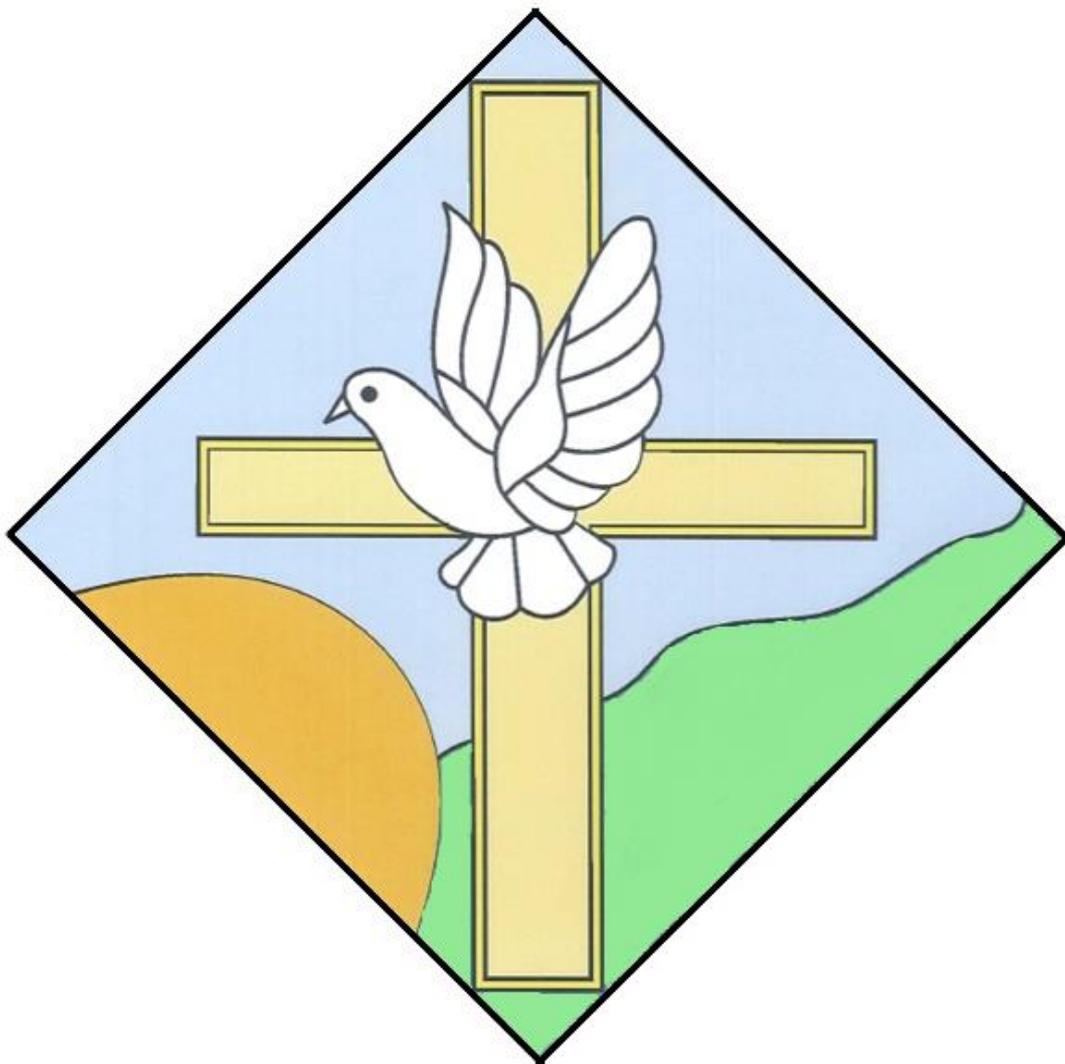




# **ADMISSIONS POLICY AND PROCEDURES 2019-2020**



## ***Mission Statement***

*Promoting high quality education, love, care and forgiveness of others as taught to us by Jesus and our Patron Saints.*

## **Admissions Policy and Procedures 2019 – 2020**

St Peter and St Paul Catholic Primary Academy is a voluntary aided Academy in the Diocese of Southwark. It is in the trusteeship of the Diocese. The Academy is conducted by its Governing Body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government, and seeks at all times to be a witness to Jesus Christ. The Academy exists primarily to serve the Catholic community and Catholic children always have priority of admission. However the Governing Body also welcomes applications from those of other denominations and faiths who support the religious ethos of the Academy.

Having consulted with the Local Authority, the Diocese and other admission authorities, the Governors intend to admit into the Early Years class, in September 2018 up to 30 pupils without reference to ability or aptitude.

Where the number of applications exceeds 30 the Governors will offer places using the following criteria in the order stated:-

1. Looked after Catholic children or looked after children in the care of Catholic families and previously looked after Catholic children who have been adopted or who have become the subject of a residence or guardianship order.
2. Catholic children who will have a brother or sister at Academy at the time of admission and are able to prove weekly attendance at Mass.
3. Catholic children, a baptismal certificate or evidence of reception into the Catholic Church must accompany the supplementary information form.
4. Children enrolled in the catechumenate. Evidence of enrolment in the catechumenate will be required.
5. Other looked after children and other previously looked after children who have been adopted or who have become the subject of a residence or guardianship order.
6. Children who are members of Churches in union with Rome. Evidence of Baptism will be required.
7. Children of families who are members of other Christian denominations that are part of Churches Together in England. Evidence of Baptism (or dedication) provided by a priest or minister of a designated place of worship will be required.
8. Children who are members of other faiths. Evidence of membership of the faith provided by a priest, minister or religious leader of a designated place of worship

will be required.

