

*St. Joan of Arc Catholic  
Primary School*



*School Admission Policy  
and Supplementary  
Information Form*

**(NB This Policy does NOT apply to the School Nursery)**

# Parish Boundary Map



# ADMISSIONS

Places at St Joan of Arc will be allocated in accordance with the following policy and procedure.

You should note in particular the following:

- The school regularly receives many more applications than it has places available. Even if your application falls within one of the first oversubscription criteria there is no guarantee that a place will be available.
- The school's governing body has no discretion to admit pupils to infant classes in excess of class size limits laid down by law.
- A place in the school's Nursery does not guarantee you a place in Reception. You will need to re-apply.

# **St. Joan of Arc Catholic Primary School**

## **Admission Policy 2012-2013**

### **ADMISSIONS**

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

Places at St Joan of Arc will be allocated in accordance with the following policy and procedure.

You should note in particular the following:

- The school regularly receives many more applications than it has places available. Even if your application falls within one of the first oversubscription criteria there is no guarantee that a place will be available.
- The school's governing body has no discretion to admit pupils to infant classes in excess of class size limits laid down by law.
- A place in the school's Nursery does not guarantee you a place in Reception. You will need to re-apply.

### ***SUPPLEMENTARY INFORMATION FORM***

- The school uses the Islington Catholic Schools SIF.

### **ADMISSIONS POLICY**

1. St Joan of Arc Catholic Primary School is a Catholic school which serves the following parishes:

**St Joan of Arc, Highbury  
St Thomas More, Manor House  
Our Lady of Good Counsel, Stoke Newington**

In this document we describe these parishes as the "Three Parishes".

A map showing the parish boundaries is available with the school application pack. This will be used to determine the parish in which each applicant's residential address is situated.

2. 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.
3. The Governing Body proposes to admit up to 30 pupils into each of the two classes in each year group. Currently it is required by law to ensure that infant class sizes (that is, Reception, Years 1 and 2) do not exceed this. The Governing Body has no discretion to exceed this number in response to special circumstances, however compelling. However, after

consultation with CEA and the DFE, it may admit fewer pupils if it considers this to be desirable for the health, safety and welfare of the pupils, or if required by law.

4. To apply for a place for your child you must complete the Common Application Form and should complete the School Information Form, as well as the supporting documents listed under “Procedure”.

If you are applying for a place in the school’s Reception class it is very important that you do this in the timeframe set out.

5. When there are more applications than places, the places will be offered in the order of priority detailed below in the oversubscription Criteria.
6. If you are refused a place for your child in the school’s Reception, Infant or Junior classes (i.e., Reception or years 1-6) you are entitled by law to appeal to an independent appeals panel. You will be given details of how to lodge an appeal if your application is unsuccessful. You should however note that this panel can only consider whether this policy and procedure has been correctly applied. It cannot change this policy.

## **OVERSUBSCRIPTION CRITERIA**

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

1. Catholic looked after children.
2. Baptised Catholic children from practising Catholic families with one or more sibling(s) attending the school at the time of their enrolment.
3. Baptised Catholic children from practising Catholic families whose parent(s)/legal guardian(s) are resident in one of the Three Parishes.
4. Baptised Catholic children from other practising Catholic families not included in criteria 1 and 2 above.
5. Other baptised Catholics.
6. Other looked after children.
7. Children from families of Christian denominations whose parents wish for them to have a Catholic education and whose application is supported by a minister of religion with one or more sibling(s) attending the school at the time of their enrolment.
8. Children from families of Christian denominations whose parents wish for them to have a Catholic education and whose application is supported by a minister of religion.
9. Any other applicants with one or more sibling(s) attending the school at the time of their enrolment.
10. Any other applicants.

The Governing Body will give top priority after the appropriate category of looked-after children, to an application where compelling evidence is provided at the time of application, from an appropriate professional such as a doctor, priest or social worker, of an exceptional social, medical, pastoral or other need of the child, which can only be met at this school.

