Reception Class in any given year



St Mary's Catholic Primary School, Isleworth

St Mary's is a Catholic Primary and Nursery School within the Diocese of Westminster, founded for the education of Catholic children of the parishes of

- Our Lady of Sorrows & St Bridget's, Isleworth
- St Vincent de Paul, Osterley and
- St Margaret of Scotland, St Margaret's Twickenham

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 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 between 01/09/2011 and 31/08/2012.

The Governors intend to admit up to the school's Published Admission Number (PAN) of 30 pupils to the Reception Class. The Governing Body has responsibility for admissions to the school. To apply first complete the school Supplementary Information Form (SIF) and return it to the school office together with all the relevant paperwork required for your application. Then complete a Common Application Form (CAF) from the council and return it to them. If you do not complete and return both the CAF and SIF by the closing date, the Governing Body may be unable to consider your application fully.

Parents are advised that a place in the Nursery does not guarantee a place in Reception and are asked to note that a new application will be required when a pupil applies for full-time Statutory Education and the Criteria for Entry will again be applied.

Applications 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. 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. Parents of children with 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 that if the school is oversubscribed they are unlikely to obtain a place.

Information about applications in previous years:

The school is regularly oversubscribed. In the past 5 years the Governors have been unable to offer any places to non-Catholics.

Example: For the academic year 2009/2010 we received 72 applications for 30 Reception places. There were no applications in Criteria 1 and 43 applications in

Criteria 2. The Governors made offers of 30 places in accordance with the Admissions Policy to 30 applicants in Criteria 2.

OVERSUBSCRIPTION CRITERIA

Where there are more applications than places the Governors will make offers of places in accordance with the following criteria and in the priority order listed below:

- 1. Catholic¹ looked after children²**
 - 2. Catholic children from practising Catholic³ families whose application is supported by a baptism certificate for the child and a reference form from the priest and the child is resident⁶, at the time of application, within the parishes of**
 - Our Lady of Sorrows & St Bridget's, Isleworth
 - St Vincent de Paul, Osterley
 - St Margaret of Scotland, St Margaret's Twickenham
- Additional copies of maps of parish boundaries are available from the school website, your Parish and the Diocese of Westminster Tel: 020 7798 9033*
3. Catholic children from practising Catholic families whose application is supported by a baptism certificate for the child and a reference form from the priest
 4. Catholic children from Catholic families whose application is supported by a baptism certificate for the child.
 - 5. Other looked after children**
 - 6. Children who are Catechumens or members of other Eastern Orthodox Churches, whose application is supported by a letter of reference from the priest and a baptism certificate for the child or a certificate of reception from the authorities of that Church.**
 - 7. Any other applicants.**

If the school is oversubscribed the following provision will be applied to each of the above criteria.

- A. Top Priority will be given to any child within each of the above criteria who has a social, medical or pastoral need* which can only be met at St Mary's Catholic Primary School Isleworth.
- B. Priority will be given to any child within each of the above criteria who has a sibling⁵ in the school **at the time of admission.**

Then, if the school is still oversubscribed proximity of the child's residence⁶ to the school is used **. For applicants who live the same distance from the school, random allocation by drawing of lots in the presence of an independent witness will be used.

* *Compelling written evidence **at the time of application** from a recognised professional body such as a social worker, doctor or priest must be provided and will be treated in the strictest confidence*

** *Distance will be measured by computer software based on Ordnance Survey and postal address data. The 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 footprint of the property 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 normally be given to the lowest flat number. Addresses in private roads will measure from the footprint of the property, along the middle of the private road leading to the public road/footpath as adopted and recorded by Hounslow Highways Team. Not used are routes using common land, open spaces, public parks, subways or footpaths not adopted by the Highways teamⁱⁱ.*

- i. *Except the Chiswick Common footpath between the junction at Chiswick Common Road and Turnham Green Terrace.*
- ii. *Except the pedestrian footpath at the eastern end of The Ride.*

Multiple Applications (i.e. twins, triplets or other multiple applications from one family).

In this event if there is a single remaining place the single remaining place will be determined by random allocation in the presence of an independent witness.

Any non-English supporting documents will need to be certified translations.

Explanatory Notes (these notes form part of the CRITERIA FOR ENTRY)

¹ 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Rite Churches (list available from the school, your parish and the Diocese of Westminster Tel: 020 7798 9033). 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. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a priest's reference demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

² '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 parents).

