



Admissions Policy 2017-2018

In Year Admissions

Committee Name:	Admissions
Date of Approval:	2016
Validity Date:	2017-2018
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 welcomes all applications, particularly from those of other denominations and faiths who support the religious ethos of the school.

The Governors intend to admit up to 60 pupils into each year group within Reception to Year 2 and up to 62 pupils into each year group in Year 3 to Year 6. A child's year group is determined by their age.

Children born between:

1 September 2012 – 31 August 2013	Reception
1 September 2011 – 31 August 2012	Year 1
1 September 2010 – 31 August 2011	Year 2
1 September 2009 – 31 August 2010	Year 3
1 September 2008 – 31 August 2009	Year 4
1 September 2007 – 31 August 2008	Year 5
1 September 2006 – 31 August 2007	Year 6

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. Baptised Catholic children. Evidence of Baptism will be required.
3. Other Looked-After children or 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 of other faiths. Evidence of membership 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 one year, as demonstrated by the level of the family's Mass attendance on Sundays in the Parish of Our Lady of the Angels. Highest priority will be given to those who attend Mass weekly. 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 one year, 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. Highest priority will be given to those who attend Mass weekly. 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. Brother or sister means children who live as brother and sister, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brother or sisters.
- iv. Social 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.
- 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.

Note:

In the context of school admissions Catholic children are defined as children who are baptised or received into the Catholic Church, children baptised or received into the Eastern Churches in union with Rome and children of members of the Ordinariate (Appendix one). Reference to other Christian denominations refers to denominations that are full members of Churches Together in England (Appendix two).

Evidence of commitment to the Catholic faith will be demonstrated through weekly attendance and then most weeks (3 out of 4 weeks) for a period of not less than one year. Attendance less than 3 out of 4 weeks does not constitute commitment.

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.

Admissions procedure

In addition to the Common Application Form (CAF) supplied by the Local Authority, the Supplementary Information Form available from the school must be completed and received by the School Office no 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 those applicants who have completed a Supplementary Information Form.

In-year (casual) admissions

Applications for a place at the school in-year must be made using the In Year application form of the local authority (LA) where the child resides. This form must be returned to the LA. The school's own Casual Admissions form should also be completed to enable the governors to rank the application in the event of there being more than one application for a place. The governors will use the same criteria to rank the application as that listed above. In the event of the governors deciding that a place cannot be offered 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.

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 Appeals Clerk, St Fidelis Catholic Primary School, Bexley Road Erith, DA8 3HQ. Parents/Carers have the right to make oral representations to the Appeal Panel. Appeals must be lodged within 30 school days from the date that the Local Authority posts offers of primary places to all parents.

Infant class sizes 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;
- c) Or 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.

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 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.

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)

APPENDIX ONE

Oriental Rite 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 TWO

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 Churches

Ichthus 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

Salvation Army

Seventh Day Adventist Church

Transatlantic Pacific Alliance of Churches

United Reformed Church

Wesleyan Holiness Church

**ADMISSIONS (IN YEAR) INFORMATION FORM-
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. **(Please note: you must also complete and return an In Year Primary School 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:	<input type="text"/>	Photocopies taken of-	Baptism Certificate:	<input type="text"/>
			Proof of residence:	<input type="text"/>
Application and forms verified by:	<input type="text"/>		IYCAF submitted to school/online:	<input type="text"/>

Please note – this form will be held on file for one year from date of receipt. If you wish to continue to be held on the school's waiting list you must complete a new form.

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 stamp required:

Parish:

Priest's signature:

Date:

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 / faith community stamp required:

Parish or faith community:

Minister's signature:

Date:

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.