

Admissions Policy 2018-2019



Committee Name:	Admissions
Date of Approval:	March 2017
Validity Date:	2018-2019
Person responsible:	Head Teacher

St Fidelis Catholic Primary School is a voluntary aided school in the Diocese of Southwark. It is in the trusteeship of the Diocese. 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 and from those who have no faith who support the religious ethos of the school.

Having consulted with the Local Authority, the Diocese and other admission authorities, the Governors intend to admit into the reception class, in September 2018, up to 60 pupils without reference to ability or aptitude, born between 1st September 2013 and 31st August 2014.

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. Evidence of Baptism will be required.
3. 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.
4. Children who are members of Eastern Orthodox Churches. Evidence of Baptism will be required.
5. 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.
6. 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.
7. 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, over a period of not less than three years, as demonstrated by the level of the family's Mass attendance on Sundays in the Parish of Our Lady of the Angels. Applications will be ranked in the order shown on the Supplementary Form; only for those who attend Mass weekly, then for those who attend most weeks. This evidence must be provided by the parents/carers and be endorsed by a priest in the Parish (Supplementary Form, Part Two).
- ii. For Category 2 above- The strength of evidence of commitment to the Catholic faith, over a period of not less than three years, as demonstrated by the level of the family's Mass attendance on Sundays in other Catholic church(es). This evidence must be provided by the parents/carers and be endorsed by a priest in the other Catholic church(es) where the family normally worship. Applications will be ranked in the order shown on the Supplementary Form; only for those who attend Mass weekly, then for those who attend most weeks. This

evidence must be provided by the parents/carers and be endorsed by a priest in the Parish (Supplementary Form, Part Two).

- iii. A brother or sister on the school roll at the time of admission. Evidence of the relationship may be required.
- iv. 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 (e.g. qualified medical practitioner, education welfare officer, social worker or priest).
- v. Distance from home to school. Evidence of residence will be required. Distance from home to school is measured as a straight line from front gate of the home to the main gate of the school using the measurement supplied by Bexley Council derived from their computerised mapping 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.

Notes:

- a) Catholics include members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome (Appendix One). Reference to other Christian denominations refers to denominations that are full members of Churches Together in England (Appendix Two).
- b) A “brother or sister” means children who live as brother and sister including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters. It would not include other relatives (e.g. 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 (e.g. from an appropriate social worker).
- e) Where families have practised their faith in more than one parish over the last three years, additional proof should be provided with the application.

Please Note:

Attendance at St Fidelis Nursery does not constitute a right to a place in the Primary School.

The School Office will require sight of the following original documents:

Baptism Certificate (or evidence of Dedication)

Current Council Tax Bill (as proof of residence)

Admissions procedure

In addition to the Common Application Form (CAF) supplied by the Local Authority, the Supplementary Information Form (available from the school) should be completed and sent to the school office 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 or your priest, as indicated. Offers of places will be sent to parents by their home local authority.

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.

Admission of children outside their normal age group

Parents who are seeking a place for their child outside of their normal age group, eg, 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.

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 take into account 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.

Appeals

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with section 94 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. Appeals must be lodged within 30 school days from the date the local authority posts offers of primary places to all parents.

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.

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.

In Year Admissions

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

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.

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

The admission of pupils with a Statement of Special Educational Needs or with an EHC Plan is 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 SEND code of practice. Pupils with a 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 twelve months after the application was received by the school office, 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.

APPENDIX ONE: Churches in union with Rome

Personal Ordinariate. Baptised children of parents who are members of the Ordinariate established under The Apostolic Constitution Anglicanorum Coetibus of November 4th 2009 are to be given equal preference to that offered to children baptised in a Catholic church. It is important to note that these children may have been baptised in the Church of England.

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

The Holy See's Anuario Pontificio gives the following list of Eastern Catholic Churches:

