



St Anthony's Catholic Primary School

Etherow Street, London SE22 0LA
020 8693 6852

DfE number: 210/5201



Admissions Policy and Procedure 2016-2018

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. In the past 3 years, the Governors of the school have only been able to offer places in Reception to Catholic applicants that attend Mass regularly on a weekly basis or have attended occasionally two or three times a month for more than three years.

Having consulted with the Local Authority, the Diocese and other admission authorities, the Governors intend to admit into the Reception Class in September 2017 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. Catholic children. A baptismal certificate or evidence of reception into the Catholic Church must accompany the Supplementary Information Form.
3. Children enrolled in the catechumenate. Evidence of enrolment in the catechumenate will be required.

4. 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.
5. Children who are members of Eastern Orthodox Churches. Evidence of Baptism will be required.
6. 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.
7. 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.
8. 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 Catholic 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 on the Supplementary Form and must be endorsed by a priest at the church(es) where the family normally worship from whom the school will request a reference. Applications will be ranked in the order according the table below:

A	Regular weekly attendance for 3 years or more
B	Regular weekly attendance for 2 to 3 years
C	Regular weekly attendance for less than 2 years
D	Occasional attendance of 2 or 3 times a month for 3 years or more
E	Occasional attendance of 2 or 3 times a month for 2 to 3 years
F	Occasional attendance of 2 or 3 times a month for less than 2 years
G	Irregular attendance of once a month or less

- ii. A brother or sister on the school roll at the time of admission. Evidence of the relationship may be required.
- iii. Social, pastoral and medical needs which make the school 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).
- iv. Proximity to the school of the applicant's home address, the distance measured in a straight line from the school entrance using a computerised Geographical Information System (GIS). Evidence of residence will 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 school the place will be decided by the drawing of lots.

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). Reference to other Christian denominations refers to denominations that are full members of Churches Together in England (see Appendix 2).
- b. A "brother or sister" means 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 (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).

Admissions procedure

In addition to the Common Application Form (CAF) required by the Local Authority, the Supplementary Information Form (which is available from the school and from the Local Authority), should be completed and sent to the school for the attention of the Governors' Admissions Committee 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 school 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 school.

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

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.

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.

Admission of children outside their normal age group

Most children start school in September after their fourth birthday. However, some parents may have a reason to request that their child start school at a different time. If this is the case, parents are still required to make an application for their child's normal age group at the normal time but can also submit a request for admission out of the normal age group at the same time.

Depending on the term in which a child is born, determines when he/she may legally start in Reception. This is because compulsory age starts in the term after their fifth birthday.

Autumn born children (i.e. between 1st September and 31st December) may start in September but must start by January.

Spring born children (i.e. between 1st January and 31st March) may start in September, but must start by April.

Summer born children (i.e. born between 1st April and 31st August) may start in September but must start by the following September. If this is the case, parents may request for their child to be admitted into Reception or Year 1 in the following September when they have already had their fifth birthday.

Any parent wishing their child to start school at a different time from the traditional September start, must write a letter of application to the Governors and submit relevant documentation. This should be sent at the same time as their Supplementary Information Form by the January deadline published by the Local Authority. The Governors will make decisions on the circumstances of each case and in the best interests of the child. Parents will be informed of the decision before National Offer Day (16th April or next working day).

Further information is available via the following link:

www.gov.uk/government/publications/summer-born-children-school-admission

www.gov.uk/government/publications/school-admissions-code--2

Parents may also request that their child attends part-time until the child reaches compulsory school age.

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. Admitting pupils under the protocol may require the school to admit above the planned admission number for the relevant year group.

Pupils with a Statement of Special Educational Needs or an Education, Health and Care (EHC) Plan

The admissions of pupils with a Statement of Special Educational Needs or with an EHC Plan are dealt with by a completely separate procedure. The procedure is integral to the making and maintaining of statements and EHC Plans 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. Pupils with a SEND statement or EHC Plan naming the school will be admitted without reference to the above criteria.

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 until Easter 2018, 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.

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.

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

Appendix 1

Oriental Rite (or Eastern Catholic) Churches in union with Rome

Alexandrian

Coptic Catholic Church

Ethiopian Catholic Church ('Gheez rite') (Includes Eritrean Catholic Church)

Antiochean (West Syrian)

Syrian Catholic Church

(Syro-)Maronite Catholic Church

Syro-Malankar Catholic Church

Armenian

Armenian Catholic Church

Chaldean (East Syrian)

Chaldean Catholic Church

Syro-Malabar Catholic Church

Constantinopolitan (Byzantine)

Albanian (Byzantine) Catholic Church

Belarussian Catholic Church

Bulgarian (Byzantine) Catholic Church

Georgian Catholic Church

Greek (Hellenic) Catholic Church

Greek-Melakite Catholic Church

Hungarian (Byzantine) Catholic Church

Italo-Albanian (Byzantine) Catholic Church

Church of the Byzantines of the Diocese of Krizevci (Krizevci Catholic Church)

Macedonian Catholic Church

Romanian (Greek) Catholic Church

Russian Catholic Church

Ruthenian (Byzantine) Catholic Church

Slovak (Greek) Catholic Church

Ukrainian (Greek) Catholic Church

Appendix 2

Members of Churches Together in England

Members of Churches Together in England
Antiochan Orthodox Church
Baptist Union of Great Britain
Cherubim and Seraphim Council of Churches
Church of England
Church of God of Prophecy
Church of Scotland (in England)
Congregational Federation
Coptic Orthodox Church
Council of African and Caribbean Churches UK
Council of Oriental Orthodox Christian Churches
Icthus Christian Fellowship
Independent Methodist Church
International Ministerial council of Great Britain
Joint Council for Anglo-Caribbean Churches
Lutheran Council of Great Britain
Mar Thoma Church
Methodist Church
Moravian Church
New Testament Assembly
New Testament Church of God
Oecumenical Patriarchate
Redeemed Christian Church of God
Religious Society of Friends
Roman Catholic Church
Russian Orthodox Church (Moscow Patriarchate and Occumenical Patriarchate)
Salvation Army
Seventh Day Adventist Church (NOT a full member - only an observer)
Transatlantic Pacific Alliance of Churches
United Reformed Church
Wesleyan Holiness Church