



St Mary's Catholic Primary School
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**Admission Arrangements
for entry for a child/children to
St Mary's Catholic Primary School, Chiswick
2018 - 2019**

St Mary's Catholic Primary School is a Catholic Voluntary Aided School. Admission to the school is the direct responsibility of the school's Governing Body. As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic practice and doctrine 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.

You should read the notes contained in these Arrangements to see which category your application is likely to fall into. In recent years, the school has been oversubscribed in category A2. Whilst applications are welcome from all members of the community, it is very unlikely that an application will be successful if it falls into category A3 or below.

The Published Admission Number ("PAN") for the Reception class at St Mary's Catholic Primary School is 30. The Governing Body has sole responsibility for admissions to this school and intends to admit 30 children in the school year, which begins in September 2018.

Whenever there are more applications than places available, priority will always be given to Catholic applicants. Applications will be ranked using the criteria set out in the Oversubscription Criteria in section 2 of these Arrangements.

1) Definitions

In these Arrangements, the following definitions shall apply:

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.

Applicant:

Means the Parent completing the application forms on behalf of the Candidate.

Candidate:

Refers to the child on whose behalf the application is being made.

Candidates from other Christian denominations:

Means Candidates who belong to other churches and ecclesial communities which, acknowledging 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.

All members of Churches Together in England and of CYTŪN are deemed to be included in the above definition.

Catchment Area:

The area described in clause 6 of these Arrangements.

Catholic:

Means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced for a child 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 issued by the family's parish priest (or the priest in charge of the church where the family attends Mass) in the form laid down by the Bishops' Conference of England and Wales. It will be issued if the priest is satisfied that at least one Catholic parent or carer (along with the child, if he or she is over seven years old) have (except when it was impossible to do so) attended Mass on Sundays and holy days of obligation for at least five years (or, in the case of the child, since the age of seven, if shorter). It will also be issued when the practice has been continuous since being received into the Church if that occurred less than five years ago. It is expected that most Certificates will be issued on the basis of attendance. A Certificate may also be issued by the priest when attendance is interrupted by exceptional circumstances which excuse from the obligation to attend on that occasion or occasions. Further details of these circumstances can be found in the guidance issued to priests at <http://rcdow.org.uk/education/governors/admissions/>

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.

Looked After Children:

Are those in the care of a local authority or being provided with accommodation by them (e.g. children with foster parents at the time of making an application to the school), as defined by S. 22 of the Children Act 1989.

Multiple Birth Candidates:

Means two or more children born to the same mother in the same pregnancy.

Other Candidates:

Means Candidates who are members of a religious community that does not fall within the definition of 'Candidates from other Christian denominations' and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

Parent:

Is defined as the person or persons who have legal responsibility for the child.

Published Closing Date:

Means 15th January 2018.

Resident:

A Candidate is deemed to be resident at a particular address when he/she resides there for 50% or more of the school week.

Sibling:

Is defined as the brother or sister, to include adopted brothers and sisters, half, step or foster brothers and sisters. A sibling relationship does not apply when the older child will leave the school before the younger one starts.

Special Guardianship Order:

Is an order under the terms of the Children Act 1989 s. 14A appointing one or more individuals to be a child's special guardian (s). A child "looked after" immediately before the order is made qualifies in this category.

2) Oversubscription Criteria

Where there are more applications than the number of places and after the admission of pupils with an Education, Health and Care Plan where the school is named in the Plan, available places will be offered according to the following order of priority:

A1. Catholic Looked After Children and previously Looked After Catholic Children who have been adopted (or made subject to Special Guardianship Orders or Child Arrangements Orders) immediately following having been Looked After.

A2. Catholic Candidates, with a Certificate of Catholic Practice, baptised within 12 months of birth, resident within the boundaries of the Catchment Area at the time of application.

A3. Catholic Candidates, with a Certificate of Catholic Practice, baptised later than 12 months after birth, resident within the boundaries of the Catchment Area at the time of application.

A4. Catholic Candidates, with a Certificate of Catholic Practice, resident outside the Catchment Area at the time of application.

A5. Catholic Candidates, resident within the boundaries of the Catchment Area at the time of application.

A6. Catholic Candidates, resident outside the Catchment Area at the time of application.

A7. Other Candidates who are Looked After Children and previously Looked After Children, who have been adopted (or made subject to Special Guardianship Orders or Child Arrangements Orders) immediately following having been Looked After.

A8. Candidates from other Christian denominations.

A9. Other Candidates.