³ 'practising Catholic' means a Catholic child from a practising Catholic family where the practice is verified by a reference from a Catholic priest in the standard format laid down by the Diocese.

⁴ 'catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

⁵ 'sibling' means a brother or sister (not cousin) including half-, step- adoptive brother and sister who live at the same address as the child.

⁶ 'residency' of the child will be determined by address shown on Council Tax and Child Benefit documents.

Pupils with a Statement of Special Educational Needs

The admission of pupils with a Statement of Educational Needs is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements made by the pupil's Home Local Authority. Details of this separate procedure are set out in the *Special Educational Needs Code of Practice*.

For clarity St Mary's Catholic Primary School has a duty to admit a Catholic child with a Statement of Special Educational Needs naming the school where it is possible for the school to meet these needs.

Fair Access Protocol

The school is committed to taking its fair share of vulnerable Catholic children who are hard to place, in accordance with locally agreed protocols. Accordingly, outside the normal round of admissions, the Governing Body are empowered to give absolute priority to a Catholic child where admission is requested under any local protocol which carries the agreement of both the Governing Body and the diocese for the current admission year. The Governing Body has this power even when admitting such a Catholic child would exceed the normal admission number. The Governors will be obliged to admit a non-Catholic child if directed to do so.

Unsuccessful Applications

If your application is unsuccessful, and you are not offered a place at St Mary's Catholic Primary School, you have the right to appeal against the decision. Please contact the Local Authority's School Admission Team to request an appeal registration form and inform the school that you are appealing against the decision.

In addition to the right of appeal, unsuccessful candidates will be offered an opportunity to be placed on a waiting list that is maintained on order of the

oversubscription criteria above and not in the order in which applications are received or added to the list. The list is open until the end of the academic year of anticipated admission. **After this names are removed unless parents specifically request to be kept on the list, up to the end of that academic year.** It is also the parent's responsibility to inform the school of any change in circumstances and provide the supporting documentation (e.g. residency, social, medical or pastoral) as this can affect position on the waiting list. If a place becomes available the Governors will decide (using the criteria) who is at the top of the list so that the Local Authority can inform the parent that the school is making an offer.

In-Year Applications

In-Year applications will be considered in accordance with the oversubscription criteria. Should there be a vacancy in any class during the academic year; places will be offered after applying the above admissions criteria to all applicants.

Applications for In-Year admissions are made in the same way as those made during the normal admissions round. If a place is available and there is no waiting 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. 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 **unless parents specifically request to be kept on the list.** It is also the parent's responsibility to inform the school of any change in circumstances and provide the supporting documentation (e.g. residency, social, medical or pastoral) as this can affect position on the waiting list.

IN-YEAR ADMISSIONS POLICY September 2012 – August 2013

St Mary's is a Catholic Primary and Nursery School within the Diocese of Westminster, founded for the education of Catholic children of the parishes of

- Our Lady of Sorrows & St Bridget's, Isleworth
- St Vincent de Paul, Osterley and
- St Margaret of Scotland, St Margaret's Twickenham

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 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.

In-Year applications will be considered in accordance with the Admissions Policy defined in this document. Should there be a vacancy in any class during the academic year, places will be offered after applying the admissions criteria to all applicants.

The Governors admit up to the schools Published Admission Number (PAN) of 26 for Nursery; 30 pupils to the Reception, Year 1 and Year 2 classes and up to 33 pupils in Year 3, Year 4, Year 5 and Year 6. Please remember that a separate application must be made on behalf of all those children seeking admission to the Reception Class, including those attending the Nursery. Admission to the School has to be considered independently from Nursery Class admissions.

Parents are advised that a place in the Nursery does not guarantee a place in Reception and are asked to note that a new application will be required when a pupil applies for full-time Statutory Education and the Criteria for Entry will again be applied.

Applications 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. 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. Parents of children with 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 that if the school is oversubscribed they are unlikely to obtain a place.

Information about applications in previous years:

The school is regularly oversubscribed. In the past 5 years the Governors have been unable to offer any places to non-Catholics.

Example: For the academic year 2009/2010 we received 72 applications for 30 Reception places. There were no applications in Criteria 1 and 43 applications in Criteria 2. The Governors made offers of 30 places in accordance with the Admissions Policy to 30 applicants in Criteria 2.