1. Alexandrian liturgical tradition:
 1. Coptic Catholic Church (patriarchate):
 2. Eritrean Catholic Church (metropolia):
 3. Ethiopian Catholic Church (metropolia):
2. West Syrian, including Malankara, liturgical tradition (which is part of Antiochene Rite):
 1. Maronite Church (patriarchate):
 2. Syriac Catholic Church (patriarchate):
 3. Syro-Malankara Catholic Church (major archepiscopate):
3. Armenian liturgical tradition:
 1. Armenian Catholic Church (patriarchate):
4. Chaldean or East Syrian liturgical tradition:
 1. Chaldean Catholic Church (patriarchate):
 2. Syro-Malabar Catholic Church (Major Archepiscopate):
5. Constantinopolitan (Byzantine) liturgical tradition:
 1. Albanian Catholic Church (apostolic administration):
 2. Belarusian Catholic Church (no established hierarchy at present):
 3. Bulgarian Greek Catholic Church (apostolic exarchate):
 4. Byzantine Church of Croatia, Serbia and Montenegro (an eparchy and an apostolic exarchate):
 5. Greek Byzantine Catholic Church (two apostolic exarchates):
 6. Hungarian Greek Catholic Church (an eparchy and an apostolic exarchate):
 7. Italo-Albanian Catholic Church (two eparchies and a territorial abbacy):
 8. Macedonian Catholic Church (an apostolic exarchate):
 9. Melkite Greek Catholic Church (patriarchate):
 10. Romanian Church United with Rome (major archiepiscopate):
 11. Russian Catholic Church (two apostolic exarchates, at present with no published hierarchs):
 12. Ruthenian Catholic Church (a sui juris metropolia, an eparchy & an apostolic exarchate):
 13. Slovak Catholic Church (metropolia and an eparchy):
 14. Ukrainian Catholic Church (major archiepiscopate):

There are an equivalent number of Eastern Orthodox Churches with similar names that are not in union with the See of Rome. The general rule is Eastern Rite Churches in union with the See of Rome will have the word Catholic in their titles. Churches with the word Orthodox in their titles are not in union with the See of Rome and children from these Churches should be considered after Catholic children.

APPENDIX TWO: Members of Churches Together in England

A full up to date list of Churches that are members of Churches Together in England (CTE) can be accessed from the CTE website- <http://cte.org.uk/>



SUPPLEMENTARY INFORMATION FORM- ST FIDELIS CATHOLIC PRIMARY SCHOOL

This form must be completed when applying for a place in St Fidelis Catholic Primary School. Please complete and sign the form below and, if you are Catholic, present it to your parish priest at the church you normally worship. He will add his reference in Part 2. If you are not Catholic, please present the form to your priest, minister or faith leader who will add his or her reference in Part 3. This form must be received by the School Office no later than the closing date published by the Local Authority. **Please note: you must also complete and return a Common Application Form (available from schools and the Local Authority).**

PART ONE (to be completed by all parents or carers)

Child's name: Date of birth:

Religion/Denomination: Gender:

Date and place of Baptism (if applicable):

Parent's names:

Parent's religions/denominations:

Home address:

Postcode: Contact telephone number:

Names of brothers or sisters who will be on the school roll at time of entry: Year group:

Year group:

Parish in which you live:

Usual place of worship (if different):

How long have you worshipped there?

Where the strength of evidence of commitment to the Catholic faith is demonstrated across more than one parish or within one parish for less than one year, parents should submit a supplementary form for each parish concerned.

How often do you attend Mass? Weekly: Most weeks (3 out of 4): At least once a month: Less often:

Please add here any other information you may feel is relevant to this application in relation to the school's admissions policy in respect of exceptional medical, social or pastoral needs of your child that make only this school suitable for them. Strong and relevant evidence must be provided by an appropriate professional authority (eg qualified medical practitioner, education welfare officer, social worker or priest).

I confirm that I have read and understood the school's Admissions Policy and Procedures. I confirm that the information given on this form is accurate and truthful.

Signed: Date:

FOR SCHOOL OFFICE USE ONLY

Date received: Photocopies taken of-

Application and forms verified by:

Baptism Certificate:

Proof of residence:

CAF submitted to school/online:

PART TWO (to be completed by Catholic priests only)

Child's name:

Date of birth:

I am satisfied that the child is a baptised Catholic or has been received into full communion with the Catholic Church.

Yes:

No:

How often does the family attend Mass? Weekly:

Most weeks (3 out of 4):

At least once a month:

Less often:

How long have the parent/ carers attended your church?

Please add here any other information you may feel is relevant to this application in relation to the information provided above. If you consider there are valid reasons for non-regular Mass attendance please state this below.

Priest's name:

Parish:

Priest's signature:

Date:

Parish stamp required:

PART THREE (to be completed only by priests/ministers/faith leaders of other denominations or faiths)

Child's name:

Date of birth:

I confirm that this family are members of our faith community.

Yes:

No:

Minister's name:

Parish or faith community:

Minister's signature:

Date:

Parish / faith community stamp required:

How long have the parent/ carers attended your church?

Please add here any other information you may feel is relevant to this application in relation to the information provided above.