**For these purposes;**

- A *“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 of reception into the full communion of the Catholic Church.*
- B *“Christian” means a member of one of the member churches of Churches Together in England.*
- C *“Parent” means the person or persons who have legal responsibility for the child.*
- D *“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 provided with accommodation by them (e.g. children with foster parents).*
- E *“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.*
- F *Applicant’s ‘home’ means where the child lives for more than 50% of the school week.*

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.

- i 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).
- ii. Unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscriptions 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 at the end of each academic year.

***Twins and Siblings from Multiple Births***

If the application of the oversubscription criteria would lead to one twin gaining a place at the school and the other being denied a place the Governors will hold a lottery to decide which

sibling(s) will gain the place(s). The lottery will be held in the presence of an independent witness. ('Siblings' means: brothers and sisters, step brothers and sisters, half brothers and sisters or adopted brothers and sisters).

This policy will be applied equally to all cases of applicants from multiple births.

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

### **RIGHT TO DEFER ENTRY**

From September 2012 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.

### **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. 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 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 the published admission number.

## **Procedure & Timing**

If you wish to apply for a place in the school for your child you should:

1. Return to the school a SIF<sup>\*</sup>, which you have fully completed. Forms can be obtained from The School Website [www.st-joanofarc.islington.sch.uk](http://www.st-joanofarc.islington.sch.uk), the Islington Primary Booklet or from the school office during term time on:

**MONDAYS from 3 – 4 pm and THURSDAYS from 12:30 – 1:30pm ONLY AT THESE TIMES**

or by writing to the school.

2. Provide the school with the original following documents:
  - a. Proof of your child's date of birth
  - b. Baptismal Certificate

Please note that the Governing Body may seek independent verification of your residential address.

- c. A reference from the Parish Priest of the parish in which you practise, forms are available from the school website or via the school office at the above times.

You may send original documents to us, which can be returned if requested. This, however, is at your own risk.

If you are not the parent of the child for whom you are applying you should also provide the school with proof that you are his/her legal guardian(s).

It is not the Governing Body's practice to conduct interviews. However, the priest providing a reference may wish to meet with parent(s)/legal guardian(s) before completing the form.

3. Complete a Reception Admission common application form<sup>\*</sup> which must be submitted, **as set out in the local authority admission arrangements**, to the authority in which the parent is resident.

**\*The Application timetable: If you do not complete both forms described above and return them by the closing date, the governing body may be unable to consider your application and it is unlikely that your child will be offered a place at the school.**

Applications will be accepted from the 1<sup>st</sup> of September for children due to start school the following year.

If any document – including the priest's reference – is received late the Governing Body will be entitled to ignore it unless places become available after the Admissions Committee has allocated places for the relevant school year, for example if successful applicants withdraw.

The Admissions Committee of the Governing Body will meet to allocate places in the school's Reception Classes for the following school year.

You will be informed by your Local Education Authority if your child has been allocated a place.

Applications for places in other classes will be considered when received.

In the first week of the September term, Reception and Nursery Teachers will carry out home visits. A "settling in period" will follow, when the children will attend school for half days.

**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)			
Name and position of priest or religious leader supplying reference: (where appropriate)			

Names of brothers or sisters at this school who will still be attending at date of admission:	
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Does your child have exceptional medical, pastoral or social needs that can only be met by attendance at this school? Please circle. (Professional evidence will be required.)	
<b>YES</b>	<b>NO</b>

**I confirm that I have read and understood the Admissions Policy and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that should any information I have given prove to be inaccurate that the governors may withdraw any offer of a place even if the child has already started school.**

Signed.....

Date.....

Please note:

- Where applicable parents can obtain a priest's reference form from the school or from the Diocese of Westminster website at [www.rcdow.org.uk/Education](http://www.rcdow.org.uk/Education) Follow Guidance & Policy Documents, Admissions: Guidance notes and reference form for priests.
- Applicants from other Christian denominations and other faiths may attach a reference from their minister or religious leader.
- You **must** complete your local authority's Common Application Form and return it to the council offices by the closing date. If you do not do this you will not be offered a place.

