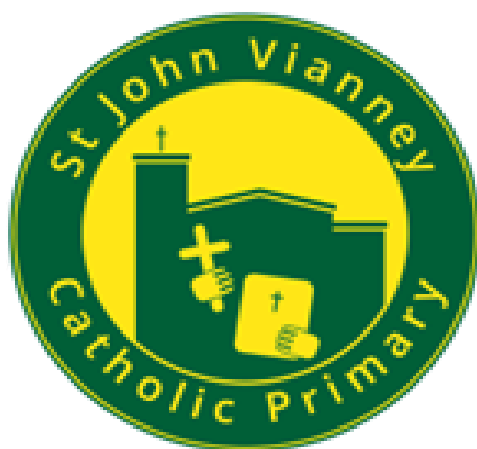




St. John Vianney Catholic Primary School



Admissions Policy 2019/2020

MISSION STATEMENT

“In our school children, staff, parents and carers, governors and parish will work together to create a caring, learning environment with Our Lord as the focal point in which each child is valued as an individual, nurtured and encouraged to fulfil his/her potential.”

St. John Vianney Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will always be given to Catholic children in accordance with the oversubscription criteria listed below. 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 Our Lord Jesus Christ.

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. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admission authority and has responsibility for admissions to the school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The governing body has set its Published Admissions Number (PAN) at 30 children for the school year which begins in September 2019. Applications for Reception are welcome from families whose child reaches his/her 4th birthday between 1st September 2018 and 31st August 2019.

The governing body will admit twins and all siblings from multiple births where one of the children is the last ranked within the school's PAN.

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

The admission of pupils with an Education, Health and Care Plan (EHC) is dealt with by a completely separate procedure. (This 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 your child has an EHC plan you must contact your local authority SEN officer. Children with this school named in their EHC Plan will be admitted. The admission of children with an EHC Plan will reduce the number of places available to other children (see Note 1).

OVERSUBSCRIPTION CRITERIA

Where 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 previously 'looked after' children, who have been adopted or made subject to child arrangements orders or special guardianship orders.
2. Baptised Catholic children who have a sibling at the school at the time of admission.
3. Other baptised Catholics.
4. Other 'looked after' children and previously 'looked after' children who have been adopted or made subject to child arrangements orders or special guardianship orders.
5. Children of catechumens and members of an Eastern Christian Church.

6. Christians of other denominations whose application is supported by a certificate of baptism or a letter from their minister confirming membership of the faith.
7. Children of other faiths whose application is supported by a letter from their religious leader, confirming membership of the faith community.
8. Any other children.

Within each of the categories listed above, the provisions below will be applied in the following order:

- a) The Governing Body will give top priority, within a category, 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.
- b) The attendance of a brother / sister at the school at the time of enrolment will increase the priority of an application ***within a category***, so that the application will be placed at the top of the category in which the application is made, after the children in higher criteria groups.

APPLICATIONS IN PREVIOUS YEARS

In four of the last five years the governing body has been able to offer places to applicants up to oversubscription criterion 9.

TIE BREAK

Where the offer of places to the applicants in any of the categories listed above would exceed the number of places available, the places up to the admission number will be offered to those living nearest to the school as measured in a straight line from the applicant's home address point to the school address point using a computerised mapping system. The measurement will be conducted by the Local Authority (LA), whose process is:

Children living closest to the school measured in a straight line from the post office address point for the child's home, to the post office address point of the school, supplied by the Royal Mail using a computerised mapping system. The tiebreak for two or more applications that live exactly the same distance from the school will be random allocation using a computerised system.

If two or more applications are received from the same block of flats, the applicant with the lower door number will be classed as the nearest and offered a place because they are likely to be closer to the ground floor and, therefore, the school. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out by the local authority's computerised allocation system.

APPLICATION PROCEDURE FOR 2019 – 2020

To apply for a place at this school in the normal admission round, you **must** complete an online application form from your local authority. If you are applying under criteria **2, 3, 5, 6 or 7** you should also complete the **School's Supplementary Information Form (SIF)**. Whilst this is not compulsory, the information on the SIF enables the Governing Body to assess your application fully against the School's criteria in the event of oversubscription. Please return the SIF in person to the school, together with all other relevant paperwork required for your application. If you do not complete both of the forms described above and return them by **15th January 2019**, the Governing Body will be obliged to consider your application using only the documents available. If you don't return the SIF on time your child may receive a lower ranking because of this and not be offered a place.

