



# **ST MICHAEL CATHOLIC PRIMARY SCHOOL**

## **ADMISSIONS POLICY 2017/18**

***“Excellence: Enrichment: Enjoyment”***

**Headteacher: J Lane**

**Feltham Hill Road**

**Ashford**

**Surrey**

**TW15 2DG**

**Tel: 01784 253333**

**Email: [info@st-michaels.surrey.sch.uk](mailto:info@st-michaels.surrey.sch.uk)**

# **St Michael Catholic Primary School ("the School")**

## **Admissions Policy 2017/18**

### **1. Introduction**

- 1.1 The School is a voluntary aided primary school which provides co-educational day schooling for pupils between the ages of 4 and 11.
- 1.2 The School promotes high academic standards and attaches great importance to social and moral development. The sharing of Christian values by staff and students alike creates a caring community.
- 1.3 The School was founded by the Catholic Church to provide a Catholic education for children of Catholic families and all its pupils and seeks at all times to be a witness to Jesus Christ. The management of the School is conducted by its Governing Body ("the Governing Body") as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government.
- 1.4 At a Catholic school, Catholic doctrine and practice permeate every aspect of its activity. The School is enriched when the Catholic character of the School's education is fully supported by its pupils and their families. All applicants are asked to support the aims and ethos of the School as set out in 1.2 above.
- 1.5 The Published Admission Number (PAN) for the reception class at the School is 60. The Governing Body has sole responsibility for admissions to the School and intends to admit 60 children in the school year which begins in September 2017. Applications are welcome for consideration from families whose child reaches his/her 4<sup>th</sup> birthday between 01 September 2016 and 31 August 2017.
- 1.6 Whenever there are more applications than places available, applications are considered only on the basis of the oversubscription criteria set out below and priority will always be given to Catholic candidates in accordance with the Trust Deed of the Dioceses of Westminster.
- 1.7 In this policy, 'applicant' refers to the person making an application on behalf of a child; and 'candidate' refers to the child on whose behalf the application is being made.

### **2. The over subscription criteria**

- 2.1 Where there are more applications than the number of places available, after the admission of candidates with an Education, Health and Care Plan where the School is named in the Plan (in which event the PAN will be reduced by the number of such pupils who require a place before any of the over subscription criteria is applied if the School is oversubscribed), places will be offered according to the following order of priority:-
  - 2.1.1 Catholic looked after children and Catholic previously looked after children who have been adopted or made subject to child arrangement orders or special guardianship orders.
  - 2.1.2 Baptised Catholic children with a Certificate of Catholic Practice whose parent is a permanent member of staff and who has been employed at the School for at least two years at the time of application.
  - 2.1.3 Baptised Catholic children with a Certificate of Catholic Practice who are resident in the parishes of St. Michael's and St. David's. **(A map of the parish boundary is attached. Important information on "resident", "place of residence" and proof of residence" is included in the notes at the end of this Policy document).**
  - 2.1.4 Baptised Catholic children who are resident in the parishes of St Michael's and St. David's. **(A map of the parish boundary is attached. Important information on "resident", "place of residence" and "proof of residence" is included in the**

**notes at the end of this Policy document).**

2.1.5 Other baptised Catholics with a Certificate of Catholic Practice.

2.1.6 Other baptised Catholic children.

2.1.7 Other looked after children and previously looked after children who have been adopted or made subject to child arrangement orders or special guardianship orders.

2.1.8 Children of Catechumens and members of an Eastern Christian Church resident in the parishes of St Michael's and St. David's.

2.1.9 All other children of other Christian denominations resident in the parishes of St Michael's and St. David's and whose application is supported by a minister of religion.