**Checklist:**

Have you enclosed?      Copy of baptism certificate  
                                          Priest's Reference Form (where necessary)  
                                          Evidence of exceptional need (where appropriate)

**Have you completed** your local authority's Common Application form?

# DIocese OF WESTMINSTER PRIEST'S REFERENCE: GUIDANCE FOR PARENTS

## INTRODUCTION

Responsibility for the admission of pupils to Catholic maintained schools rests with the governing body of each school. The governing body determines and publishes an admissions policy each year, which is included in the school prospectus. Where there are more applications than places available, the policy must state how the places are to be allocated. **Parents should read the admissions policy carefully.** It will vary from school to school, and from year to year.

The bishops expect all Catholic schools to give first priority to Catholic applicants. Catholic schools exist to assist parents in handing on the Catholic faith to their children. So where there are insufficient places in an area for all Catholics, governing bodies may decide to give priority to children from practising Catholic families. Where schools do so, they should use, as evidence of practice, the priest's reference supplied with these notes (**Part B**). Please note, however, that **a supportive reference from a priest is no guarantee of a place in any particular school.**

This reference form is intended to give all priests a framework in which they can let schools know whether an applicant for a place at a Catholic school is from a practising Catholic family.

Where a school is over-subscribed with Catholic applicants, all of whom have provided evidence of Catholic practice, the governing body will apply other criteria such as proximity to the school, or whether there is an older sister or brother attending the school at the same time. These factors are likely to be crucial in deciding how places are to be allocated. These points will be explained in detail in the school's prospectus.

## HOW IT WORKS

1. Fill in the two pages marked **PART A** following carefully the notes below (you also fill in the top box on the page marked **PART B**). You may need to fill in more than one **Part B** if you are making application to more than one Catholic school.
2. Give both Part A and Part B of the form to the appropriate priest (see below). Part B will be completed by the priest and returned to you for you to include with your application to the school. The priest will fill in extra copies of **Part B** if necessary. He will **keep** Part A for reference but **it will not be supplied to the school.**

### ***Which Priest should complete the form?***

The reference should be given by the appropriate priest, who is normally either:

- your own Parish Priest (i.e. the Parish Priest of the Parish in which you **live**); or
- the Parish Priest of the Parish where you worship regularly (if different).

If you worship at a church which does not have a Parish Priest, then the priest who is the equivalent of a Parish Priest is the appropriate priest (e.g. Administrator, Ethnic Chaplain etc.). If the priest giving the reference is not one of the priests described above, an explanation will be required.

## HOW TO FILL IN THE FORMS

**PART A** requires you to consider your responsibilities. It will be used by the priest when he completes Part B. All the questions are designed to help the priest give you the most accurate reference possible in the circumstances. So it is important that you give him as much relevant information as you can. Please answer all the questions as fully as possible, filling in the forms clearly in capital letters and in black ink.

**Normal home address of child.** Please give the address of the family home. If the child lives at more than one address, please give both and give full details of the arrangements.

**Religion/Denomination of the child.** Please state if the child is a Catholic. A Catholic is one who has been baptised into the Catholic Church (or has been received into it after being baptised in another Christian church). NB: if the child has undergone more than one ceremony of baptism, **ONLY** the first is valid and is the only one that can be taken into account for the purposes of admissions.

**Date and place of Baptism.** Fill in the date and place of **baptism**. If the child was not first baptised in the Catholic Church, you must also give the date and place of **reception** into full communion with the Catholic Church.

## **DIOCESE OF WESTMINSTER PRIEST'S REFERENCE: GUIDANCE FOR PARENTS**

**Parents' names.** The terms 'Mother', 'Father' and 'Parent' include all persons who legally have **parental responsibility** for the child. Please enter the details of each person who has parental responsibility, and if any of them is not the child's mother or father, please state clearly for each the relationship with the child. There may be more than two people with parental responsibility. If so please give details on a separate sheet.

