

ST JOHN EVANGELIST CATHOLIC PRIMARY SCHOOL
Duncan Street, Islington, London, N1 8BL.

2012/2013 ADMISSIONS POLICY FOR THE RECEPTION CLASS AND YEARS 1 TO 6

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 of age between 01/09/2011 and 31/08/11.

Admission numbers

The Governing Body will ensure that the number of pupils admitted in each year group will be such as to conform with infant class size. The Governing Body will admit a maximum of 40 pupils, being the Published Admission Number, to each year group.

Oversubscription criteria

Whenever there are more applications than places available priority will always be given to Catholic applicants in accordance with the oversubscription criteria detailed below. In the past five years no applicant has been admitted beyond criteria 7.

Nursery Education

Applicants should be aware that Nursery education is a non-statutory service and that accordingly a child's attendance in the School's Nursery Class does not guarantee a future place in the Reception, Infant or Junior classes.

Reception Class applications

In order to make a valid application for a place in the School's Reception Class you should complete:

- the School's Supplementary Information Form (*available from the School Office and Schools Admissions Section, Cambridge Education @Islington, 222 Upper Street, London N1 1X* if you are an Islington resident or your Local education Authority if you reside in a different borough) and return it to the School by the stipulated closing date; and
- the Common Application Form (CAF) available from School Admissions Section (address as above) and return it as per the instructions by the stipulated closing date.

If you do not complete both of the forms detailed above and return them by the stipulated closing dates, the Governing Body may be unable to fully consider your application and it is very unlikely that your child will be offered a place at the School.

In addition to the Supplementary Information Form, applicants are asked to provide the School with:

- proof of the child's birth date.
- the original or a certified copy of the child's Baptismal certificate if relevant
- proof of their residential address. Independent verification may be sought of the applicant's residential address.

Successful applicants may defer the date of entry to the Reception Class until the first day of the term following their child's 5th birthday. Applications cannot be deferred beyond the term following the child's fifth birthday or beyond the year of application.

Reception year Deferred Entry

Applicants may defer entry to school up until statutory school age i.e. the first day of term following the child's fifth birthday. Application is made in the usual way and then the deferment is requested. The place will then be held until the first day of the spring 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 following September and if the school is oversubscribed they are unlikely to gain a place.

Pupils with statements of Special Educational Needs

The admission of pupils with statements of Special Educational Needs is dealt with by a completely separate procedure. The procedure is integral to the agreement of statements by the pupil's home Local Authority. Details of this separate procedure are included in the DCSF Special Educational Needs Code of Practice.

Waiting list

Unsuccessful applicants will be invited to join the 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 Local Authority can inform the parent that the school is making an offer.

ADMISSIONS OVERSUBSCRIPTION CRITERIA FOR THE NORMAL ADMISSION ROUND IN SEPTEMBER, 2011

Children will be admitted to the School in the following order of priority:

1. Catholic "Looked After" children.
2. Baptised children of practicing Catholic families whose parents/carers are resident in the Catholic Parish of St John the Evangelist, Islington (to be confirmed in writing on the Priest's Reference form).
3. Baptised children of practicing Catholic families whose parents/carers are resident outside the Catholic Parish of St John the Evangelist, Islington (to be confirmed in writing on the Priest's Reference form).
4. Baptised Catholic children whose parents/carers are resident in the Catholic Parish of St John the Evangelist, Islington and can provide no evidence of Church attendance.
5. Baptised Catholic children whose parents/carers are resident outside the Catholic Parish of St John the Evangelist, Islington and can provide no evidence of Church attendance.
6. Other "Looked After" children.
7. Children of families who are Catechumens or members of an Eastern Christian Church.
8. Children from families of other Christian denominations whose parents/carers are resident in the Catholic Parish of St John the Evangelist, Islington and whose application is supported by a minister of religion.
9. Children from families of other Christian denominations whose parents/carers are resident outside the Catholic Parish of St John the Evangelist, Islington and whose application is supported by a minister of religion.
10. All other applicants.

In prioritizing applications in each of the above Oversubscription Criteria first priority will be given to children who will have a brother or sister attending a Reception, Infant or Junior class in St John Evangelist Catholic Primary School at the proposed date of admission.

A map of Catholic Parish of St John the Evangelist, Islington is available in the School office.

Tie-breaker

In the event of there being insufficient vacancies to admit all applicants in any of the criteria detailed above, places will be offered to those children whose parents'/carers' residential address is nearest to St John Evangelist Catholic School. Nearness is measured on a computerised mapping system using a straight line distance measurement. Routes will be calculated from the home address to the midpoint of the school grounds (as determined by the London Borough of Islington). In a situation where two families live equidistant from the school random allocation of the place will be given.

Twins or multiple births

If only one place is available for more than one child, who are twins or of a multiple birth within the same family, the allocation of the place will be determined by a lottery which will be carried out by the Admissions Committee in the presence of an independent witness.

Admission Appeals for unsuccessful applicants to the Reception Class and Years 1 to 6.

Unsuccessful applicants have the right to appeal to an independent panel. Parents wishing to appeal should obtain a form from the School. This should be completed and returned to the School, marked for the attention of Clerk to the Admission Appeal Panel, within 14 days of receipt of the letter confirming that the application has been unsuccessful.

If an appeal is unsuccessful, the Governing Body will not consider a further application within the same school year unless there have been significant and material changes in the applicant's circumstances.

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 be informed and the place will be offered. 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. This 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 academic year. When a place becomes available the governing body will decide who is at the top of the list so that the Local Authority 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 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.

Interpretation of terms used in the Admissions Policy and Admissions Criteria

Applicants	The parents and/or carers submitting an application for a place on behalf of a child.
Brother or sister	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, and in every case, the child should be living in the same family unit at the same address.
Catholic	For the purpose of this policy "Catholic" means a person who is 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 of reception into the full Communion of the Catholic Church. This definition does not include catechumens or Eastern Christians.
Parent	The person or persons who have legal responsibility for the child.
Practising Catholics	Families where this practice, attendance at Mass on Sundays and Holy Days of Obligation, is verified by a reference from a Catholic priest in the standard format lay down by the Diocese.
Christian	A member of one of the Churches that is a member of "Churches Together in Great Britain and Ireland"
"Looked After" Children	Children in the care of the Local Authority or provided with accommodation by them e.g. children with foster parents (see section 22 of The Children's Act 1989)
Catechumen	A member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.
Residential address	The place where the child lives for at least 50% of the school week