2.1.10 Any other children

## **2.2 Priority within categories**

### **2.2.1 Exceptional Need**

The Governing Body will give first priority to an application within a category where professional evidence is provided at the time of application that there is an exceptional medical, social, or pastoral need of the candidate, which can only be met at the School. To demonstrate an exceptional social, medical or pastoral need of the candidate which can only be met at the School, the Governing Body will require compelling written evidence from an appropriate professional, such as a doctor, social worker or priest when considering such applications. **(Important information on "exceptional medical, social or pastoral need" is included in the notes at the end of this Policy document).**

### **2.2.2 Siblings**

The Governing Body will give second priority within a category to a candidate who has a sibling at the School on the date the candidate is due to start at the School.

**YOUR ATTENTION IS DRAWN TO THE NOTES AT THE FOOT OF THIS POLICY DOCUMENT AS THEY FORM PART OF THE OVERSUBSCRIPTION CRITERIA**

## **3. Twins and multiple births**

Where the final place is offered to a candidate (one of a multiple birth) in the same school year, the other multiple birth child/children will also be admitted if they have been ranked consecutively according to the over subscription criteria.

## **4. Important information about applications in previous years**

The School welcomes applications for candidates from all faiths and no faiths. However, the School is usually oversubscribed by Catholic candidates and it is very unlikely that a non-Catholic candidate will obtain a place. For the last two academic years the school has been oversubscribed with Catholic children. In the academic year 2015-16, there were insufficient places for all applicants in criterion 2.1.4.

## **5. Tie break**

Where the offer of places to all the applicants in any of the categories listed in 2 above would still lead to over subscription, the places will be decided by the drawing of anonymous lots. This will be supervised by two people who are independent of the School.

## **6. 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 Diocese and Surrey County Council for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the PAN.

## 7. Waiting lists

### 7.1 In Year Admissions

Applications for In Year admissions are made directly to the School. If there is no waiting list and provided that there is a vacancy the candidate will be admitted. If there is a waiting list, then applications will be ranked by the Governing Body in accordance with the oversubscription criteria at 2 above. If a place cannot be offered at this time the applicants will be provided with the reasons and will be informed of a right of appeal the opportunity of being placed on our waiting list. Each time a new child is added to the waiting list, the list will be re-ranked in order of the over subscription criteria. The waiting list will be maintained by the Governing Body in the order of the over subscription criteria above and not in the order in which the applications are received. Names are removed from the waiting list at the end of each academic year unless applicants confirm they wish to remain on the list. When a place becomes available the Governing Body will decide who is at the top of the waiting list and make an offer. Any change in circumstances must be notified to the School in writing. Applicants may be asked to provide proof of address.

### 7.2 Reception Year

In addition to their right of appeal, unsuccessful candidates will be placed on a waiting list. This waiting list will be maintained in order of the over subscription criteria set out at 2 above and not in the order in which applications are received or added to the waiting list. Each time a child is added to the waiting list, the list will be re-ranked in order of the over subscription criteria. Names are removed from the waiting list at the end of each academic year of entry unless applicants confirm they wish to remain on the list. Any change in circumstances must be notified to the School in writing. Applicants may be asked to provide proof of address.

## 8. Reception year deferred entry

Applicants may defer a candidate's entry to the School up until statutory school age i.e. the first day of term following the candidate'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. Entry may not be deferred beyond statutory school age or beyond the year of application. Applicants wishing to defer entry for summer born children should note that entry can only be deferred up until 1 April 2018.

### 8.1 Part-Time Attendance

Applicants may also choose part-time attendance for their child until compulsory school age is reached.