**Parents' religions / denominations.** If you are a Christian, please state which denomination. You are a Catholic only if you have been baptised into the Catholic Church (or have been received into it after being baptised in another Christian church).

**Home address(es) of parent(s).** If any parent does not live at the address given for the child, please give their address(es).

**Catholic Parish in which you live.** This is each parent's Parish of residence. Please give the title of the church **and** the geographical parish (e.g. *St. Edmund's, Millwall*). If the parents do not live together, give both parishes of residence (if different).

**Usual place of worship.** Some people regularly attend a church other than their Parish Church. If you often attend more than one church, please give as much detail as you can here. Always give both the title of the church (e.g. *St Joseph's*) **and** the geographical parish (e.g. *Highgate*). You do not need to answer this question if you are not a Catholic.

**How often do you attend Mass?** Please tick which statement you feel best describes your attendance as a family.

**For how long has this been your practice?** Please indicate how long you have been practising at the level described in the previous question. Please give the answer in years and months. If this is a relatively short time, you may wish to give the priest further information about your practice before then to assist his assessment.

**If you do not go to Mass regularly,** it will be helpful for the priest to know why. It is therefore helpful if you give reasons in the space provided. Please also give any other details which you think may help the priest decide whether you are a practising Catholic family or whether there are exceptional pastoral circumstances.

### **Your Declaration**

Unless there is a good reason, each person with parental responsibility should sign and date the form. This is to affirm that the contents of the form are true, and that you understand and accept that:

- the information you have given will remain confidential to the priest and will not be shared with the school, and
- the information will not be used in any way except for purposes connected with your pastoral care within the Catholic Church.

**Warning:** making a false statement in order to gain entry to a school is both immoral and illegal, as it might deprive another child of a place which is rightfully his or hers. **Making a false statement is a good reason for a school to withdraw any place which has been offered and could leave you without a school place.**

**PART B** identifies your child and allows the priest to confirm whether you are a practising Catholic family. This judgment will be based on your Mass attendance. In very exceptional circumstances, Part B also allows the priest an opportunity to let the school know about particular pastoral circumstances which may affect an application. In these cases the **school** and not the priest will make a judgment whether such circumstances will have any effect on your application. The school's decision will be based on its published criteria.

**Name of child and date of birth.** You need to give the child's name and date of birth again. This is simply because the school will only see this part of the form and must be able to match it up with your application.

**Address of child.** As before, if the child lives at more than one address, please give both and give full details of the arrangements.

**THIS PART IS TO BE KEPT BY THE PRIEST: NOT TO BE SENT TO THE SCHOOL**

## Diocese of Westminster

### Diocesan Priest's Reference – PART A

This form should be completed when applying for a place in a Catholic School in the Diocese of Westminster. Please complete and sign Part A of the form below and hand it to your parish priest or the priest at the church at which you normally worship. He will add his reference in Part B.

**NB Please ensure that you have also completed and returned one Common Application Form and a Supplementary Information Form to EACH AND EVERY school to which you are applying (available from schools and/or Local Authorities)**

<b>PART A (To be completed by all parents and carers)</b>	
<b>ABOUT YOUR CHILD</b>	
Full Name of child: _____	Date of birth: _____
Religion/Denomination: (e.g. Catholic) _____	Boy <input type="checkbox"/> Girl <input type="checkbox"/>
Normal home address of child: _____	
_____	Postcode _____
Date and place of Baptism (if applicable): _____	
Name of current school, nursery or playgroup (if any): _____	