OVERSUBSCRIPTION CRITERIA

Where there are more applications than places the Governors will make offers of places in accordance with the following criteria and in the priority order listed below:

- 1. Catholic¹ looked after children²**
- 2. Catholic children from practising Catholic³ families whose application is supported by a baptism certificate for the child and a reference form from the priest and the child is resident⁶, at the time of application, within the parishes of**
 - Our Lady of Sorrows & St Bridget's, Isleworth
 - St Vincent de Paul, Osterley
 - St Margaret of Scotland, St Margaret's Twickenham

Additional copies of maps of parish boundaries are available from the school website, your Parish and the Diocese of Westminster Tel: 020 7798 9033

3. Catholic children from practising Catholic families whose application is supported by a baptism certificate for the child and a reference form from the priest
4. Catholic children from Catholic families whose application is supported by a baptism certificate for the child.
5. **Other looked after children**
6. **Children who are Catechumens⁴ or members of other Eastern Orthodox Churches, whose application is supported by a letter of reference from the priest and a baptism certificate for the child or a certificate of reception from the authorities of that Church**
7. Any other applicants.

If the school is oversubscribed the following provision will be applied to each of the above criteria.

- A. Top Priority will be given to any child within each of the above criteria who has a social, medical or pastoral need * which can only be met at St Mary's Catholic Primary School Isleworth.
- B. Priority will be given to any child within each of the above criteria who has a sibling⁵ in the school **at the time of admission.**

Then, if the school is still oversubscribed proximity of the child's residence⁶ to the school is used **. For applicants who live the same distance from the school, random allocation by drawing of lots in the presence of an independent witness will be used.

* *Compelling written evidence **at the time of application** from a recognised professional body such as a social worker, doctor or priest must be provided and will be treated in the strictest confidence*

** Distance will be measured by computer software based on Ordnance Survey and postal address data. The 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 footprint of the property 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 normally be given to the lowest flat number. Addresses in private roads will measure from the footprint of the property, along the middle of the private road leading to the public road/footpath as adopted and recorded by Hounslow Highways Team. Not used are routes using common landⁱ, open spaces, public parks, subways or footpaths not adopted by the Highways teamⁱⁱ.

- i. *Except the Chiswick Common footpath between the junction at Chiswick Common Road and Turnham Green Terrace.*
- ii. *Except the pedestrian footpath at the eastern end of The Ride.*

Multiple Applications (i.e. twins, triplets or other multiple applications from one family).

In this event if there is a single remaining place the single remaining place will be determined by random allocation in the presence of an independent witness.

Any non-English supporting documents will need to be certified translations.

Explanatory Notes (these notes form part of the CRITERIA FOR ENTRY)

¹ 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Rite Churches (list available from the school, your parish and the Diocese of Westminster Tel: 020 7798 9033). 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. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a priest's reference demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

² '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 parents).

³ 'practising Catholic' means a Catholic child from a practising Catholic family where the practice is verified by a reference from a Catholic priest in the standard format laid down by the Diocese.

⁴ 'catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

⁵ 'sibling' means a brother or sister (not cousin) including half-, step- adoptive brother and sister who live at the same address as the child.

⁶ 'residency' of the child will be determined by address shown on Council Tax and Child Benefit documents.

Pupils with a Statement of Special Educational Needs

The admission of pupils with a Statement of Educational Needs is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining statements made by the pupil's Home Local Authority. Details of this separate procedure is set out in the *Special Educational Needs Code of Practice*.

For clarity St Mary's Catholic Primary School has a duty to admit a Catholic child with a Statement of Special Educational Needs naming the school where it is possible for the school to meet these needs.

Fair Access Protocol

The school is committed to taking its fair share of vulnerable Catholic children who are hard to place, in accordance with locally agreed protocols. Accordingly, outside the normal round of admissions, the Governing Body are empowered to give absolute priority to a Catholic child where admission is requested under any local protocol which carries the agreement of both the Governing Body and the diocese for the current admission year. The Governing Body has this power even when admitting such a Catholic child would exceed the normal admission number. The Governors will be obliged to admit a non-Catholic child if directed to do so.

Unsuccessful Applications

If your application is unsuccessful, and you are not offered a place at St Mary's Catholic Primary School you have the right to appeal against the decision. Please contact the Local Authority's School Admission Team to request an appeal registration form and inform the school that you are appealing against the decision.