## 9. Application procedure and timetable

9.1 To enable the Governing Body to have all relevant information before it in order for governors to make an informed decision on whether to offer a place, applicants **are asked to submit** the following forms (if applicable):

9.1.1 A Common Application Form ("CAF") from your Local Authority which must be returned to it. The CAF can be completed on line or may be obtained by telephoning your Local Authority. **Closing date: The CAF must be returned to your Local Authority by 15 January 2017.**

9.1.2 Applicants applying under categories 2.1.1, 2.1.2, 2.1.3, 2.1.4, 2.1.5, 2.1.6, 2.1.8 and 2.1.9 should submit a Supplementary Information Form ("SIF"). The SIF can be obtained from the School by collecting it from the School or requesting the School (in good time) to send it to the applicant. It can also be accessed through the School's

website. Alternatively, the applicant may obtain the SIF from Surrey County Council's offices or Surrey County Council's website links. **Closing date: 15 January 2017.** The SIF is not compulsory however the information provided in the SIF allows the Governing Body to assign the appropriate category of our oversubscription criteria.

Note:(Categories 2.1.1, 2.1.7 and 2.1.10 of our oversubscription criteria need not complete a SIF.)

- 9.1.3 Applicants applying under categories 2.1.2, 2.1.3 or 2.1.5 should submit a Certificate of Catholic Practice by the closing date. The Certificate may be obtained from your parish or from the Diocesan website at [certificate of catholic practice 2015.pdf](#)
- 9.1.4 Applicants applying under categories 2.1.1, 2.1.2, 2.1.3, 2.1.4, 2.1.5 and 2.1.6 should submit a certificate of baptism or reception into a Catholic Church.
- 9.2 If applicants do not complete the CAF by **15<sup>th</sup> January 2017** the Governing Body will consider the application in accordance with the LA coordinated scheme for late applications. (the LA scheme states – ‘Applications received by the Local Authority as late for good reason in accordance with its coordinated scheme will be accepted as on time’.)
- 9.3 Applications received after the closing date will be dealt with after the initial allocation process has been completed.
- 9.4 Applicants are advised that if an application is received without a SIF, baptism certificate and a Certificate of Catholic Practice by the 15th January 2017, it will still be considered by the Governing Body as a valid application but the Governing Body will rank the application under paragraphs 2.1.7 or 2.1.10 on the basis of the information provided in the CAF alone.
- 9.5 The applicant will be advised by their Local Authority in writing of the outcome of his/her application by 18<sup>th</sup> April 2017.

**YOUR ATTENTION IS DRAWN TO THE NOTES AT THE FOOT OF THIS POLICY DOCUMENT AS THEY CONTAIN IMPORTANT INFORMATION ON PLACE AND PROOF OF RESIDENCE AND THE DOCUMENTS REQUIRED TO SUPPORT YOUR APPLICATION**

## **10. Right of Appeal**

Unsuccessful applicants may ask the School for the reason for the refusal of a place. These reasons will be related to the oversubscription criteria listed in this policy and applicants will have the right to appeal to an independent panel. Applicants who wish to appeal should contact the School as soon as possible for an appeal form on which they must list reasons for making an appeal. Appeals should be submitted by 27 May 2017.

## **11. Pupils with an Education, Health and Care Plan (“EHCP”)**

The admission of pupils with an EHCP is dealt with by a completely separate procedure. However, EHCP candidates will be admitted first and the PAN reduced accordingly. Details of the separate procedure are set out in the Special Educational Needs Code of Practice. If a candidate has an EHCP the applicant must contact their local authority SEN officer.

## **12. 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.

## **13. Children Educated Outside their Chronological Age Group (except Reception applications for summer born children)**

Parents may apply for their child to be educated outside his/her chronological age group i.e. a year behind or a year ahead. Application should be made to the Chair of Governors at the time of application and any supporting evidence should be submitted at the same time. Governors will consider the circumstances of each case and what is in the best interest of the child.

**14. Change of Details/False or Misleading Information – important notice**

If any of the details on the forms specified in 9 above change between the date of application and the receipt of the letter of offer or refusal, the applicant **must** inform the School and their Local Authority immediately. Applicants are on notice that:-

- (1) If false, fraudulent or intentionally misleading information is given or allowed to remain on the forms and/or
- (2) Where any false, fraudulent or intentionally misleading information is given or communicated to the School, whether on the forms or otherwise, in order to secure a place at the School.

