



# St Aloysius Catholic Primary

*In Jesus we learn, love and grow together*

## Admissions Policy 2018-19

Policy Revised: March 2017

Review Date: January 2018

Signed:.....In block capitals

St. Aloysius' Catholic Primary 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 be 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 Admission Number (PAN) for the Reception classes at St. Aloysius Catholic Primary School is 60. The Governing Body has sole responsibility for admissions to this school and intends to admit 60 children in the school year which begins in September 2018. Applications are invited from families whose child will reach his/her 4th birthday between 1st September 2017 and 31st August 2018.

### **APPLICATION PROCEDURE 2018 – 2019**

In order to make an application, you must complete a Common Application Form (CAF) from your local authority either online or on paper and return it to them. 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 or by post) to school (Aldenham Street, NW1 1PS) together with all other relevant paperwork required for your application. If you do not complete both of the forms described above and return them by 15th January 2018, the Governing Body will be unable to consider your application fully and it is unlikely that your child will be offered a place. Applications received after the closing date will be dealt with after the initial allocation process has been completed.

The local authority will write to you on behalf of the Governing Body with the outcome of your application on or about 16th April 2018. The information will also be available on line on that date. Parents/carers should accept the place as soon as possible.

### **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. Appeals should be sent to the school by 26th May 2018.

### **WAITING LIST**

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 after one year, unless applicants request, in writing, to remain on the list.

### **PUPILS WITH AN EDUCATION, HEALTH AND CARE PLAN (EHC)**

The admission of pupils with an 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 2015. If your child has an EHC plan you must contact your local authority SEN officer. Children whose EHC Plan names this school, will be admitted.

### **CHANGE OF DETAILS**

If any of the details on either of your forms change 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.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the Trust Deed of the Diocese of Westminster. Applications will be ranked using the criteria listed below. Within 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.

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

### **OVERSUBSCRIPTION CRITERIA**

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 being 'looked after'.
2. Baptised Catholic children of Catholic staff who have worked at the school (including the nursery) for a minimum of two years at the time of application.
3. Catholic children who are baptised at the time of applying for a place living in the parish of St. Aloysius, and the parish formerly known as St. Anne's, with siblings in the school at the time of admission.
4. Catholic children who are baptised at the time of applying for a place and who live in the parish of St. Aloysius, and the parish formerly known as St. Anne's (maps of the parishes are available from the school).
5. Catholic Baptised children who live in other parishes.
6. Other 'looked after' children and children who have been adopted or made subject to child arrangements orders or special guardianship orders immediately following being 'looked after'.
7. Children of non-Catholic staff who have worked at the school (including the nursery) for a minimum of two years at the time of application.
8. Children who have siblings at St Aloysius School (including the nursery).
9. Christian children of other denominations (*Either a certificate of baptism or a letter from the parish vicar/minister confirming membership of the faith community will be required.*)
10. Children of other Faiths. (*A letter from the faith leader confirming membership of the faith community will be required.*)

11. Any other applicant.

Children with siblings in St Aloysius School and Nursery will be given priority within each criterion.

**Tie Break:** If there are more applications than places available within any criterion, distance will be used as a tie-break. Distance will be measured in a straight line from the centre of the home address to the centre of the school using a computerised mapping system, provided by the Local Authority. In the exceptional case where applicants' distance measurements are exactly the same, in blocks of flats for instance, the computer system will randomly order the priority of applicants.

### **Multiple Applications**

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.

### **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. 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 re-rank the list and make 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 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.

### **Deferred Entry**

Applicants may defer entry to school up until compulsory 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 once the offer of a place has been received. The place will then be held until the first day of the spring or summer term. Applicants may also choose for their child to attend part-time until compulsory school age is reached. Entry may not be deferred beyond compulsory school age or beyond 1st April 2019.

### **Children educated outside their chronological age group (except Reception applications for summer born children)**

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.

### **Summer born children**

If a parent wishes his/her summer born child to start school in Reception in the September following his/her 5th birthday i.e. a child born between 1st April – 31st August being

admitted to Reception at 5 years of age, they should make the school aware of this by writing a letter to the Chair of Governors at the time of application. Parents must then submit an application in the normal way. This application will be treated in the same way as all other applications and there is no guarantee that an offer will be made.

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

**'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'**. An adopted child is any child who has been formally adopted from care and whose parent/ guardian can give proof of legal adoption.

**'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 prior to the order qualify in this category.

**'Special Guardianship Order'**. A special guardianship order is an order under the terms of the Children Act 1989 s.14A appointing one or more individuals to be a child's special guardian(s). Children 'looked after' immediately prior to the order qualify in this category.

**'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. For the purposes of this Policy this includes a looked-after child who is part of a Catholic family where a priest's letter demonstrates that the child would have been baptised or received if it were not for their status as a looked-after child (e.g. a looked-after child in the process of adoption by a Catholic family).

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

**'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 will leave before the younger one starts.

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

**Staff:** means all staff

**'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.

Acceptance at the Nursery does not guarantee a place for your child in Reception. Parents of children attending the nursery must make a fresh application for Reception.

**PREVIOUS YEARS**      The school is usually able to admit children from all categories.

**Amended and approved on:**

**Diocese of Westminster  
Catholic Primary Schools  
Supplementary Information Form 2018 – 2019**



<b>Name and Address of School:</b> St. Aloysius' Catholic Primary School, Aldenham Street, London NW1 1PS
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**Child's Details**

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

**Parent/Carer Details**

Parent(s)/Carer(s) name:	
Address (if different from above):	
Telephone number:	
<b>Alternative contact details:</b>	
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)			
Names of brothers or sisters at this school who will still be on roll in September 2018:	Name:	Class	Year Group:
Is your child 'looked after' by the Local Authority, adopted having previously been 'looked after' or subject to a 'child arrangements' or special guardianship order? (Please circle)		YES	NO
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.)			
YES		NO	

**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:

- Applicants from other Christian denominations and other faiths may attach a letter confirming membership of the faith community 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 January 15<sup>th</sup> 2018. If you do not do this you will not be offered a place.

### Checklist:

**Have you enclosed?** Copy of baptism certificate (if applicable)  
Evidence of exceptional need (where appropriate)

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