9. Any other children.

The following order of priorities will be applied when applications within any of the above categories exceed the places available and it is necessary to decide between applications.

- i. For Category 2 above - The strength of evidence of commitment to the faith as demonstrated by the level of the family's Mass attendance on Sundays over a period of 3 years. This evidence must be provided by the parents/carers and be endorsed by a priest at the church(es) where the family normally worship. Applications will be ranked in the order shown on the Supplementary Form; firstly those who attend Mass weekly, then once or twice a month etc.
- ii. A brother or sister on the Academy roll at the time of admission. Evidence of the relationship may be required.
- iii. Living in the parish of Our Lady of the Crays
- iv. Social, pastoral and medical needs which make the Academy particularly suitable for the child in question. Strong and relevant evidence must be provided by an appropriate professional authority (eg qualified medical practitioner, education welfare officer, social worker or priest).
- v. Proximity to the Academy of the Candidate's home address, the distance measured in a straight line from the Academy entrance by the Local Authority using a Geographical Computerised Information System. Evidence of residence may be required. Where the last remaining place is to be allocated and two or more children are deemed to live at the same distance from the Academy the place will be decided by the drawing of lots.

**Admissions Procedure**

In addition to the Common Application Form (CAF) supplied by the Local Authority and the Supplementary Information Form (available from the Academy and from the Local Authority), should be completed and sent to the Academy not later than the closing date published by the Local Authority. This should be done even if the CAF is completed online. If the Supplementary Information Form is not completed, the Governing Body of the Academy will only be able to consider the application after all applicants who have completed a Supplementary Information Form. You are advised to make two copies of the forms. You should retain one copy and pass the second copy to the Academy or your Priest, as indicated.

Offers of places will be sent to parents by the Local Authority on the common offer date as notified.

N.B. For admission to our Early Years Class two forms need to be completed. The Local Authority Common Application Form (CAF) and the St Peter and St Paul Catholic Primary Academy Supplementary Information Form (SIF). The CAF should be returned to the Local Authority in which the child lives and the SIF to the Academy Office. Completion of a Supplementary Form is not mandatory; however, if one is not received the Governors will not be able to apply their admission criteria and the application will be considered under the Criteria 9.

### **Appeals**

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with section 85(3) of the Academy Standards and Framework Act 1998. Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be made to the Admissions Appeal Clerk at the Academy address. Parents/Carers have the right to make oral representations to the Appeal Panel. Infant classes are restricted by the legislation to 30 children. Parents should be aware that an appeal against refusal of a place in an infant class may only succeed if it can be demonstrated that:-

- a) the admission of additional children would not breach the infant class size limit; or
- b) the admission arrangements did not comply with admissions law or had not been correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or
- c) the panel decides that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

### **Summer Born Children**

St Peter and St Paul Catholic Primary Academy will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. Views of the Principal of the Academy must also be taken into account when informing a parent of the decision on the year group the child should be admitted to. St Peter and St Paul Catholic Primary Academy will set out clearly the reasons for their decision.

The process for this request is outlined in the "London Borough of Bromley Admission of Summer Born Children Outside of their Normal Age Group" procedures.

### **Twins, Triplets and other Multiple Births**

Where twins, triplets or children from other multiple births qualify for the last school place to be allocated St Peter and St Paul Catholic Primary Academy will admit all of the qualifying siblings in excess of the published admissions limit and they will be considered as 'excepted pupils'.

### **Waiting Lists**

Parents of children who have not been offered a place at the Academy may ask for their child's name to be placed on a waiting list. The waiting list, which will be maintained until the end of each academic year, will be operated using the same admissions criteria listed above. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place. It is possible that when a child is directed under the local authority's fair access protocol they will take precedence over those children already on the list.

### **Fair Access Protocol**

The Academy participates in the local authority's Fair Access Protocol to allocate places to vulnerable and other children in accordance with the Academy Admission Code 2012. Admitting pupils under the protocol may require the Academy to admit above the planned admission number for the relevant year group.

### **Late Applications**

Any late applications will be considered by the Governors' Admissions Committee, in the event of there being any available places using the above criteria. If all places have been filled, parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

*a. Catholics include members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome. Reference to other Christian denominations refers to denominations that are full members of Churches Together in England.*

*b. A "brother or sister" means children who live as brother and sister including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters. It would not include other relatives eg cousins.*

*c. Home refers to the permanent home address at which the child lives for the majority of his/her time and with the parent who is in receipt of child benefit.*

*d. Looked after children are those in the care of a public authority and are in public care. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (eg from an appropriate social worker).*

### **This Policy is reviewed annually by:**

St Peter and St Paul Catholic Primary Academy Governing Body

It was last reviewed in: July 2018

It will next be review in: September 2019

Signed: \_\_\_\_\_ Chair of Governors

Date: \_\_\_\_\_