However for Nursery Applications, if you do not get offered a place you do not have the right to Appeal as Nursery is not a statutory school age.

All unsuccessful candidates (including Nursery) will be offered an opportunity to be placed on a waiting list that is maintained on order of the oversubscription criteria above and not in the order in which applications are received or added to the list. The list is open until the end of the academic year of anticipated admission. **After this names are removed unless parents specifically request to be kept on the list, up to the end of that academic year.** It is also the parent's responsibility to inform the school of any change in circumstances and provide the supporting documentation (e.g. residency, social, medical or pastoral) as this can affect position on the waiting list. If a place becomes available the Governors will decide (using the criteria) who is at the top of the list so that the Local Authority can inform the parent that the school is making an offer.



St Michael and St Martin Catholic School, Hounslow

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 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.

- St Michael and St Martin Catholic Primary School provides co-educational day schooling. It is the Governors' intention to admit 60 children in Reception classes.
- Children are admitted in accordance with the School Governors' Admission Policy.
- Governors will give priority for admission to applicants whose children are baptised according to the rites of the Catholic Church who can provide evidence of regular Catholic practice by at least one of the parents in the form of a reference by a Priest. A baptismal certificate must be produced. 'Regular Catholic practice' means weekly (Sat eve/Sunday) mass attendance. Priority will be given within categories 2, 3 and 4 of the oversubscription criteria.
- Unless a child's inclusion is incompatible with the efficient education of other children, the school has a duty to admit a child with a Statement of Special Educational Needs naming the School.
- In the event of there being more applicants who fulfil the requirements than there are places available, the Governors will fill the places available by allocating them to applicants in the order set out below:

Oversubscription Criteria

1. Looked after Catholic children
2. Catholic children with a brother or sister already attending the school at the time of admission
3. Catholics who live in the parishes of SS Michael and Martin, Hounslow, Our Lady and St Christopher, Cranford or St Vincent de Paul, Osterley (maps of these three parishes are available for consultation at the school and in the three parishes)
4. Catholics who live in other parishes
5. Other looked after children
6. Baptised children from other Christian denominations whose application is supported by a baptismal certificate

7. All other applicants

If necessary, further priority within each category will be determined by proximity from the applicant's home front door to the main gate of the School. In the case of more than one family living the same distance from the school or of more than one application from the same family (e.g. twins etc.) competing for a single remaining place, the place will be allotted by random allocation i.e. lottery. This will take place in the presence of an independent witness.

Distance will be measured by computer software based on Ordnance Survey and postal address data. The 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 footprint of the property 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 normally be given to the lowest flat number. Addresses in private roads will measure from the footprint of the property, along the middle of the private road leading to the public road/footpath as adopted and recorded by Hounslow Highways Team. Not used are routes using common land¹, open spaces, public parks, subways or footpaths not adopted by the Highways team².

1. *Except the Chiswick Common footpath between the junction at Chiswick Common Road and Turnham Green Terrace.*
2. *Except the pedestrian footpath at the eastern end of The Ride.*

Unsuccessful applicants will be offered a right of appeal.

Parents must complete the Common Application Form (CAF) which is available from the Local Authority and which must be returned to the Local Authority by the closing date. You should also complete the Supplementary Information Form (SIF) and the Priest's Reference Form (where applicable). These are both available from the school and the SIF is also available from the Local Authority. The Priest's Reference Form can be obtained from the school and is also available on the Diocesan website at www.rcdow.org.uk. Both forms should be returned to the school by the closing date. Unless all forms are submitted by the closing date Governors may not be able to give full consideration to your application and you are very unlikely to be offered a place.



St. Paul's Church of England Primary School **Admission Criteria**

St. Paul's Church of England Primary School has a distinctive Christian ethos which is at the heart of the school and provides an inclusive, caring and supportive environment where children learn and flourish in a setting shaped by Christian values. We welcome applications from all members of the community and we ask all parents to respect the Christian ethos of our school and its importance to our community.

The Governors will admit a maximum of 30 children to the reception class in any one year. This limit fulfils the Local Authority and National requirements, reflecting the restriction of class sizes to 30 as directed by central government.

The school is part of the locally agreed co-ordination scheme and the timescale for applications to be received and processed are those agreed with the Local Authority. Parents must complete The London Borough of Hounslow's Common Application Form naming this school as one of their preferences.

