

# ST MONICA'S CATHOLIC PRIMARY SCHOOL

## ADMISSIONS POLICY 2015 - 2016

St. Monica's 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 be fully supported by all families in the school. All applicants are therefore expected to give their full, unreserved and positive support to the aims and ethos of the school.

The Published Admissions Number (PAN) for the reception class at St Monica's 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 2015. Applications are welcome from families whose child reaches his/her fourth birthday between 1<sup>st</sup> September 2014 and 31<sup>st</sup> August 2015.

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. A *parent* is the adult or adults with legal responsibility for a child.

### OVERSUBSCRIPTION CRITERIA

Where there are more applications 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 residence orders\* or special guardianship orders\*) immediately after having been looked after;
2. baptised Catholic children, from practising Catholic\* families, (as confirmed on the Diocesan Priest's Reference Form by the Parish Priest), who have a sibling\* at the school at the time of admission;
3. baptised Catholic children from practising Catholic families, as confirmed on the Diocesan Priest's Reference Form by the Parish Priest. If you have recently arrived within your Parish, we will require the Diocesan Priest's Reference Form to be signed by your previous Parish Priest;
4. other baptised Catholic children;
5. other looked-after children and children who have been adopted (or made subject to residence orders or special guardianship orders) immediately after having been looked after;
6. catechumens\* and members of an Eastern Christian Church\*;
7. Christians\* of other denominations whose application is supported by their Minister of Religion;
8. children of other faiths whose application is supported by their Religious Leader; and
9. any other children.

### **\*Definitions:-**

**'Looked after child'** 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 at the time of making an application for admission to the School).

**'Catholic'** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This must be evidenced by a Certificate of Baptism in a Catholic church or a Certificate of Reception into the full communion of the Catholic Church, **presented at the time of application**.

**'Adopted'** means a child who has been formally adopted and whose parent/guardian can give proof of adoption.

**'Residence order'** means an order under the terms of the Children Act 1989, section 8 setting the arrangements to be made as to the person with whom a child is to live. Children 'looked after' immediately before the order is made qualify to be included in this category.

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

**'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. **'Family'** includes the Catholic or Catholics who have 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.

**'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'.

### **EXCEPTIONAL NEED**

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

### **APPLICATIONS FOR TWO OR MORE SIBLINGS**

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

## **OUTCOME OF PREVIOUS YEAR'S APPLICATIONS**

Last year the school was heavily oversubscribed: we received 165 applications for 60 places. 21 children from category 2 were offered a place, along with 39 in category 3 in accordance with the distance criterion. The Governing Body was unable to offer places to any applicants beyond category 3. As the school is usually oversubscribed by Catholic candidates, it is very unlikely that applicants who are not Catholics will obtain a place. In the past ten years, the Governing Body has been unable to offer a place to any applicant who is not a Catholic.

## **DISTANCE CRITERION**

Where the offer of places to all the applicants in any of the categories listed above would still lead to oversubscription, the available places will be offered to those living nearest to St Monica's Church, Stonard Road, Palmers Green. This distance is calculated by the Enfield Schools' Admissions Service IT system using ADDRESS-POINT. They calculate the distance from the central point of St Monica's Church to the front door of the applicant's home address, in a straight line, (as the crow flies). The applicant's home address is the address at which he/she resides for more than 50% of the week. The distance measure provides a national grid coordinate and a unique reference for each postal address in Great Britain. The grid reference is provided to a resolution of 0.1 metre (10cm). The accuracy of ADDRESS-POINT is such that each point will fall within the building at the address in question. In the case of a multi-occupancy building, such as flats where there may only be one address point, priority will be given to the applicant whose door number is the lowest numerically or alphabetically.

## **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.

## **WAITING LIST**

The waiting list will be maintained by the Governing Body in the order of the categories in the oversubscription criteria above and not in the order in which the applications are received. At the end of the academic year, the school will ask parents if they wish their child(ren) to remain on the waiting list. Names will be removed accordingly. 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**

Applicants may defer entry to school 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. 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 that, if the school is oversubscribed, they are very unlikely to obtain a place.

## ST MONICA'S CATHOLIC PRIMARY SCHOOL - APPLICATION PROCEDURE

- A. In order to make an application, you **must** complete a **Common Application Form (CAF)** from the Local Authority in which you live. The CAF must either be completed on-line or returned as directed to the Local Authority (or to the School which will send it to the Local Authority). This application must include proof of the child's home address (see accepted proofs of address in the Local Authority Admissions booklet). The CAF should be submitted by 15th January 2015.
- B. In order for applications to St Monica's School to be placed in the correct order of priority according to the oversubscription criteria set out above, you should also submit the following direct to the school by 15<sup>th</sup> January 2015:
- a **Supplementary Information Form (SIF) (to be completed by ALL applicants)**;
  - Part B of Diocesan Priest's Reference (**if applicable; see paragraphs D and E below**); and
  - proof of baptism (**if applicable**) – **only the original certificate marked with the Parish seal can be accepted.**

**If you are applying as a practising Catholic, all three documents will be required in order for your application to be considered fully.**

If you are applying on behalf of a looked after or adopted child you should also provide evidence that confirms this.