You will be advised of the outcome of your application, on or about the **16th April 2019**. This information will also be available online for those who have submitted an online application. Parents should accept or decline the place as soon as possible. If you are unsuccessful (unless your child was offered a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above and you will have the right of appeal to an independent appeal panel. Should you wish to appeal please contact the school as soon as possible for an appeal form on which you must list your reasons for making an appeal. Appeals should be submitted to the school in writing by Friday, 24th May 2019.

LATE APPLICATIONS

Applications received after the closing date will be dealt with after the initial allocation process has been completed. If the school is oversubscribed it is very unlikely that late applicants will obtain a place.

RECEPTION YEAR DEFERRED ENTRY

A child is entitled to a full-time school place in the September following his/her 4th birthday. Applicants may defer entry to school up until compulsory school age i.e. the first day of term following the child's fifth birthday. Application is made in the usual way and then the deferral until January or April is requested. The place will then be held until the first day of the spring or summer term as applicable. Entry may not be deferred beyond compulsory school age or beyond the year for which the application has been made. Therefore applicants whose children have birthdays in the summer term may only defer until 1st April 2020. Upon receipt of the offer of a place a parent should notify the school as soon as possible if they wish to defer until the spring or summer term.

PART TIME ATTENDANCE

Applicants may also request that their child attend part-time until compulsory school age is reached. Upon receipt of the offer of a place a parent should notify the school as soon as possible if they wish to take up a part-time place.

ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP

A request may be made for a child to be admitted outside his/her normal age group e.g. if the child is gifted and talented or has experienced problems such as ill-health. In addition, the parents of a summer born child i.e. a child born between 1st April – 31st August, may request that the child be admitted out of his/her normal age group, starting reception at 5 years of age. Any such requests should be made in writing to the Headteacher / Chair of Governors at the school address. The governing body will make its decision based on the circumstances of each case and in the best interests of the child, taking into account school organisation issues and the views of the parents and any professionals involved. **Parents must have received the agreement of the governing body before any admission application for delayed entry is made.** If permission is received then the parents will make their admission application for the year in which they wish their child to start school. **Applications cannot be held over from one academic year to the next.** If permission is refused then parents must make their admission application at the normal time.

WAITING LIST

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This list will be maintained in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year and will be held open until 31st July 2020 unless applicants request in writing to remain on the list. **Inclusion in the school's waiting list does not mean that a place will eventually become available.**

IN-YEAR ADMISSIONS

Applications for In-Year admissions are made directly to the school and can be made for any child at any time outside the normal admissions round. If a place is available and there is no waiting list the child will be admitted. If there is a waiting list, then applications will be ranked by the Governing Body in accordance with the oversubscription criteria as set out above. 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 to an independent panel and your child will be placed on the waiting list. The local authority will be informed of the offer as soon as it has been accepted.

FAIR ACCESS

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 child 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 child would mean exceeding the published admission number.

NURSERY CHILDREN

Attendance at the nursery **does not** guarantee a place in Reception. For children currently attending the school's nursery, application to the reception class of the school must be made in the normal way to the home local authority.

CHANGE OF DETAILS

If any of the details on either of your forms changes 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 (these notes form part of the oversubscription criteria)

An Education, Health and Care Plan is a plan made by the local authority under S.37 of the Children and Families Act 2014, specifying the educational provision required for a child.

A 'Looked after child' has the same meaning as in S.22 (1) of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them in the exercise of their social functions (e.g. children with foster parents at the time of making an application to the school). A previously 'looked after' child is a child who was looked after, but ceased to be so because he or she was adopted or became subject to a child arrangements order or a special guardianship order.

'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 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.

A 'Parent' means all natural parents, any person who is not a parent but has parental responsibility for the child or any adult with legal responsibility for the child.