Applicants who wish to be considered for a Foundation Place should also submit a Supplementary Information Form so that Governors can consider their application fully; this can be obtained from the school office or the London Borough of Hounslow Local Authority. Applicants for Foundation Places will be required to supply evidence of their commitment and attendance at church on this form. (This form must be returned to the school office by the closing date as published by the London Borough of Hounslow).

There are three categories for entry to St Pauls CE Primary school:

- Looked after children.
- Foundation Places.
- Open places.

Criteria

Looked After Children

Children in the care of the Local Authority, as defined by section 22 of the Children Act, will have priority over all other applicants. The Governors will require written confirmation that the child is in public care and will be so at the time of admission to the school. Children under an agreed series of short term placements (such as respite) are excluded.

Foundation Places (24 places)

Subject to the priority granted to looked after children, the Governors have designated 24 places as Foundation Places for admission to the Reception Class and subsequent classes. Places will be offered in accordance with the following criteria. These are stated in order of priority.

- Children of families who worship regularly in a Church of England church. *
- Children who reside in the Parish of Brentford (please see attached) and who worship in a church or chapel of another Christian denomination as defined by the following:-*
 - a) Churches together in England (including associated members)
 - b) Churches together in Britain & Ireland (including associated members).
 - c). The Evangelical Alliance (including associated members).

Open Places

The Governors have designated 6 places to applicants who do not qualify for a Foundation Place. Parent's applying for an Open Place do so knowing that the school aims to provide an education based upon Christian values.

Places will be offered in accordance with the following criteria. These are stated in order of priority.

- Applicants who will have a sibling in the main school on the date of admission.
- Proximity of home to school. ****

Tie Break

In the event of any one of the above categories in both the Foundation and Open Places being oversubscribed, places will be allocated as follows, in order of priority:-

- 1) Applicants who will have a sibling in the main school on the date of admission. ***
- 2) Proximity of home to school. ****

In the event of two applicants having the same distance random allocation will be used to decide the place.

Notes:

*To verify claims of religious attendance please take the supplementary information form to your religious leader who should complete it and return it to the school by the date published. Governors consider regular worship to mean attendance by the child and at least one parent/family member**, at least twice a month over a period of two years.

**A parent is any person who has parental responsibility for or is the legal guardian of the child. Family members include only parents as defined above and siblings as defined below.

***Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carers partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

****Distance will be measured by computer using Google maps. The software measures using public roads maintained by Hounslow Council's Highway Team. When using roads for measurement purpose the computer measures along the middle of the road. It starts from a point in the footprint of the property which is supplied by postal address data and continues by the shortest available route to the nearest of the school gates in use to the child's home. It does not use routes using common land, open spaces or public parks¹. In blocks of flats, priority will normally be given to the lowest flat number.

¹ Except St Pauls Recreational Ground.

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 is available and there is no waiting 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. 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 LA can inform the parent that the school is making an offer.

The Blue Church of England School, Isleworth



THE BLUE CE SCHOOL, ISLEWORTH

As The Blue School is a Church of England School, it has no rigid catchment area within which children are expected to live. For many years the number of children for whom parents have sought admission to the Reception Class has been in excess of the number of places available (30). Where there are more applications than places available, the following criteria, which are set down in order of strict priority, will be used:

1. Church of England children in public care.
2. Active membership by the child's family (see note 'f') of a Church of England Church.
3. All other children in public care.
4. Active membership by the child's family (see note 'f') of another Christian denomination.
5. An applicant who desires a religious background to education and is an active member of another faith.

An active membership of the Church or other faith is considered to be twice a month for two years. Applicants in categories 1, 2, 4 & 5 should obtain from the school the Supplementary Information Form which should be completed by their minister of religion in support of their application, so that the Governors may consider their application fully.

6. Any other children.

In the event of over-subscription in any of the above categories, the Governors will give priority in the following order:

- i) An applicant with a sibling (see note 'c') still attending the school at the time of entry.*
- ii) Proximity between home to school (see note 'd').*
- iii) Tie breaker (see note 'e').*

Each application will be considered on the above criteria.

