

St Anthony's Catholic Primary School

Etherow Street, London SE22 0LA
school@stanthonys.southwark.sch.uk
DfE number: 210/5201

Admissions Policy and Procedure 2019-2021

St Anthony's Catholic Primary School is a voluntary aided school in the trusteeship of the Archdiocese of Southwark. The school 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 school 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 school. Where there are more applications than school places, priority will be given to Catholic applicants according to the criteria set out below.

Having consulted with the Local Authority, the Diocese and other admission authorities, the Governors intend to admit into the Reception Class in September 2019 up to 60 pupils without reference to ability or aptitude.

Applications for admission to the Reception Class are welcomed for all children who satisfy the admissions criteria regardless of whether the child has attended St Anthony's Nursery or not. Please note that attendance at St Anthony's Nursery does not guarantee a place in the Primary School.

Where the number of applications exceeds 60 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. Siblings of Catholic Children on the school role at the date of admission. A baptismal certificate or evidence of reception into the Catholic Church must accompany the Supplementary Information Form.
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 Eastern Orthodox Churches. 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 3 above - The strength of evidence of commitment to the Catholic faith as demonstrated by the level of the family's (at least 1 parent and child) Mass attendance on Sundays over a period of 2 years. This evidence must be provided by the parents/carers on the Supplementary Form and must be endorsed by a priest at the church(es) where the family normally worship.

Applications will be ranked in the order below:

1. Regular weekly attendance for 2 years or more.
 2. Occasional attendance of 1 or 2 times a month for 2 years or more.
 3. Irregular attendance of once a month or less.
- ii. Social, pastoral and medical needs which make the school particularly suitable for the child in question. Strong, current and relevant evidence must be provided by an appropriate professional authority (e.g. qualified medical practitioner, educational psychologist, social worker or priest).
 - iii. Proximity to the school of the applicant's permanent home address: The distance is measured in a straight line from the school entrance using a geographical computerised information system. Where the last remaining place is to be allocated and two or more children are deemed to live at the same distance from the school the place will be decided by the drawing of lots. Where residential flats are situated in the same building, a ground floor flat would be regarded as nearer to the school. Flats on higher floors or those situated on the same level, would have their distances calculated (from the centre of their own entrance door) to the nearest public entry point of their residential block and from there to the school.

Notes:

- a. Catholics include members of Roman Catholic Church and of the Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome (see Appendix 1, Oriental Rite – available on the school website). Reference to other Christian denominations refers to denominations that are full members of Churches Together in England (see Appendix 2, Members of Churches Together – available on the school website).
- b. “Siblings” mean children who live as brother and sister including natural brothers or sisters, adopted siblings, step brothers or step sisters and foster brothers or foster sisters. It would not include other relatives (e.g. cousins).
- c. A ‘looked after child’ is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children’s Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence orders in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

Applications Procedure

Applications for a place at the school must be made by using the Common Application Form (CAF) to the home local authority where the child lives. Applications must be made by the national closing date 15 January 2019.

A Supplementary Information Form (which is available from the school website or from Southwark Local Authority), should be completed and returned to the school for the attention of the Governors' Admissions Committee not later than the national closing date 15 January 2019. This should be done even if the CAF is completed online. The completion of this form is not mandatory however, if it is not completed, the governing body of the school may only be able to consider the application after all the applicants who have completed a Supplementary Information Form.

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 School 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 school address. Parents/Carers have the right to make oral representations to the Appeal Panel. Admission appeals are governed by the School Admission Appeals Code to ensure that hearings are impartial, structured and fair to both parents and school. 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.

Pupils with an Education, Health Care (EHC) Plan

The admissions of pupils with an EHC plan are dealt with by a completely separate procedure. The procedure is integral to the making and maintaining of the plan by the pupil's home Local Authority. Details of this separate procedure are set out in the Special Educational Needs and Disability (SEND) Code of Practice.

Admission of children outside their normal age group

Parents who are seeking a place for their child outside of their normal age group, e.g. the child has experienced problems such as ill health or the parents of a summer born child preferring not to send their child to school until the September following their fifth birthday, may request that they are admitted out of their normal age group – to reception rather than year 1. The request must be made using Southwark's request form, available at www.southwark.gov.uk/schooladmissions

Governors will make decisions on 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. They will also consider the views of the school's head teacher. When informing a parent of the decision which year group the child should be admitted to, the governors will set out clearly the reasons for their decision.

Where the governors agree to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to the age group to which pupils are normally admitted to the school the local authority will process the application as part of the main admissions round, (unless the parental request is made too late for this to be possible) and on the basis of the determined admission arrangements, including the application of oversubscription criteria where applicable.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

Deferred Entry (Admission of children below compulsory school age)

The governors will provide for the admission of all children in the September following their fourth birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year. Parents may also request that their child attends part-time until the child reaches compulsory school age.

In Year Admissions

Applications for places outside the normal round of admissions (in year admissions) will be allocated in accordance with the school's published admission criteria and processed as per Southwark's agreed protocol.

Waiting Lists

Parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list. The waiting list, which will be maintained annually 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. When a child is directed under the Local Authority's fair access protocol they may take precedence over those children already on the list.

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. Parents will be offered the opportunity of placing their child's name on the waiting list if all places are filled. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

This admissions procedure, although primarily relevant to children for whom a place is sought at the normal age of entry to primary education (Reception Year) will also apply to succeeding years, and be subject to the availability of places.

Fair Access Protocol

The school participates in the Local Authority's Fair Access Protocol to allocate places to vulnerable and other children in accordance with the School Admission Code 2014. The school is committed to taking its share of pupils who are hard to place and those admitted under the protocol will take priority over any children on the waiting list and this may include, on occasion, admitting above the planned admission number.