<b>ABOUT YOU</b>		
	<b>Father</b>	<b>Mother</b>
Parents' names:	_____	_____
Parents' religions/denominations:	_____	_____
Home address(es) of parent(s) (if different to child's normal address):	_____	_____
	_____	_____
Catholic Parish in which you live (e.g. St Anselm's, Southall)	_____	_____
<b>If Catholic:</b> Usual place of worship (if different):	_____	_____
How often do you attend Mass?	<input type="checkbox"/> weekly <input type="checkbox"/> at least twice a month <input type="checkbox"/> at least once a month <input type="checkbox"/> less often	<input type="checkbox"/> weekly <input type="checkbox"/> at least twice a month <input type="checkbox"/> at least once a month <input type="checkbox"/> less often
For <b>how long</b> has this been your practice?	_____ years _____ months	_____ years _____ months
Which Mass do you normally attend?	Sat/Sun _____ (time)	Sat/Sun _____ (time)
How long have you worshipped at this Mass?	_____ years _____ months	_____ years _____ months
Please give details of any other church(es) at which you worship or have worshipped regularly in the past few years.	_____	_____
Do you attend Mass on Holy Days of Obligation?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Which Mass do you normally attend?	_____ (time)	_____ (time)

**Please turn over and complete the rest of this Part, sign it, and hand it to your Priest.**

**NB: This form is a Diocesan Form. It does not form part of any school's admission arrangements.**

**THIS PART IS TO BE KEPT BY THE PRIEST: NOT TO BE SENT TO THE SCHOOL**

**THIS PART IS TO BE KEPT BY THE PRIEST: NOT TO BE SENT TO THE SCHOOL**

**Additional Information**

If you do not worship at Mass regularly, or you have only started to do so recently (i.e. within the past few months or years) please give any reasons below. Please give any other details which you think may either be relevant or assist the priest in identifying you, including any exceptional circumstances.  
(Continue on a separate sheet if necessary).

Please give contact numbers (in case there is a query about any information on this form):

\_\_\_\_\_ (please specify: home / work / mother / father / carer etc.)

**Declaration**

I/we declare that the information given on this Form is full, accurate and true. I/we give permission for the information on this Form to be held and processed by the Diocese in accordance with its policy on School Admissions, and I/we understand and accept that (except in cases of suspected fraud) the information given on this sheet remains confidential and will not be shared with the school, or used in any way except for purposes connected with my/our pastoral care within the Catholic Church. I understand that if I/we have made any false statements this can lead to any school place(s) offered being withdrawn.

Signed: \_\_\_\_\_ Parent/carer Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Parent/carer Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Parent/carer Date: \_\_\_\_\_

**Please sign this part of the Form, and hand it to your Priest.**

***NB: This form is a Diocesan Form. It does not form part of any school's admission arrangements.***

**THIS PART IS TO BE KEPT BY THE PRIEST: NOT TO BE SENT TO THE SCHOOL**

## PART B *(To be completed by the appropriate priest)*

### Details of Child *(for identification only)*

Full Name of child: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Address of child: \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

#### A. For all schools:

To the best of my knowledge the child is a baptised Catholic

Yes  No

*(The school will verify this by means of a certificate of baptism or reception)*

#### B. For schools requiring evidence of Catholic practice:

1.	I hereby confirm that I know the child and the family and that the child is a member of a practising Catholic family for the purposes of school admissions in accordance with Diocesan Guidance.	<input type="checkbox"/>
2.	I have insufficient evidence to be able to make the statement set out in 1 above with full confidence.	<input type="checkbox"/>

If there are **exceptional circumstances** which may explain the lack of practice, or lack of sufficient evidence of practice, please give full details below:

### Declaration

I have read and understood the *Guidance Notes for Parish Priests on Admission to Catholic Schools* and I confirm that, on the basis described in that guidance, the above statements about the child named above and his or her family's practice are true, to the best of my knowledge and belief. I am the appropriate Catholic priest in relation to the child in accordance with that guidance.

Date: \_\_\_\_\_ Priest's Name: \_\_\_\_\_

signed: \_\_\_\_\_

Parish Seal

*(to be applied over the priest's signature)*

**Please return this part of the Form to the school.**

***NB: This form is a Diocesan Form. It does NOT form part of any school's admission arrangements.***