In the event of oversubscription within each or any of the above categories, places will be awarded in each category in the following order:

1. Candidates with exceptional social, medical or pastoral needs, as set out in these Arrangements.

2. Candidates with a sibling of statutory school age ***attending the school at the time of admission (not application)***. If there are more siblings in any category than there are places available, places will be allocated by the use of an electronic random allocation system, which will be independently operated.

3. The balance of the places will be allocated by the use of an electronic random allocation system, which will be independently operated.

3) Evidence of Catholicity of Candidate

Applicants will be asked to provide the original copy of the Candidate's (child's) Baptism Certificate and a Certificate of Catholic Practice (CCP) form, in the standard format laid down by the Diocese, signed by their Priest. According to Canon Law "Parents are obliged to see their infants are baptised within the first few weeks, as soon as possible after birth". Accordingly, it is expected that the Candidate will have been baptised within 12 months of birth. If the Governing Body is satisfied that there are exceptional circumstances (e.g. relating to the Candidate (child) or parent/carer) justifying a late baptism and these grounds are supported by the Priest/s completing their CCP form(s), the Governing Body will classify the application within category A2 and not A3. Otherwise, the application will fall into category A3. Bearing this in mind, in the case of late baptisms, it is essential that Applicants inform the Priest or Priests who complete their CCP form(s) advising them of the reason for the late baptism. It will also be necessary to provide for the benefit of the Governing Body, which makes the final decision, any documentary or other evidence in support of any matters advanced in explanation of a late baptism.

4) Applications from other Christian Denominations

All applications are valid with or without a letter confirming membership from their minister or religious leader.

5) Certificate of Catholic Practice

Applicants applying under the criteria A2, A3 or A4 must submit a Certificate of Catholic Practice by the closing date. This form is available from the parish in which the family normally worships, the school website or from the diocesan website. It is the Applicant's duty to ensure that the Certificate is submitted to the school in good time. You will need to get a separate Certificate signed for each Catholic school that requires one. Please refer to section 1 of this document for a full definition of the Certificate of Catholic Practice. If you have not known your parish priest for the required length of time, it will be necessary for you to also obtain a Certificate from your previous parish priest.

6) Catchment Area

A copy of a map with the Catchment Area marked on it and a list of street names within the Catchment Area may be found on the school's website. Copies of these documents are also available for reference at the school office. In some cases the boundary will cross a road or street. Even if there is a Sibling attending the school, Candidates must be resident within the Catchment Area at the time of the application to qualify within category A2.

7) Random Allocation

In the event of oversubscription, it may be necessary, as set out in the Oversubscription Criteria to use a random allocation system to decide which Candidate(s) should be offered the available place(s). The use of random allocation will be operated independently of the school or any person or organisation connected with the school.

8) Multiple Birth Candidates

In the case of Multiple Birth Candidates, each Multiple Birth Candidate shall be entered separately into the random allocation process. In the event that the random allocation process allocates a place to a Multiple Birth Candidate, a place shall be offered for each Candidate. In the event that the random allocation process allocates the final place to a Multiple Birth Candidate, a place shall still be offered for each Candidate.

9) Exceptional, Social, Medical or Pastoral Circumstances

The Governing Body will give top priority, within the category in which it falls 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 Candidate, which can only be met at this school.

Please also inform the Priest(s) who will complete your Certificate of Catholic Practice form (if applicable).

10) Application Procedure and Timetable

To apply for a place at St Mary's Catholic Primary School, Chiswick, Applicants **must** complete an online application to the local authority where the Candidate lives, by the Published Closing Date, which is January 15th 2018. In order to make a full application, Applicants applying under criteria A2 to A6 **should** also complete the school's Supplementary Information Form (SIF) found on our school's website and return it to the Governors' Admissions Panel via the school office by the Published Closing Date, together with all other relevant paperwork required for the application. Whilst it is not compulsory to complete a SIF, the information on the SIF enables the Governing Body to assess your application fully against the School's criteria in the event of oversubscription.

If Applicants do not complete both the online application and the SIF and return them by the Published Closing Date, the Governing Body will be unable to consider the application against the Oversubscription Criteria and the Candidate will be ranked under the lowest criterion. It is very unlikely that the Candidate will be offered a place at the school if a SIF is not supplied.

The local authority will write to the Applicant on behalf of the Governing Body with the outcome of their application on or about 16th April 2018. This information will also be available online. Applicants should accept or decline a place as soon as possible.