- C. Unless all applicable documents are returned to the school by 15<sup>th</sup> January 2015, the Governing Body will be unable to consider your application fully and it is very unlikely that your child will be offered a place.
- D. Parents applying as practising Catholics should arrange to meet the Parish Priest of the church which they usually attend so that the Diocesan Priest's Reference can be completed. Please take the original Baptismal Certificate with you to this meeting.
- E. Before the meeting with the Parish Priest, parents should complete Part A of the Diocesan Priest's Reference. This will be used as a basis for discussion at the meeting before the Parish Priest completes Part B. He will retain Part A but return Part B to parents who should then submit it, with the Supplementary Information Form and the Baptismal Certificate marked with the Parish seal, to the School by 15<sup>th</sup> January 2015.
- F. The Governors will meet during the Spring term to rank the children in accordance with this Admissions Policy and its oversubscription criteria. The results of the ranking will then be sent to the Local Authority.
- G. In April, letters will be sent by the Local Authority, on behalf of the Governing Body, to the 60 children who are being offered places. All families who wish to accept this offer will be asked to confirm so in writing.
- H. In addition, the School will write to all families who have been offered a place. Families who do not already have a child at the School and who wish to accept the offer, will be required to provide the School office with **two further proofs of the address on the application form**; one must be a council tax bill and the second must be a utility bill not more than three months old. This address must be maintained until the child's first day at school, unless the new address is no further from St Monica's Church than the address of the child at the furthest distance from the church to whom a place has been offered. In addition, the home

visit undertaken by the Reception Class staff in September must take place at the child's home address as stated on the application form. Otherwise, the offer of a place may be withdrawn.

- I. The school fully supports the stance taken by the London Borough of Enfield with regard to fraudulent or misleading information being given in order to secure a place. Evidence of fraud or intentionally misleading information will lead to any offer of a place being withdrawn.
- J. If your child is not offered a place in Reception Class, he/she will automatically be placed on a waiting list. This list ranks the children according to the categories in the oversubscription criteria.
- K. Unless there are exceptional circumstances and applicants can demonstrate a good reason (accepted by the Governors) for not applying by the published deadline of 15<sup>th</sup> January 2015, late applications will not be considered until initial allocations have been made. As soon as the initial allocations have been made, all applications, whenever made, are ranked solely according to the oversubscription criteria and placed on the waiting list. The waiting list will be held open until the end of the academic year to which this application applies. The school will write to applicants at the beginning of each academic year to ask if they wish to remain on the waiting list.
- L. Applications on the waiting list are ranked according to the oversubscription criteria and NOT in the order in which they have been received. This means that a child's position on the reserve list is subject to change, depending on how subsequent applications are ranked.
- M. All parents are strongly advised to apply to another school (or schools) as a place at St. Monica's can never be guaranteed in advance of the Governors' consideration of applications.
- N. The Admissions Policy will be posted on the notice board at St. Monica's Church, Stonard Road, Palmers Green.

## **IN-YEAR ADMISSIONS**

Application for in-year admission is made by completing an application form from the Local Authority in which the child lives. This can be done on paper or on-line. The additional information described in Part B of the Application Procedure above should also be completed and returned to the School so that the application can be fully considered. If a place is available and there is no waiting list, the child will be admitted. If there is a waiting list, the application 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.

Any offer of a place will be conditional on an up-to-date Priest's Reference and proofs of address being supplied. A council tax bill and utility bill no more than three months old will be required to confirm the address on the application form. A new Priest's Reference will also be required unless one was previously submitted and is less than one year old.

## **RIGHT OF APPEAL**

If your application for a place is unsuccessful, you may ask us for the reasons. These will be related to the oversubscription criteria listed above and you will have the right of appeal to an independent panel. Parents who wish to appeal must complete a form provided by the School Office, stating the grounds for their appeal, and return it by 19<sup>th</sup> May 2015 to the Headteacher, c/o St. Monica's Catholic Primary School, Cannon Road, Southgate, London, N14 7HE.

## **PUPILS WITH A STATEMENT OF SPECIAL EDUCATIONAL NEEDS/EDUCATION, HEALTH & CARE PLANS**

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

### **CHANGE OF DETAILS**

If any of the details on either the CAF or the SIF 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 form, the Governing Body reserves the right to withdraw the offer of a place, even if the child has already started at the School.

This Policy replaces all those previously published.

March 2014