



St Paul's Catholic Primary School

Admissions Policy

2021 - 2022

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Mission Statement

The community of St Paul's Catholic School owes its special character to its belief in God and its commitment to Him. The school's life is inspired by the teachings of Jesus Christ. We work together to create a happy, secure, caring environment where everyone is of equal importance, is valued and is given every opportunity to develop his/her spiritual, aesthetic and social potential.

St Paul's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. As a Catholic school we aim to provide a Catholic education for all our pupils. At St Paul's 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 parents are expected to 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 Published Admission Number (PAN) for the Reception class at St Paul's School is 30. 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 intends to admit 30 children in the school year which begins in September 2021.

Applications for Reception class September 2021 are invited from families whose child reaches his/her 4th birthday between 1st September 2020 and 31st August 2021.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the Trust Deed of the Diocese of Westminster.

In this policy *applicant* refers to the person making an application on behalf of the child; *candidate* refers to the child on whose behalf the application is being made.

OVERSUBSCRIPTION CRITERIA

Where there are more applications than the number of places available, place will be offered according to the following order of priority:

1. Catholic "looked after" children and previously "looked after" children. (see notes 2 and 8)
2. Baptised Catholic children. (see note 8)
3. Other "looked after" children or previously "looked after" children. (see note 2)
4. Children of catechumens and members of an Eastern Christian Church. (see notes 10,11)
5. Any other children.

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

- i. The Governing Body will give top priority, 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.
- ii. The attendance of a sibling 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 children in (i) above.

MULTIPLE APPLICATIONS

Where the final place is offered to a child who has other siblings applying for a place in the same school year, these siblings will also be admitted.

TIE BREAK

Where the offer of places to all the applicants in any of the sub-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 by the Local Authority, in a straight line from the Ordnance Survey address point for the child's home, to the Ordnance Survey address point of the school using a computerised mapping 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 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.

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.

APPLICATION PROCEDURE for 2021– 2022

In order to make an application, you **must** complete an application form from your local authority either on line or on paper and return it to them by 15th January 2021. If you are applying under criteria 1, 2, 3 or 4 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 or by post) to the school by 3.30 pm on 15th January 2021, together with all other relevant documents required for your application. If you do not complete both of the forms described above and return them by 15th January 2021, the Governing Body will be obliged to consider your application using only the documents available.

The local authority will inform you of the outcome of your application on behalf of the Governing Body, on or about, 16th April 2021. This information will also be available on line

for those who have submitted an e-application. Parents/carers should accept or decline the place as soon as possible.

CHILDREN EDUCATED OUTSIDE THEIR CHRONOLOGICAL AGE GROUP (except Reception applications for summer born children)

Parents may apply for their child to be educated outside his/her chronological age group i.e. a year behind or a year ahead. 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 outside of his/her normal age group, starting reception at 5 years of age. Any such request should be made in writing to the Chair of Governors. 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. No age related priority will be given. **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.

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.

RIGHT OF APPEAL

If you are unsuccessful in your application for a place at St Paul's, (unless your child was offered a place at a school that you ranked higher) you may ask the school for the reasons for the refusal of a place. These reasons will be related to the oversubscription criteria listed in this policy and you will have the right of appeal to an independent 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 must be submitted to the school in writing by 22 May 2021.

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 in this policy and not in the order in which applications are received or added to the list. Names will be removed from the list on 31st August 2022, unless applicants request in writing to remain on the list. **Inclusion on the school's waiting list does not mean that a place will eventually become available.**

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. (See note 1)

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.

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 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. 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 re-rank the list and make an offer to the person at the top of the list. The local authority will be informed of the offer as soon as it has been accepted.

RECEPTION YEAR DEFERRED ENTRY

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 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 the 1st April 2022. 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 parents should notify the school as soon as possible if they wish to take up a part-time place.

NOTES (these notes form part of the oversubscription criteria)

1. **'An Education, Health and Care Plan'** is a plan made by the local authority under S37 of the Children and Families Act 2014, specifying the educational provision required by the child.
2. **'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 services function (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 special guardianship order.
3. **'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.
4. **'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.

5. **'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.
6. **'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.
7. **'Sibling'**
 - a) All natural brothers and sisters, half brothers and sisters, adopted brothers and sisters, foster brothers and sisters whether or not they are living at the same address.
 - b) The child of a parents' partner where the child lives for at least part of the week in the same family unit as the same address as the applicant.
8. **'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 where the child would have been baptised were it not for the child's 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.
9. **'Catechumen'** means a child or parent who is a member of the catechumenate of a Catholic Church. This will 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.
10. **'Eastern Christian Church'** includes Orthodox Churches, and is normally evidenced by a Certificate of Baptism or Reception from the authorities of that Church.
11. **'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.
12. **'Nearest to the school'** The distance will be measured by the Local Authority, in a straight line from the ordnance survey address point for the child's home, to the ordnance survey address point of the school using a computerised mapping 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 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.



