
Admissions Policy 2016/2017

St Peter and St Paul Catholic Primary School was founded by the Pallottine fathers as part of the mission of Catholic Church to provide education for children of Catholic families. 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.

The Published Admissions Number (PAN) for the reception class at St Peter and St Paul is 30. The Governing Body has sole responsibility for admissions to this school and intends to admit 30 children in the school year which begins in September 2016. Applications are welcome from families whose child reaches his/her 4th birthday between 1st September 2015 and 31st August 2016.

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

In this policy *applicant* refers to the person making an application on behalf of a child; *candidate* refers to the child on whose behalf the application is being made.

Oversubscription Criteria

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

1. Catholic 'looked after' children and Catholic children who have been adopted or made subject to child arrangements orders or special guardianship orders, immediately after having been looked after.
2. Baptised Catholic children, from practising Catholic families, who have a sibling at the school at the time of admission.
3. Baptised Catholic children from practising Catholic families who are resident in the Parish of St Peter and St Paul Clerkenwell.
4. Baptised Catholic children from practising Catholic families who are resident in the parish of St Joseph's Bunhill Row.
5. Other baptised Catholics.
6. Other looked after children and children who have been adopted or made subject to child arrangements orders or special guardianship orders, immediately after having been looked after.
7. Catechumens and members of an Eastern Christian Church.
8. Christians of other denominations whose application is supported by their Minister of Religion.
9. Children of other faiths whose application is supported by their Religious Leader.
10. Any other children.

Exceptional Need

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.

Where the final place is offered to a child who has other siblings applying for a place in the same school year, these siblings will also be admitted.

In 2015-2016 the school was oversubscribed. The school received 69 applications for 30 places.

The governing body were unable to offer places to any applicants beyond category 5.

Tie Break

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to oversubscription, the places up to the admission number will be offered to those living nearest to the school.

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.

In-Year Admissions

Applications for In-Year admissions are made directly to the school. If a place is available and there is no waiting list the child will be admitted. If there is a waiting list, 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 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 an offer can be made.

Reception Year Deferred Entry

Applications may defer entry to the 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 deferral is requested. The place will then be held until the first day of the spring or summer term as applicable. 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. Parents wishing to defer entry for summer born children should note that entry can only be deferred up until 1st April 2017.

Application Procedure 2016/2017

In order to make an application you **must** complete a **Common Application Form (CAF)** from your local authority and return it to them. Notification letters will be sent out by the LA on behalf of the governors on April 18th 2016. You should also complete the **School's Supplementary Information Form (SIF)**. The information on the SIF enables the Governing Body to assess your application fully against the School's criteria in the event of oversubscription. Please return the SIF (in person) to the School together with all other relevant paperwork required for your application. Completion of the SIF is not compulsory, but if you do not return this form to the school your application will be considered under criterion 10. Applications received after the closing date will be dealt with after the initial allocation process has been completed.

**Parents of children attending nursery must make a fresh application for reception.
Attendance at the nursery does not guarantee a place in reception.**

The local authority will write to you on behalf of the Governing Body with the outcome of your application.

Right of Appeal

If you are unsuccessful you may ask us for the reasons for the refusal of a place. These reasons will be related to the oversubscription criteria listed in the policy and you will have the right of appeal to an independent panel.

Waiting Lists

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This list will be maintained in order of the oversubscription criteria set out in the policy and not in the order in which applications are received or added to the list. Names are removed from the list at the end of each academic year (after one year), unless applicants request in writing to remain on the list.

Pupils with a Statement or Special Educational Needs/Education, Health and Care Plan (EHC)

The admission of pupils with a statement of Special Educational Needs or Education Health and Care Plan (EHC) is dealt with by a completely separate procedure. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has a Statement of SEN or EHC plan you must contact your local authority SEN officer.

Children educated outside their chronological age group

Any application for a child to be educated out of his/her age group will be considered by governors on an individual basis and will only be granted in exceptional circumstances. Parents should write to the Chair of Governors during the autumn term in the (academic) year of application, giving reasons and providing compelling professional evidence.

Change of Details

If any of the details on either of your forms changes between the date of application and the receipt of the letter of offer or refusal, you **must** inform the School and the local authority immediately. If misleading information is given or allowed to remain on either of your forms, the Governing Body reserves the right to withdraw the place, even if the child has already started at the School.

Notes (these notes form part of the oversubscription criteria)

'Looked after child' has the same meaning as in S.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 at the time of making an application to the school).

'Adopted' means a child who has ceased to be looked after having been adopted and whose parents can give proof of this status.'

'Special Guardianship Order'. A special guardianship order is an order under the terms of the Children Act 1989 s.14A which defines it as an order appointing one or more individuals to be a child's special guardian(s).

'Child Arrangements Order'. A Child Arrangements order is an order under the terms of the Children Act 1989 s.8 settling the arrangements to be made as to the person with whom the child is to live. Children 'looked after' immediately before the order is made qualify in this category.

'Parent' means the adult or adults with legal responsibility for the child.

'Sibling' means brother or sister, to include adopted brothers and sisters, half brothers and sisters or step brothers and sisters. A sibling relationship does not apply when the older child(ren) will leave before the younger one starts.

'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 weekly practice is verified by a reference from a Catholic priest in the standard format laid down by the Diocese. 'Family' includes the Catholic or Catholics who have legal responsibility for the child.

'Catechumen' means a child who is 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.

'Christian' for the purposes of this policy, means a member of one of the Churches affiliated to 'Churches Together in Britain and Ireland'.

'Resident' – A child is deemed to be resident at a particular address when he/she resides there for more than 50% of the school week.

[Parish Boundaries – for the purposes of this Policy, the parish boundary of St Peter and St Paul is indicated and shown on the PDF map†. Other parish boundaries can be found on the Diocese of Westminster website under Parish boundaries]

'Distance' – Applicants will be prioritised by distance (starting with the nearest). Nearest to schools is measured on a computerised mapping system using a straight line distance measurement. Routes will be calculated from the home address (as defined by the Land and Property Gazetteer) to the midpoint of the school grounds (as determined by the London Borough of Islington).

How we calculate home to school distances: We use the Capita ONE System to calculate the distance from your child's home (the start point) to the school (the end point). This system calculates the distance in miles to three decimal places. The routing data base system uses two dimensional maps. This means it does not take into account any contours or terrains.

The start point (applicant's home): For calculation purposes, the local authority uses the Nation Land and Property Gazetteer (NLPG) Data base to determine the start point from the applicant's address. Calculations are based on the assumption that the child's home address is classified at the point of application as a residential property. If you live in a block of flats where you use a communal entrance, the local authority will use the NLPG point from the block and not the centroid of your individual flat calculation.

The end point (school): The centre of the school ground is used as the end point for calculation purposes of home to school distance as defined by the local authority.

Please note that you cannot compare distances procedure on the local authorities Capita ONE System to those calculated using any personal or online geographical information system software you may have access to such as satellite navigation systems or Google maps.

Islington residents can obtain an approximate distance measurement to any Islington school by clicking on 'Find My Nearest Schools' at the following address:

www.islington.gov.uk/admissions. Alternatively, you can call the school admissions team for an approximate measurement on: 020 7527 5515.