

SAINT MARY'S CATHOLIC PRIMARY SCHOOL - ROYSTON
ADMISSION ARRANGEMENTS FOR 2018-19

THE SCHOOL GOVERNORS' ADMISSION POLICY: RECEPTION
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As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate 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.

The Governors intend to admit 30 children to Reception in the school year commencing September 2018. Applications are invited for September 2018 from families whose child attains 4 years of age between 01/09/2017 and 31/08/2018.

OVERSUBSCRIPTION CRITERIA

When there are more applications for places than the number of 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 arrangement orders or special guardianship orders, immediately after having been looked after.
2. Baptised Catholic children with a Certificate of Catholic Practice.
3. Other baptised Catholic children.
4. Other 'looked after' children and other children who have been adopted or made subject to child arrangement orders or special guardianship orders, immediately after having been looked after.
5. Baptised children from non-Catholic families whose parents can demonstrate commitment to the Christian faith and its practice. We will include in this criterion the children of parents who practise a Christian faith where infant baptism is not used e.g. Baptists, Trinity Life Church.
6. Baptised children from other non-Catholic families.
7. Children of other faiths whose application a religious leader supports.
8. Any other children.

Within each of the oversubscription categories priority will be accorded to children who have siblings in the school at the time of the child's entry into Reception. Sibling refers to brothers and sisters, stepbrothers and sisters, half brothers and sisters or adopted brothers and sisters.

EXCEPTIONAL NEED

The Governing Body will give top priority, after the appropriate category of looked-after children, to an application where compelling evidence is provided at the time of application, from an appropriate professional such as a doctor, priest or social worker, of an exceptional social, medical, pastoral or other need of the child, which can only be met at this school.

MULTIPLE APPLICATIONS

Twins and children of multiple births are an exception to infant class size legislation (2.15 (g) Schools Admissions Code Feb 2012). Therefore, where there is one place remaining and siblings of a multiple birth application meet the criteria and are the next ranked application, all the siblings of that given multiple birth application will be offered a place even when this takes the class size above 30.

APPLICATIONS IN PREVIOUS YEARS

- 2016-17: our final successful applicant was in criterion 8 'Any other children'
- 2015-16: our final successful applicant was in criterion 5 'Baptised children from non-Catholic families'
- 2014-15: our final successful applicant was in criterion 8 'Any other children'
- 2013-14: our final successful applicant was in criterion 5 'Baptised children from non-Catholic families'
- 2012-13: governors used the distance tiebreak to award the final place to an applicant within criterion 8: 'Any other children'
- 2011-12: our final successful applicant was in criterion 8 'Any other children'
- 2010-11: our final successful applicant was in criterion 6. 'Baptised children from other non Catholic families'
- 2009-10: our final successful applicant was in criterion 8: 'Any other children'
- 2008-09: our final successful applicant was in criterion 8: 'Any other children'

TIE BREAK

Where the offer of places to all the applicants in any of the criteria listed above would still lead to oversubscription, the places up to the admission number will be offered to those living the nearest distance from school. We will use the straight-line distance measurement provided by Hertfordshire County Council¹ (the home address is defined as the address at which the child resides for 50% or more of the school week). If one place remains and the last two children on our ranked list live the same distance from the school, the Governing body will draw lots in the presence of an independent witness.

FAIR ACCESS

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 admission, the

¹ Please see the 'Distance from school' definition in the Notes and Definitions section for more details.

Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol which carries the agreement of both 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.

IN-YEAR ADMISSIONS

The school's in-year admission arrangements will work within the remit of Hertfordshire's agreed scheme of in-year co-ordination. The Governing Body remains responsible for the allocation of all places in accordance with the school's admission policy but all applications for, and allocations to, the school must be made via a child's home authority.

Applications for in-year admissions are made in the same way as those made during the normal admissions round. Where there is no waiting list the local authority will be notified and the child will be admitted. 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, with the following modifications: Catholic children without an offer of a school place elsewhere are given priority immediately after Catholic 'looked-after' children; similarly, other children without an offer of a school place are given priority immediately after other 'looked-after' children.

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 a 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 Governing Body will decide who is at the top of the list so that the Local Authority can inform the parent that the school is making an offer.

RECEPTION YEAR DEFERRED ENTRY

Parents should be aware that entry might be deferred until statutory school age i.e. the first day of term following a child's 5th birthday. Application is made in the usual way and then the deferment may be requested. Parents of children born in the summer term should note that they may only defer entry up until April 1st 2019.

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

CHILDREN EDUCATED OUT OF CHRONOLOGICAL AGE GROUP

Parents may now request that their summer born child, i.e. a child born between 1st April-31st August be admitted to Reception in the September following his/her 5th birthday. Parents should inform the Chair of Governors of this request at the time of application. An application must then be submitted in the usual way. This application will be treated in the same way as all other applications and ranked according to the oversubscription criteria. There is no guarantee that an offer will be made.