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Website: www.stpaulswoodgreen.org.uk

SUPPLEMENTARY INFORMATION FORM 2021 – 2022

Child's Surname:	
Child's Christian or other first name:	
Home Address:	Date of Birth:
	Postcode:
Parent / Carer Details	
Parent(s) Carer(s) Name	
Address: (If different from above) Telephone Number	
Alternative contact Details: Name:	
Address: Telephone Number	
For Catholic children only:	
Catholic Parish in which you live:	
Church where child was baptised :	
Date of Baptism: (Baptism certificate required)	

Name of brothers or sisters at this school who will still be attending at the date of admission:	Name	Year
Is your child "looked after" by the L.A., adopted having previously been "looked after" or has your child been made subject to child arrangement orders or special guardianship orders?	YES	NO
	If yes, please provide evidence with this application.	
Does your child have exceptional medical, pastoral or social needs that can only be met by attendance at this school? Please circle. (If YES professional evidence <u>must</u> be submitted with this application.)		
YES	NO	

I confirm that I have read and understood the 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 the governors may withdraw any offer of a place even if the child has already started school

Signed..... Date:

Please note:

- You **must** complete your local authority's online application form by the closing date. If you do not do this you will **not** be offered a place.

Checklist:

Have you enclosed	Baptism Certificate (where necessary)	<input type="checkbox"/>
	Evidence of exceptional need (where appropriate)	<input type="checkbox"/>
	Proof of Address (utility bill or other document issued within the last 3 months)	<input type="checkbox"/>

Have you completed your local authority's on line application form?

For School use only

Received by:

Date:

Outstanding Information Yes/No

If yes please list:

Procedure:

- The school will not accept photocopies, only original documents will be accepted.
- Applications for admissions should be made on the following forms:
 - ❖ The on line LA application form to be completed by 15th January 2021.
 - ❖ The school's supplementary form to be returned to the Head teacher at the school by 15th January 2021.
- All supplementary information forms may be handed in to the school in person, or the forms can be posted to the school. The school will not accept responsibility for forms lost in the post.
- The closing date for applications to the school is 15th January 2021. Applications received after this date will be dealt with in accordance with the Admissions Criteria, a copy of which is enclosed with the supplementary information form.
- Have you READ the Admissions Criteria? Yes / No It is important you do so.
- The Admissions Committee has the right to withdraw an offer of a place if it discovers any attempt to mislead them in the application.
- The Admissions Committee reserve the right, to seek independent verification of any details supplied on / with the supplementary form.
- All applicants have a right of appeal if they disagree with the decision of the Admission Committee.
- If you are in the process of moving house, please inform the school in writing. You will be required to provide evidence of the move.
- If the number of applicants exceeds the number of published places available, then the over-subscription criteria will be applied.
- The over-subscription criteria forms part of the overall Admissions Criteria, a copy of which is enclosed with your supplementary information form.
Please read this part of the criteria very carefully.

*Address: This is where the child normally resides for 50% of the week or more. The address of another relative or a temporary address is not acceptable, any attempt to mislead the school may result in the withdrawal of an offer of a place, particularly where proximity to the school forms part of the governing body's policy of admission. Only one signature is required; either parent or guardian may sign.

ADMISSIONS PRIVACY NOTICE FOR ST PAULS CATHOLIC PRIMARY SCHOOL

St Paul's Catholic Primary School is a data controller for the purposes of the Data Protection Act 2018 and is committed to dealing with your information safely and securely. We need to collect and share information in order to fulfil our obligations as an admission authority. We take our responsibility to protect your data seriously and we will use it in accordance with the legal requirements of the Data Protection Act 2018.

We will comply with the School Admissions Code, which has the force of law. In respect of in-year admissions, the Governing Body is the admissions authority for this school. The information you provide to us on your Supplementary Information Form (SIF), any supporting papers or appeal documentation you provide will be used to:

- Process your application
- Consider Admission Appeals

We may also use this data for the following purposes:

- Forward planning as part of school budget, forecasting and reorganisation proposals
- To assist in the development of policy proposals
- For the prevention and/or detection of crime or fraud
- For research and statistical purposes when we will ensure that statistics are developed in such a way that individual children cannot be identified

In order to administer admissions to this school the following information may be collected by us:

- Name and date of birth
- Address where the child ordinarily lives at the time of application, which will be used for distance calculation purposes
- Supplementary information i.e. information on religious affiliation and status
- Parent name and contact details
- Details of baptism and/or Catholic practice

Agencies we will share the information with:

- The Department for Education, to comply with statutory data collections
- The LA, to verify the information provided so that the admission scheme\process can be accurately administered
- Admission Appeal panels
- The Schools Adjudicator, in response to any objections raised
- In Year Fair Access Panel, where applicable, to enable them to appropriately place complex admissions
- The Local Government and Social Care Ombudsman, when investigating maladministration of school admissions and admission appeals.

School Retention Policy:

The information listed above will be retained securely by the school for 8 years, after which it will be destroyed.

For further information, please refer to the Privacy Policy on the School website or contact the Headteacher.