HOW TO APPLY FOR ADMISSION TO THE BLUE SCHOOL

Notes on admissions policy, criteria and procedures

General

1. As a C of E, voluntary aided (VA) school, the Blue School Governing Body is responsible for all admissions decisions. All applications will be considered equally against the criteria. The onus is on the family to ensure their forms are accurate, up to date and returned to the School by the closing date. The expected timetable for consideration of applications is set out below.

For application into the Reception Class, there is an independent Local Authority administered appeal procedure for unsuccessful applicants. The forms of unsuccessful candidates will be kept at the School for future reference.

2. The Governors would strongly recommend parents who are offered a place to keep their child at the School until the end of Year 6 in order to benefit fully from being part of The Blue School.

3. **Timetable of events**

Final date for Application forms to be received in School is Friday 13th January 2012.

Final date for receipt of the School's Supplementary Information Form which includes the Vicar's/Minister's/Religious Leader's reference form in School is Friday 13th January 2012.

Parent notified of acceptance/rejection of application by the Local Authority (LBH) on Wednesday 18th April 2011.

Notes on terms used in the criteria:

- a) **Active membership** will be verified by the appropriate Vicar/Minister/Religious Leader on the form provided by the school. The Vicar/Minister/Religious Leader will be advised that active membership must be for at least 2 years, with attendance at least fortnightly by at least one parent.
- b) **By Christian**, the Governors mean any church accepted and registered

with *Churches Together in Britain and Ireland*, who can be contacted at:
Inter-Church House, 35-41 Lower Marsh, London, SE1 7SA
Telephone: 020 7523 2121 Fax: 020 7928 0010
E-mail: info@ctbi.org.uk

or with the *Evangelical Alliance*, who can be contacted at: Whitefield
House, 186 Kennington Park Road, London, SE11 4BT
Telephone: 020 7207 2100 Fax: 020 7207 2150
E-mail: infor@eauk.org

The onus is on the family to provide evidence that their church is registered with Churches Together or the Evangelical Alliance.

c) **Siblings** include brothers, sisters, step brothers and step sisters and fostered children living at the same address. The attendance of these at the school at the time of entry will increase the priority of an applicant within the category.

d) **Proximity between home to school.**

Distance will be measured by computer software based on Ordnance Survey and postal address data. The 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 footprint of the property 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 normally be given to the lowest flat number. Addresses in private roads will measure from the footprint of the property, along the middle of the private road leading to the public road/footpath as adopted and recorded by Hounslow Highways Team. Not used are routes using common land (1), open spaces, public parks, subways or footpaths not adopted by the Highways team (2).

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

(2) Except the pedestrian footpath at the eastern end of the Ride.

e) **Tie breaker.** In the highly unlikely event that children identically fulfil all the

above criteria, the London Diocesan Board for School's policy of a 'tie breaker' will come into effect. Places will therefore be awarded by means of 'random allocation'.

f) **Definition of 'family'.**

The expression 'family' relates to the child's permanent legal carer. This includes **either** a parent or parents or permanent legal carer/s or permanent legal guardian/s.

In-Year admissions.

Should there be a vacancy in a class during the academic year, representatives of the Governing Body will apply the admissions criteria to all applicants. If regular worship is mentioned the relevant Vicar/Minister/Religious Leader will be contacted.



The Rosary Catholic Primary School, Heston

The Rosary Catholic Primary School is a Catholic Foundation intended for the education of Catholic children. The word Catholic is to be interpreted as baptised Catholic in full communion with the See of Rome including the Eastern Catholic Churches. The admission of pupils rests with the Governing Body whose criteria for admissions should be read in conjunction with the Statement by the Bishops (obtainable from the school).

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below.

In 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 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 responsibility for admissions to this school and intends to admit 60 pupils to the Reception classes in the school year which begins in September 2012. Applications are welcome from families whose child reaches his/her 4th birthday between 1st September 2011 and 31st August 2012. Parents may request that their child attend part-time until s/he reaches statutory school age.

Oversubscription Criteria

Consideration will be given, and offers of places will be made to eligible pupils, in accordance with the following criteria and order of priority as vacancies occur.

1. Catholic looked – after children¹.
2. Baptised practising Catholics² who are resident in the Catholic Parishes of Heston, Cranford or Osterley. Their application must be supported by their Priest.
3. Other baptised practising Catholics whose application is supported by their Priest.
4. Other Baptised Catholics.
5. Other looked-after children.
6. Catechumens³ and members of Eastern Christian Church⁴.
7. Christians of other denominations with a Baptismal Certificate or a Certificate of Dedication whose parents/guardians wish them to have a Catholic education and whose application is supported by their Minister.