11) Documentation

Applications must be submitted by the Published Closing Date accompanied by the original:

- Documentation if child is 'Looked After' or who has been adopted (or made subject to child arrangements orders or special guardianship orders) immediately following being looked after (if applicable)
- Candidate's original Baptism certificate (if applicable)
- Certificate of Catholic Practice (if applicable)
- Other documentation, if claiming exceptional social, medical or pastoral circumstances, from an appropriate professional, such as a social worker, doctor or consultant (if applicable)

Originals are returned, after being copied at the school office, at the time of submitting the application **in person**. The Governing Body reserves the right to verify any information given and to ask for further information.

12) Waiting List

The school operates a waiting list, which will be maintained in order of the Oversubscription Criteria set out in the policy and not in the order in which the applications are received or added to the list. Whenever a place becomes available in a year group, the Oversubscription Criteria in effect at that time will be applied to all applications on the waiting list in that year group, if necessary. The waiting list will remain open for the academic year following the start of the autumn term. Towards the end of each academic year, the school will write to each Applicant asking them if they wish the Candidate to remain on the waiting list for the next academic year. Applicants must return the acknowledgement slip as requested in order to remain on the list.

13) Late Applications

Any applications submitted after the Published Closing Date (if eligible), will be considered after the offer date of 16th April 2018, as vacancies arise.

14) False Information

In the event of any false or misleading information being provided, the Governing Body reserve the right to refuse to admit the Candidate or to withdraw the place, if an offer has already been made. If any of the details on either of your forms changes between the date of the application and the receipt of the letter of offer or refusal, Applicants **must** inform the school and the local authority immediately.

15) Education, Health and Care Plans (EHC Plans)

The admission of pupils with an Education, Health and Care Plan (EHC Plan) is dealt with by a completely separate procedure, outside of the normal admissions process. The EHC Plan used to be called a Statement of Special Educational Needs. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If the Candidate has an EHC Plan you must contact your local authority SEN officer. Candidates with an EHC Plan naming the school will be admitted. Such children will count towards the total number of children the Governors have published as their intention to admit to the Reception Year group (PAN).

16) Appeals Procedure

In the event of a Candidate being refused admission, the Governors will write to the Applicant giving the reason for the decision. The reason will be related to the Oversubscription Criteria listed in the policy and the Applicant will have the right of appeal to an independent panel. Applicants wishing to exercise their right of appeal should contact the school for more information about the appeals procedure. Appeals must be submitted to the school in writing by Friday 25th May 2018.

17) In-Year Admissions

Applications for In-Year admissions are made directly to the school. If a place is available and there is no waiting list, the Candidate 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. If a place cannot be offered at this time then the Applicant may ask the Governing Body for the reasons and the Applicant will be informed of their right to appeal. The Applicant will be offered the opportunity to have the Candidate placed on a waiting list as described in clause 12 above. Whenever a place becomes available in that year group, the Oversubscription Criteria in effect at that time will be applied to all applications on the waiting list in that year group. The local authority will be informed of the offer as soon as it has been accepted.

18) 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 Candidate where admission is requested under any local protocol that has been agreed by both the local authority and the Governing Body for the current school year. The Governing Body has this power even when admitting the Candidate would mean exceeding the published admission number (PAN).

19) Reception Year Deferred Entry

Applicants may defer entry to 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. Applicants may also request that the Candidate attend part-time until statutory school age is reached. Entry may not be deferred beyond statutory school age or beyond the year of application. Therefore Applicants whose children have birthdays in the summer term may only defer until 1st April 2019.

20) Children educated outside their chronological age group (except those applying as summer born children for a place in Reception)

Applicants may apply for their child to be educated out of 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 each request on its own merits and permission will only be given in exceptional circumstances. When the application is made, it will be ranked with all the other applications and no further exceptions will be given. A statutory right of appeal will be given upon refusal if no place has been offered in any school year.

21) Summer Born Children

If an Applicant 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. Applicants 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.

22) Children of UK Service Personnel (UK/Armed Forces)

Children of Service personnel will not be disadvantageded in the admissions process. Families of UK Service Personnel and other Crown servants are subject to frequent movement within the UK and from abroad. An official letter from the MOD, FCO or GCHQ should be submitted with the application detailing relocation date and a unit postal address or quarters. This address will be used throughout the admissions process.

23) Nursery Children

Attendance at the Nursery **DOES NOT** guarantee entry into the Reception Class the following year. Parents of children attending the St Mary's Catholic Primary School Nursery must make a fresh application for Reception Class.