

# **Our Lady's Catholic Primary School**

## **Admissions Policy 2019-20**

Policy produced by the school

Adopted by governors-Academic year 2019/20

Review date- Academic year 2020/21

**OUR LADY'S CATHOLIC PRIMARY SCHOOL**  
**Pratt Street, Camden, London, NW1 0DP**

**2019/2020 ADMISSIONS POLICY FOR THE RECEPTION CLASS AND YEARS 1 TO 6**

Applications are invited for September 2019 from families whose child attains 5 years of age between 01/09/2019 and 31/08/2020.

Our Lady's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its governing body as part of the Catholic Church in accordance with the Diocesan Trust Deed and instrument of government, and seeks at all times to be a witness to Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeates 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.

**Pupil Numbers**

The Governing Body will ensure that the number of pupils admitted in each year group will be such as to conform to statutory legislation. In accordance with the Government's policy to limit class sizes, a maximum of 30 pupils will be admitted to the Reception class. This is the Published Admissions Number to each year group.

**Oversubscription criteria**

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

**Reception Class applications**

In order to make a full application for a place in the School's Reception Class you should:

- complete the School's **Supplementary Information Form (SIF)** and return it to the School by the stipulated closing date; **and**
- go on-line to [www.eadmissions.org.uk](http://www.eadmissions.org.uk) and **complete the online form.**

The final date for applications is 15<sup>th</sup> January 2019. Applications received after the closing date will be dealt with after the initial allocation process has been completed.

**If you do not complete both of the forms described above and return them by the closing dates the Governing Body may be unable to consider your application fully and it is very unlikely that your child will get a place at the School.**

The Supplementary Information Form is available from the School or Camden School Admissions. You can either collect this form from the School or contact the School and ask for it to be sent to you. Please note that candidates currently attending the school's nursery have no priority in the admission to the reception class.

**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. If your child has an EHC plan you must contact your local authority SEN officer. Children with this school named in their EHC Plan will be admitted to the school.

**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 both of the Governing Body and the Diocese for the current admission year. The Governing Body has this power even when admitting such a child would exceed the normal admission number.

### **Oversubscription Criteria**

Where there are more applications than 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 who are resident in the parish of Our Lady of Hal (a map is included as an appendix )
3. Other baptised Catholic children.
4. 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.
5. Children of other Christian denominations.
6. All other applications.

**In prioritising applications in each of the above oversubscription criteria, next priority, after children with exceptional need will be given to children who will have a brother or sister attending a Reception, Infant or Junior class in Our Lady's Catholic Primary School at the proposed date of admission.**

### **Tie-breaker**

In the event of there being insufficient vacancies to offer places to all applicants in any of the categories detailed above, priority will be given to children whose parents'/carers' residential address is the shortest distance from the applicant's address to the centre of the School when measured in a straight line on a map. Distances will be measured from the applicant's home address to the centre of the School by Camden local authority using Camden's distance measuring system.

### **Twins or multiple births**

In cases where multiple siblings tie for the last available place, then all will be offered a place, even if this exceeds the planned admission number.

### **Offers of a school place**

Offers of places will be sent to parents on 18<sup>th</sup> April 2019. This is Primary National Offer Day. They will also be available on line for those who applied on line.

### **Admission Appeals for unsuccessful applicants to the Reception Class and Years 1 to 6.**

Unsuccessful applicants have the right to appeal to an independent panel. Parents wishing to appeal should obtain a form from the School. This should be completed and returned to the School, marked for the attention of Clerk to the Governing Body. Appeals should be received by the school by May 24<sup>th</sup> 2019. If an appeal is unsuccessful, no further appeal

may be made within the same school year unless there have been significant and material changes in the applicant's circumstances.

### **Waiting List**

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria and not in the order in which the applications are received or added to the list. Names are normally removed from the list after one full year unless parents/carers submit a written request asking for their application to remain on the waiting list.

### **In-Year Admissions**

Applications for In-Year admissions are made directly to the school. 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. 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 the 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 governors will inform parents whether or not a place is to be offered.

### **Deferring entry**

Applicants should be aware that they have the right to defer entry for their child until he or she is of statutory school age i.e. up to the first day of the term following a child's fifth birthday. Applications should be made in September in the normal way in these circumstances. The place will then be held until the first day of the spring or summer term. Entry may not be deferred beyond statutory school age or beyond the year of application. Applicants may also request that their child attend part-time until statutory school age is reached. Parents wishing to defer entry for summer born children should note that entry can only be deferred up until 1st April 2020.

### **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.

### **Interpretation of terms used in the Admissions Policy and Admissions Criteria**

<b>Applicants</b>	The parents and/or carers submitting an application for a place on behalf of a child.
<b>Parent</b>	The adult or adults with legal responsibility for the child
<b>Sibling</b>	Brothers, sisters, step/half brothers and sisters
<b>Home Address</b>	The place where the child lives for more than 50% of the school week or the home of the parent in receipt of Child Benefit.

<b>Catholic</b>	A baptised person who is 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 it 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 was not for their status as a looked after child (e.g. a child in the process of adoption by a Catholic family)
<b>"looked after child"</b>	Has the same meaning as section 22 of the children Act 1989 and means any child in the care of a Local Authority or in accommodation provided by them e.g. a child who has been placed with foster carers.
<b>Adopted</b>	An adopted child is a child who has been adopted from care and whose parents can give proof of this status.
<b>Child Arrangements Order</b>	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.
<b>Special Guardianship Order</b>	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). A child who has been 'looked after' until the order is made qualifies under this category.
<b>Children of other Christian denominations</b>	<p><b>"Children of other Christian denominations"</b> means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.</p> <p>All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.</p>