8. Christians without a Baptismal Certificate or a Certificate of Dedication whose parents/guardians wish them to have a Catholic education and whose application is supported by their Minister.
9. Children of other faiths whose parents wish them to have a Catholic education and whose application is supported by a religious leader.
10. Any other applicants.⁵

PLEASE NOTE:

1. In each of the above criterion the presence of a sibling in the School at the time of admission increases priority within the category. (Siblings refer to brothers and sisters, step brothers and sisters, half brothers and sisters or adopted brothers and sisters who live at the same address as the child).
2. Where only one place is available for more than one child within the same family the offer of a place will be decided by random allocation. A lottery will be carried out by the Governors in the presence of an independent witness.
3. The Governing Body gives top priority to an application within a category where compelling professional evidence is provided, in writing, at the time of application of an exceptional social, medical or pastoral need of the child which can only be met at this school. Evidence must be provided from a suitable professional such as a medical consultant, a priest or a social worker.

Tie Break

Further priority in any of the above criteria will be determined, if necessary, by proximity, in terms of walking distance, of the child's home address⁶ to the School. For applicants who live the same distance from the school, random allocation by drawing of lots in the presence of an independent witness will be used.

Distance will be measured by computer software based on Ordnance Survey and postal address data. The 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 footprint of the property 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 normally be given to the lowest flat number. Addresses in private roads will measure from the footprint of the property, along the middle of the private road leading to the public road/footpath as adopted and recorded by Hounslow Highways Team. Not used are routes using common land¹, open spaces, public parks, subways or footpaths not adopted by the Highways team².

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

2. *Except the pedestrian footpath at the eastern end of The Ride.*

Application Procedures and Timetable

To apply for a place at this school, you should complete and return two separate forms in order to make a valid application:

- You must complete the school's Supplementary Information Form together with the Priest Reference Form and return it to The Rosary Catholic Primary School, 10 The Green, Heston, TW5 0RL by 15th January 2012.
- You must also complete a Common Application Form from the London Borough of Hounslow and return it to The Rosary Catholic Primary School, 10 The Green, Heston, TW5 0RL by 10th January 2012 **or** School Admissions, Civic Centre, Lampton Road, Hounslow, TW3 4DN by 15th January 2012.

If you do not complete both forms described above and return them by the closing date, the Governing Body will be unable to consider your application.

You will be advised of the outcome of your application on 18 April 2012 by a letter from the council on our behalf.

Appeal Procedure

Should your application be unsuccessful you may ask us for the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel. You will need to approach the Local Authority for the relevant forms.

Waiting Lists

In addition to the right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in order in which applications are received or added to the list. Names are normally removed from the list after one year.

In Year Admissions

Applications for In-Year admissions are made in the same way as those made during the normal admissions round. Where 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 (with the following modifications: Catholic children without an offer of a school place elsewhere are given priority immediately after Catholic 'looked-after' children; similarly, other children without an offer of a school place are given priority immediately after other 'looked-after' children). 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. The waiting list will be maintained by the Governing Body in the order of the oversubscription criteria (as modified above) and not in the order in which the applications are received. Names are removed from the list at the end of each term unless parents specifically request to be kept on the list, up to the end of that 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 published admission number.

Pupils 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 council. A detail of this separate procedure is set out in the Special Educational Needs Code of Practice.

Statutory School Age

Statutory school age begins on the first day of the term following the child's 5th birthday. Those wishing to defer entry until statutory school age must apply for a place for September 2012 during the normal admissions round. When the offer of a place has been received the applicant may then request deferral and the place will be kept open until either 01/01/13 or 01/04/13.

Information About Applications in Previous Years

Last year the school was oversubscribed. We received 118 applications for 60 places. All applicants in categories from 1 to 7 were offered places. The Governing Body was unable to offer places to applicants who fell into criteria 8, 9 and 10.

Glossary of Terms

¹ **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 parents)

² **Baptised 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.

³ **Catechumen** – means member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

⁴ **Eastern Christian Church** – includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

⁵ **Applicants** – refers to you, the Parent applying for a place.

⁶ **Home Address** – is defined as where the child resides for 50% of the week or more.