'Brother' or 'Sister' includes:

- a) All natural brothers and sisters, half-brother and sisters, adopted brothers and sisters, stepbrothers and sisters, foster brothers and sisters, whether or not they are living at the same address, and
- b) The child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.

'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 by a Certificate of Baptism in a Catholic church or a Certificate of Reception into the full communion with the Catholic Church. For the purposes of this policy this includes a looked after child in the process of adoption and living with a Catholic family, where a letter from a priest demonstrates that the child would have been baptised were it not for his/her status as a looked after child. For a child to be treated as Catholic, evidence of Catholic baptism or reception in the Catholic Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their parish priest who, after consulting with the diocese will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

'Children of other Christian denominations' means children who belong to other churches and ecclesial communities which, acknowledge 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 CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

'Children of other faiths' means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 7 above 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.

'Catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a Certificate of Reception into the Order of Catechumens for a child aged 7 or over. For a child under 7 years of age it will be the certificate of the parent.

'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.



Name and Address of School:

**ST. JOHN VIANNEY CATHOLIC PRIMARY SCHOOL,
Stanley Road, Tottenham, London N15 3HD**

Child's Details

<u>Child's surname:</u>	
<u>Child's first name:</u>	
<u>Home Address:</u>	Date of Birth:
Postcode:	

Parent/Carer Details

<u>Parent / Carer's name:</u>	Relationship to child:
Address (if different to above):	
Telephone number:	
<u>Alternative contact details:</u>	Relationship to child:
Address (if different to above):	
Telephone number:	

Details of Religion

<u>Religion of child:</u> (Please tick)	Catholic	Other Christian (name of denomination)	Other faith
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Catholic Parish you live in:	
Church where child was baptised and date of baptism: (baptism certificate required)	

Other

Name of brothers or sisters at this school who will still be attending in September 2019.	
<u>Name</u>	<u>Class /Year Group:</u>
Is the child 'looked-after' by a Local Authority, adopted or subject to a child arrangements or special guardianship order having previously been 'looked after'?	
YES / NO	
Does your child have an exceptional medical, pastoral or social need that can only be met by attendance at this school?	
YES / NO	
(Professional evidence will be required)	

I confirm that I have read and understood the St John Vianney School Admissions Policy and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that should any information I have given prove to be inaccurate that governors may withdraw any offer of a place even if the child has already started school.

Signed..... Date.....

Please note:

- Applicants from other faiths should attach a letter from their minister or religious leader, confirming membership of that faith community.
- You **must** complete your local authority's application form online by the closing date. If you do not do this you will not be offered a place.

Checklist:

Have you enclosed evidence of exceptional need (where necessary)?
Have you completed your local authority's online application form?



ST. JOHN VIANNEY CATHOLIC SCHOOL
Stanley Road, Tottenham, London N15 3HD
Tel No: 020 8889 8421 Fax No: 020 8881 2528

Headteacher: Mr Stephen McNicholas

APPLYING FOR A RECEPTION CLASS PLACE IN SEPTEMBER 2019

Thank you for requesting a Supplementary Information Form (SIF) for a place at our school.

Attached to the form you will find:

- A copy of the School Admissions Criteria 2019/2020
- An Application Procedure

When returning the completed Supplementary Information Form (SIF) to the school office, please tick to indicate that you have enclosed all the following documentation:

1. Original proof of date of birth	1
2. Original Baptism Certificate,	2
3. Current utility bill <u>(no more than 2 months old)</u>	3
4. Council Tax bill or in date Tenancy Agreement	4

Please note: The address on the Supplementary Information Form for the child must be the address at which the child normally lives. An address of a relative or a temporary address will not be accepted.

**I have also completed and returned a Common Application Form from my home borough
 YES / NO**

Signature: _____ Print Name: _____ Date: _____

FOR SJV OFFICE USE

Date received at St John Vianney School: _____ Signed: _____

Documentation checked: YES / NO _____ Complete: YES / NO _____

Outstanding documentation: YES / NO _____ Receipt copied to parent: YES / NO

**APPLICATIONS MUST BE RECEIVED AT ST. JOHN VIANNEY SCHOOL BY
TUESDAY, 15th JANUARY 2019, AT THE LATEST.**