

# **SACRED HEART CATHOLIC PRIMARY SCHOOL**

*George's Road, London, N7 8JN.*

## **Admissions Policy for 2012/2013 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 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.

### **Admission numbers**

The Governing Body will ensure that the number of pupils admitted in each year group will be such as to conform to statutory legislation. The Governing Body proposes to admit 45 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 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; and
- the School's Supplementary Information Form (a copy of the form is attached to this policy and is also available from Islington School Admissions and the School Office, or if requested can be sent to you by post) 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 correctly and this may affect the outcome of your application.

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.

### **Reception Year deferred entry**

From September 2011 children will be admitted to reception in the September following their fourth birthday. Applicants may defer entry to school up until statutory school age i.e. the first day of term following the child's fifth birthday. Application is made in the usual way and then the deferment is requested. The place will then be held until the first day of the spring or summer term. Applicants may also request that their child attend part-time until statutory school age is reached. Entry may not be deferred beyond statutory school age or beyond the year of application. Applicants whose children have birthdays in the summer term should be aware that, if they wish to defer, they will need to apply for a Year 1 place for the following September and if the school is oversubscribed they are very unlikely to obtain a place.

### **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*.

### **Protocols on "hard to place" children**

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 both of 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 for the normal admissions round in September, 2012**

The Governors will award places according to the following order of priority:

1. Catholic "Looked After" children
2. Baptised Catholic children whose families live in the Islington Catholic Deanery Parish of Sacred Heart, Holloway. A map of the Parish of Sacred Heart is attached.
3. Baptised Catholic children whose families live in the Islington Catholic Deanery Parish of St Gabriel's, Upper Holloway. A map of the Parish of St. Gabriel's is attached.
4. Baptised Catholic children other than those in criteria 1, 2 and 3 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 applications.

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

#### 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 the shortest distance (defined below) from Sacred Heart Catholic Primary School. Where two families live an equal distance from the school the allocation of a place will be determined by lottery.

#### Distance

Applicants who live nearest to the preferred school. Nearness to the 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).

#### 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 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. 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 and Admissions Criteria**

<b>Applicants</b>	The parents and/or carers submitting an application for a place on behalf of 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>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>Sibling</b>	Brothers or sisters, step brothers and sisters, half brothers and sisters or adopted brothers and sisters.
<b>Residential address</b>	The place where the child lives for at least 50% of the school week

**Diocese of Westminster**

**Catholic Primary Schools**

**Supplementary Information Form 2012 - 2013**



<b>Name and Address of School:</b>
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**Child's Details**

Child's surname:	
Child's Christian or other first name:	
Home Address:	Date of Birth:
	Postcode:

**Parent/Carer Details**

1 <sup>st</sup> Parent(s)/Carer(s) name:	
Address:	
Telephone number:	
Alternative contact details:	
Name:	
Address:	
Telephone number:	

**Details of Religion**

Religion of child: (Please tick)	Catholic	Other Christian (name of denomination e.g Methodist)	Other faith
Catholic Parish you live in:			
Church where child was baptised and date of baptism: (baptism certificate required)			

