

***THE GOVERNING BODY OF  
BLESSED SACRAMENT CATHOLIC PRIMARY SCHOOL  
Boadicea Street, Kings Cross, London, N1 0UF***

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

Blessed Sacrament Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Blessed Sacrament is a one-form entry school in the Diocese of Westminster and is situated in the London Borough of Islington. 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.

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 31/08/2012.

**Admission Numbers**

The Governing Body intends to admit 30 pupils, being the Published Admission Number, to the Reception Class in the school year which begins in September, 2012.

**Oversubscription Criteria**

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

**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 Common Application Form (CAF) available from Islington School Admissions, 222 Upper Street, Islington, London N1 1XR and return it as per the instructions by the stipulated closing date. Please note that if you are not resident in Islington, then you must complete a CAF from your borough of residence and return it to them; and
- the School's Supplementary Information Form (available from Islington School Admissions and the School Office) and return to the School 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 consider your application fully 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 date of birth.
- the original or a certified copy of the child's Baptismal certificate. If no certificate exists applicants should indicate in writing the reasons for this being the case.
- proof of their residential address. Independent verification may be sought of the applicant's residential address.

Applicants may defer entry to school up until statutory school age i.e. the first day of term following the child's fifth birthday. Application is made in the usual way and then the deferment is requested. The place will then be held until the first day of the spring or summer term. 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 very unlikely to obtain a place. Applicants may also request that their child attend part-time until statutory school age is reached.

### **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 making and maintaining statements by the pupil's home Local Authority. Details of this separate procedure are set out in the *Special Educational Needs Code of Practice*.

### **Fair Access Protocols**

The school is committed to taking its fair share of vulnerable children who are hard to place, in accordance with locally agreed protocols. Accordingly, outside the normal round of admissions, the governing body is empowered to give absolute priority to a 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 child would exceed the normal admission number.

### **Oversubscription Criteria**

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

1. Catholic "looked after" children.
2. Baptised Catholic children from practising Catholic families who are resident in the parish of the Blessed Sacrament. A map of the Parish is attached to this policy. Copies of the Parish map are available at the School and if requested can be sent by post.
3. Baptised Catholic children from practising Catholic families who are not resident in the parish of the Blessed Sacrament. A map of the Parish is attached to this policy. Copies of the Parish map are available at the School and if requested can be sent by post.
4. Baptised Catholic children not included in oversubscription criteria 1, 2 or 3 (*see above*).
5. Other "looked after" children
6. Children of families who are Catechumens or members of an Eastern Christian Church.
7. Children from families of other Christian denominations whose application is supported by a minister of religion.
8. All other applicants.

The governing body will give top priority to an application within each of the above oversubscription criteria where compelling evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can only be met at this school. To demonstrate an exceptional social, medical or pastoral need of the child which can only be met at this school, the governing body will require written evidence from an appropriate professional, such as a social worker, doctor or priest.

In prioritising applications in each of the above oversubscription criteria priority will be given to children who will have a brother or sister attending a Reception, Infant or Junior class in Blessed Sacrament Catholic Primary School at the proposed date of admission.

### **Tie Break**

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 families' residential address is the shortest distance from Blessed Sacrament Catholic Primary School. Nearness to the school 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).

### **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 no further appeal may be made within the same school year unless there have been significant and material changes in the applicant's circumstances.

### Waiting list

If there is no place available at the School, parents/carers may have their applications 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 Local Authority can inform the parent that the school is making an offer.

### 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.

### Interpretation of terms used in the Admissions Policy

<b>Applicants</b>	The parents and/or carers submitting an application for a place on behalf of a child.
<b>Parent</b>	The person or persons who have legal responsibility for a child.
<b>Catholic</b>	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.
<b>Practising Catholics</b>	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.
<b>Regular attendance</b>	Families who attend Sunday Mass weekly.
<b>Christian</b>	A member of one of the Churches that is a member of "Churches Together in Great Britain and Ireland"
<b>"Looked After" Children</b>	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)
<b>Catechumen</b>	A member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.
<b>Eastern Christian Church</b>	This includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
<b>Brother or sister</b>	refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent, and in every case, the child should be living in the same family unit at the same address.
<b>Family</b>	The Catholic or Catholics who have legal responsibility for the child.
<b>Residential address</b>	The place where the child lives for at least 50% of the school week