APPLICATION PROCEDURES 2018-2019

All parents applying for places in Reception are asked to apply by completing a Common Application Form (CAF) online at:

www.hertsdirect.org/admissions

and to complete a St. Mary's Supplementary Information Form (SIF) and return it to the school. The information on the SIF enables the Governing Body to assess your application fully against the School's criteria in the event of oversubscription.

Applicants applying under criterion 2 must submit a Certificate of Catholic Practice form (CCP) by the closing date. Those applying under criterion 2 and 3 should submit a certificate of Catholic baptism and for those applying under criteria 5, 6 or 7 a letter from their Vicar or Minister on letter headed paper will be acceptable. The CCP or letter should be returned to the school.

If you do not complete the forms described above, and return them by the final date for applications, on 15th January 2018, the Governing Body will be unable to consider your application fully and it is unlikely that your child will be offered a place.

If you live outside Hertfordshire you must complete a CAF from your own Local Authority and return it to them.

The SIF can be obtained from the school or from the school website:

www.st-marys-royston.herts.sch.uk/main/pages/admission/admissions.html

The SIF is also available from the Local Authority offices or from the Local Authority website.

The CCP is available from the priest at the parish where the family normally worships or from the Diocesan website

rcdow.org.uk

You can collect the SIF from the school or contact the school and ask for it to be sent to you.

If you do not have Internet access at home, you can use the Internet at your local library free of charge or telephone the school and arrange a time to come in and use one of our computers.

You will be advised of the outcome of your application via an allocation email on 16th April 2018.

Parents / carers should accept the place as soon as possible.

NURSERY CHILDREN

Attendance at the nursery **does not** guarantee a place in Reception. Parents of children attending St. Mary's Nursery **must** make a fresh application for Reception including all supporting forms.

RIGHT OF APPEAL

If you are unsuccessful you may ask us for the reasons for the refusal of a place. These reasons will be related to the oversubscription criteria listed in the policy and you have the right of appeal to an independent appeal panel. Should you wish to appeal Hertfordshire County Council has an online procedure for this. The deadline for submission of an appeal is 20 school days from receipt of the letter of refusal

WAITING LIST

In addition to their right to appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. The list is maintained in the order of the over-subscription criteria set out in

the policy and not in the order in which applications are received. Names will be removed from the list on 31st August 2019, unless applicants write to the school requesting to remain on the list.

PUPILS WITH AN EDUCATIONAL, HEALTH AND CARE PLAN (EHC)

The admission of pupils with an Educational, 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. Children with this school named in their EHC Plan will be admitted.

CHANGE OF DETAILS

If any details on either or your forms change between the date of application and the receipt of the letter of offer or refusal you **must** inform the school and the Local Authority immediately. If misleading information is given or allowed to remain on either of your forms the Governing Body reserves the right to withdraw the place, even if the child has already started at the school.

NOTES AND DEFINITIONS (THESE FORM PART OF THE OVERSUBSCRIPTION CRITERIA)

- a) Within each of the oversubscription categories priority will be accorded to children who have siblings in the school at the time of the child's entry into Reception. Sibling refers to brothers and sisters, stepbrothers and sisters, half brothers and sisters or adopted brothers and sisters.
- b) For categories 1, 2, 3, 5, 6 and 7 a certificate of baptism is required unless the family belongs to a Christian church where infant baptism is not used, in this case a letter from their Vicar or Minister, on letter headed paper, will be acceptable.

'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 them (e.g. children with foster parents at the time of making an application to the school).

'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.

'Child Arrangements Order' 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.

'Special Guardianship Order' 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).

'Parent' means the adult or adults with legal responsibility for the child.

'Sibling' means brother or sister, to include adopted brothers and sisters, half brothers and sisters or step brothers and sisters. A sibling relationship does not apply when the older child(ren) will leave before the younger one starts.

'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.

‘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 practises) in the form laid down by the Bishops’ Conference of England and Wales.

‘Eastern Christian Church’ includes Orthodox Churches, and is normally evidenced by a Certificate of Baptism or Reception from the authorities of that Church.

‘Christian’ for the purposes of this policy, means a member of one of the Churches affiliated to ‘Churches Together in Britain and Ireland’.

‘Resident’ – A child is deemed to be resident at a particular address when he/she resides there for more than 50% of the school week.

‘Distance from school’ Hertfordshire County Council’s ‘straight line’ distance measurement system is used for all home to school distance measurements. Distances are measured using a computerised mapping system to two decimal places. The measurement is taken from the AddressBase Premium address point of your child’s house to the address point of the school. AddressBase Premium data is a nationally recognised method of identifying the location of schools and individual residences.