The Governing Body reserves the right not to offer a place and where false or fraudulent information is given or communicated, to withdraw the place even if the candidate has already started at the School.

## **IMPORTANT NOTES AND INFORMATION RELATING TO YOUR APPLICATION**

### **These notes form part of the oversubscription criteria**

**“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 or through a local authority: e.g. children with foster parents at the time of making an application to the School..

**“Previously looked after child”** is a child who has previously been in the care of a local authority or provided with accommodation by or through a local authority in accordance with section 22 of the Children Act 1989 and who have left that care through adoption, a child arrangement order or special guardianship order.

**“Adopted”** An adopted child is any child who has been formally adopted, having previously been in care and whose parent/guardian can give proof of this. This includes children who were adopted under the Adoption Act 1976 and children who were adopted under the Adoption and Children Act 2002.

**“Child Arrangement Order”** is an order under the terms of the Children Act 1989 s8 (as amended by s12, Children and Families Act 2014) setting 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.

**“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). This priority applies to a child who was looked-after up until this order was made.

**“Parent”** means the adult or adults with legal responsibility for the candidate.

**“Sibling”** means brother or sister, adopted brother or sister, step-brother or sister, half-brother or sister, foster sibling, where the child is living in the same family unit and at the same address as the sibling and complies with the admissions criteria. A sibling relationship does not apply when the older child(ren) will leave before the younger one starts. “

**“Certificate of Catholic Practice”** means a Certificate given by the family’s parish priest (or the priest in charge of the church where the family worships) in the form laid down by the Bishops’ Conference of England and Wales.

**“Baptised Catholic children”** have a certificate of baptism or reception into a Catholic Church.

**“Other baptised children with a Certificate of Catholic Practice”**-means children from outside the parishes of St Michael’s and St David’s with a Certificate of Catholic Practice signed by their parish priest.

**“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, it includes a looked after child/previously looked after child who is part of a Catholic family where a priest’s reference demonstrates that the child would have been baptised or received if it were not for their status as a looked after child/previously looked after child: e.g. a looked after child in the process of adoption by a Catholic family. Where a certificate of baptism or reception is not in the English language a certified translation of it into English by a professional translator or translation company must be produced. The translator or translation company must certify in writing on the translation (a) that it is a “true and accurate translation of the original document”; (b) the date of the translation; (c) the full name and contact details of the translator or representative of the translation company. The School will meet the reasonable cost of a translation.

**“Catechumen”** means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the Order of Catechumens. Where a certificate of baptism or reception is not in the English language a certified translation of it into English by a professional translator or translation company must be produced. The translator or translation company must certify in writing on the translation (a) that it is a “true and accurate translation of the original document”; (b) the date of the translation; (c) the full name and contact details of the translator or representative of the translation company. The School will meet the reasonable cost of a translation. Applications must be supported by a clergy reference.

**“Eastern Christian Church”** includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that Church. Where a certificate of baptism or reception is not in the English language a certified translation of it into English by a professional translator or translation company

must be produced. The translator or translation company must certify in writing on the translation (a) that it is a "true and accurate translation of the original document"; (b) the date of the translation; (c) the full name and contact details of the translator or representative of the translation company. The School will meet the reasonable cost of a translation. Applications must be supported by a clergy reference.

**"Christian"** for the purposes of this policy means a member of one of the churches affiliated to 'Churches Together in Britain and Ireland' and must be evidenced by a certificate of baptism or alternative to baptism in traditions where children are not baptised (e.g. dedication). Applications must be supported by a clergy reference.

**"Other faiths"** – applicants are required to produce evidence of membership of the particular faith of the candidate from the relevant authorities of that faith. Translations, if applicable, must be provided on the same basis as set out above. Applications must be supported by a religious leader who must verify religious worship.

