

ADMISSIONS POLICY SEPTEMBER 2012 (Academic Year 2012-13)

Introduction

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

Christ the King Primary School is a Catholic school founded by the Church to provide education for Catholic children. Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the criteria listed below.

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.

Proof of age for the child named in the application must be provided with each application. Practising Catholic applicants wishing to claim priority will be required to provide a reference from a Catholic priest, using the Priest's Reference Form. (Please note that only practising Catholics need to supply a priest's reference).

There are two parts to the form, PART A and PART B. Parents should complete PART A and the first section of PART B before taking the form to a priest who knows them (if that priest is NOT your parish priest you will need to visit your parish priest as well). ONLY PART B of the priest's reference should be returned to the school (NOT part A). A copy of the Priest's Reference Form (with guidance notes) is available from the school office. Write, phone or email for a copy.

Other applicants will be expected to provide appropriate documentary evidence as set out in the notes below.

The governing body has sole responsibility for admissions to this school. In the school year which begins in September 2012, the governors intend to admit, to the reception year group, a total of 45 children. (see 'NOTES' below). This is a temporary reduction in the standard number and was first implemented in 2011 in response to a fall in the school-age population across Islington Local Authority, and the Governing Body's responsibility to use its resources as efficiently as possible.

Oversubscription Criteria

The governors will not admit more than 30 pupils per class. Where there are more applications for places than the total of 45 places available, applicants will be categorized and places will be offered according to the following order of priority.

1. Catholic 'Looked After Children'.
2. Baptised and practising Catholics who are resident in the parishes of St Mellitus and St Gabriel.
3. Other baptised and practising Catholics.
4. Other baptised Catholics who are resident in the parishes of St Mellitus and St Gabriel.
5. Other baptised Catholics.
6. Other Looked After Children
7. Catechumens and members of an Eastern Christian Church.

8. Christians of other denominations whose parents wish them to have a Catholic education and whose application is supported by a minister of religion.
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.

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.

The governing body will give top priority within a category to an application where compelling evidence is provided at the time of application of an exceptional educational, social, medical or pastoral need of the child which can only be met at this school. The governing body requires the evidence of such a need to be submitted in writing, by an appropriate professional, such as a social worker, doctor or priest.

Where there is a claim for priority under any of the above criteria, the evidence MUST be provided to the school before the closing date for applications.

Tie Break

Where the offer of places to all the applicants of any of the above categories would lead to over-subscription, places up to the published admission number will be offered to those living nearest the school. Nearness to school will be determined by a computerised mapping system using a straight line distance measurement. Routes will be calculated from the home address (as defined by the Land & Property Gazetteer) to the midpoint of the school grounds (as determined by Islington Local Authority). Accessibility by private car or public transport is not taken into account. Distance will be used as a tiebreaker for each over-subscription criterion.

Where the 'nearest the school' tie-break does not resolve matters (e.g. where applicants are found to be equidistant) then a computerised randomized selection procedure will be adopted in accordance with the Local Authority's practice.

Information about applications in previous years

For September 2011 the school was slightly oversubscribed. Places were offered in categories 1 to 8. Over the previous five years we have typically offered places in categories 1 to 9.

Pupils with a Statement of SEN

The admission of pupils with a Statement of Special Educational Need 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. More details are set out in the *Special Educational Needs Code of Practice*.

Waiting List

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. The waiting list will be maintained using the oversubscription criteria above, NOT the order in which applications are received. The waiting list will be held open for the full academic year.

Fair Access

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 Governing Body and the Diocese for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

Reception Year Deferred Entry

Applicants may defer entry to school up until statutory school age i.e. the first day of term following the child's fifth birthday. Application is made in the usual way and then the deferment is requested. The place will then be held until the first day of the spring or summer term. Applicants may also request that their child attend part-time until statutory school age is reached. Entry may not be deferred beyond statutory school age or beyond the year of application. Applicants whose children have birthdays in the summer term should be aware that, if they wish to defer, they will need to apply for a Year 1 place for the following September and if the school is oversubscribed they are unlikely to gain a place.

No Automatic Transfer from Nursery Class

Applicants whose children are attending the school's nursery are asked to note that they do not have an automatic right of entry to the reception class. Applications must be made in the way outlined in the introduction.

Application Procedure and Timetable

Decisions about applications are made by the governors' admissions committee.

All applications must be accompanied by proof of date of birth of the child concerned, and should be accompanied by a baptismal certificate if priority is claimed under criteria 1 to 5, & 7.

Applications for places in the reception classes in 2012-13 must be submitted to CE@Islington, on the prescribed form (the Common Application Form), by the 15th January 2012 (note that because the 15th January is a Sunday we recommend submission by Friday 13th January 2011). **IN ADDITION a Supplementary Information Form should be completed.** This can be obtained from the school office, or CE@Islington and is to be completed and returned to the school by the closing date for applications. The Supplementary Information Form is your opportunity to claim priority under the Oversubscription Criteria, above. If you do not submit one, your application will be considered as a Category 10.

You will be informed of the decision about your application by CE@Islington on 1st May 2012.

Applications may be made at any time of the year for other year groups, and will be considered by the committee at their next monthly meeting.

Unsuccessful applicants will be given reasons related to the over subscription criteria listed above and advised of their right of appeal to an independent appeal committee.

Where incorrect information is given on an application, e.g. an address which is not the primary residence of the family, then an application will be deemed void. Offers of places based on such applications will be withdrawn.

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 to be placed on a waiting list. This waiting list will be maintained by the governing body in the order of subscription 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.

NOTES (The notes below form part of oversubscription criteria)

'Parent' means 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.

'Christian' means a member of a Church which belongs to 'Churches Together in Britain and Ireland'.

'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 placed with foster parents).

'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of Baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church.

'Practising Catholic' means a Catholic child from a practising Catholic family, where this practice is verified by a reference from a Catholic priest in the standard format laid down by the Diocese of Westminster.

'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.

'Sibling' means a brother or sister of the child for whom a place is sought. This includes step/half brothers and sisters.

Any claims for priority because of sibling connection must be supported by evidence, at the time of application, which clearly shows the connection. For example, in the case of half brothers or sisters, evidence which clearly shows the 'shared' parent must be provided.

Applications for multiple-birth siblings

Key Stage 1 and Reception: If only one place is available at the school and the next child who qualifies for a place is one of multiple birth siblings, only one child can be offered a place. This is because at Key Stage 1 it is against the law to admit more than 30 children into one class. In this instance the tiebreak will be random allocation by computerised system.

In this circumstance we will support the family in seeking help from the Local Authority to look for an alternative school, if requested, where all children can attend together.

Key Stage 2: If only one place is available at the school and the next child who qualifies for a place is one of multiple birth siblings we will exceed the published admission number (30 per class) to support the family.

The parish boundaries are those as indicated by the local Churches. Maps of the boundaries of St Mellitus' and St Gabriel's parishes are available from the parishes themselves, or from the school. You can get a copy of the parish maps by contacting the school (see below) and clearly stating that you wish to receive a copy of the local parish maps, and giving the address to which you want the maps to be sent. The maps will be posted to you within 48 hours of receipt of your request.

You can contact the school by:

- writing to us at 55 Tollington Park, London N4 3QW (Mark your envelope 'Parish Map')
- phoning us – 020 7272 5987
- or by emailing us – admin@ctks.co.uk (if you email us we will send you an electronic copy of the map unless you request a paper copy).