

## **ST. ALOYSIUS' CATHOLIC JUNIOR SCHOOL**

### **ADMISSIONS POLICY 2015/2016**

St. Aloysius' Catholic Junior School was founded by the 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 Governors intend to admit up to the school's published admissions number of 60 pupils into Year 3 Classes in the school year 2015/2016. Applications for the school year should be received by **15<sup>th</sup> January 2015.**

***In this policy, 'applicant' refers to you, the parent/guardian applying for a place, and 'candidate' refers to the child for whom the application is made.***

Places for Year 3 for the school year 2015/2016 will be sent to parents before 16th April 2015.

The Governing Body requires that the child's original baptismal certificate, proof of address, utilities bill (gas, water, electricity or tax bill) and the parish priest's reference form (signed and sealed with the official parish stamp) are produced. The child's birth certificate will be required if the child has been offered a place.

Offers of places will be made in accordance with the following criteria and in order of priority.

1. Catholic looked after children, and Catholic children, who have been adopted (or made subject to residence order or special guardianship order) immediately after having been looked after.
2. Catholic children who are baptised in the Catholic Church at the time of applying for a place, Children parent(s) or legal guardian(s) are committed practising members of the Catholic Church, and who live in the parish of St. Aloysius.

If the admissions figure would be exceeded by applying the above two criteria, additional criteria shall be taken into account in the following order:

**3. Catholic children living in the parish of St Aloysius' with siblings in St. Aloysius' Catholic Junior School at the time of admission; (September 2015)**

If the admissions figure has not been reached after applying the above procedure, the criteria in those sections shall be applied in the following order to:

4. Catholic children who live in other parishes and attend St. Aloysius' Catholic Infant School.
5. **'Baptised'** Catholic Children of Catholic staff who have worked at the school for a minimum of two years. 1<sup>st</sup> September in the relevant year.
6. Catholic children who live in other parishes and attend other Infant Schools.
7. Other looked after children, who have been adopted (or made subject to residence order or special guardianship order) immediately after having been looked after.
8. Children of none Catholic Staff who have worked at the school for a minimum of two years. 1<sup>st</sup> September in the relevant year.
9. Christian children of any other denomination whose parents wish them to have a Catholic education. *(A letter of support from the parish vicar/minister will be required.)*
10. Children of other Faiths whose parents wish them to have a Catholic education. *A letter of support from the parish vicar/minister will be required.)*
11. Any other applicant.

**If there is oversubscription the following provision will apply**

Priority will be given to these living nearest to the school.

Distance will be measured by the Borough of Camden from the centre of the school to the centre of the property where the Child/ren lives.

## **Right of Appeal**

If you are unsuccessful you may ask us for the reason for the refusal of a place. This reason will be related to the oversubscription criteria listed in the policy and you will have the right of appeal to an independent panel. Should you wish to appeal please contact the school as soon as possible for an appeal form on which you must list your reasons for making an appeal.

## **Exception 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.

## **Waiting List**

If you are unsuccessful your child/ren application will be kept on the waiting list for one year, from the date it was received.

## **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 with the following modifications: Catholic children without an offer of a school place elsewhere are given priority 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 reason 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 modifier 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 make an offer and inform the parent/guardian.**

## **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 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 diocese for the current admission year. The governing body has this power even when admitting such a child would exceed the normal number.

## **EXPLANATION OF TERMS USED IN THIS POLICY**

***Looked after children:*** Looked after children has the same meaning as in Section 22 of the Children's Act 1989, and means any child in care of a local authority or provided with the accommodation by them (e.g. children with foster parents).

***'Practising Catholic': '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.***

***Catholic:*** For the purpose of this policy '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.

**Siblings:** Brothers and sisters; these include adopted siblings, step-siblings and those of half blood.

Where the final place is offered to a child who has other siblings (e.g. twins) applying for a place in the same class/year, these siblings will also be admitted.

**PLEASE NOTE**

Acceptance at St. Aloysius' Catholic Infant School does not guarantee a place at St. Aloysius' Catholic Junior School. Priority for admission to the Infant School is similar to the Junior School. Therefore, if families move out of the parish or are no longer practising Catholics, a child may not be accepted at the Junior School.

**4<sup>th</sup> January 2014**