#### **"Children outside their normal age group"**

Parents may ask for their child to be admitted outside of their normal age group. This may be in two different ways. Accelerated (to be admitted to a year group ahead of their chronological age) or decelerated (to be admitted to a year group lower than their chronological age) for entry to the school. All information must be provided at the time of application for consideration by the Governing Body. In each case the application will be considered in the circumstances and what is in the best interest of the child.

#### **"Exceptional medical, social or pastoral need" –**

##### **Medical need**

If a candidate has a serious medical condition/disability such that the applicant feels the candidate must go to this school, this must be notified to the school at the time of application. The Governing Body can only consider applications under this category if supporting medical evidence is attached with the application, e.g. a letter from an appropriately qualified registered health professional, setting out the particular reasons why the School is the most suitable and the difficulties that would be caused if the candidate attended another school. The evidence must make a compelling case as to why the needs of the candidate can only be met at the School. A medical condition in itself will not automatically result in a place. The evidence should explain exactly what the candidate's needs are and what specialist support and/or facilities the candidate requires. The Governing Body will make their decision based on the medical evidence provided by the candidate's medical consultant. The Governing Body will consult Surrey County Council's medical advisers and will only agree to a priority placement if the medical advisers consider it necessary for the candidate to attend the School. Governors will also take into account any information on exceptional medical/social need provided by Surrey County Council from the CAF.

##### **Other exceptional need**

If an applicant wants a place at the School for a candidate for other exceptional need, the applicant must provide with the application independent written evidence from a professional who is supporting the applicant's family. **This evidence must demonstrate that it is essential for the candidate to attend the School and no other and must make a compelling case as to why the candidate's need can only be met at the School.** The School will seek advice from relevant professionals to determine whether the evidence provided is sufficient to qualify under this category. The supporting evidence should set out the particular reasons why the School is the most suitable and the difficulties that would be caused if the candidate had to attend another school. The evidence should explain exactly what the candidate's need is and what specialist support and/or facilities the candidate requires. The Governing Body will make its decision based on the evidence provided.

**"Resident"** A candidate is deemed to be resident at a particular address when he/she resides there for more than 50% of the school week.

**"Proof of residence"** – the address on the application form must be the candidate's current permanent place of residence. The address will normally be the parents' address. If both parents do not live together, it should be the parent with whom the candidate resides for more than 50% of the school week. If there is a formal equal share custody arrangement between parents of the candidate it will be left to those parents to decide which address to use. The Governing Body will investigate any applications where (1) there are doubts about the information provided; (2) there is information the application may be fraudulent; (3) records show a change of address within the previous 12 months; (4) the Council Tax account is in a different name from that of the applicant or the address recorded for the Council Tax account number does not match the applicant's and candidate's address on the application form. The Governing Body reserves the right to seek evidence from parents, council records or any other source deemed appropriate to satisfy itself as to the veracity of the



information provided. The Headteacher may cause there to be one or more home visits or investigate further where it is deemed appropriate to do so. Applicants' attention is drawn to the Governing Body's power to withdraw or not offer a place set out in 13.1 above. By submitting an application you agree to the School making these investigations if it is deemed appropriate to do so by the Governing Body.

When considering applications, the Governing Body will only accept as proof of residence the following documents:

A current utility bill (within the last 6 months) **AND** one of the following:

- (1) Council tax demand notice for the year 2016/17
- (2) Council/Housing Association rent book for the current year
- (3) Tenancy agreement from a private letting agency for a minimum period of 12 months
- (4) Letter from Social Services or Housing Department confirming placement at your address
- (5) Child benefit book/notification
- (6) Letter from National Asylum Support Services
- (7) A letter from a government body, such as DWP or HMRC confirming the address

The School reserves the right to ask for any additional proof of residence as may be deemed appropriate at the time of consideration of an application. Failure to produce any additional proof of residence as requested may result in the Governing Body being unable to consider the application fully in which case it is very unlikely that the candidate will be offered a place.