

***St Mary's Catholic Primary School, Isleworth, South Street,  
Isleworth, Middlesex, TW7 7EE***



**RECEPTION ADMISSIONS POLICY SEPTEMBER 2018 – AUGUST 2019**

St Mary's is a Catholic Primary and Nursery School within the Diocese of Westminster, founded for the education of Catholic children of the parishes of:

- Our Lady of Sorrows & St Bridget's, Isleworth
- St Vincent de Paul, Osterley and
- St Margaret of Scotland, St Margaret's Twickenham

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 is 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. Applications are invited for September 2018 from families whose child attains 4 years between 01/09/2017 and 31/08/2018.

The Governors intend to admit up to the schools Published Admission Number (PAN) of 60 pupils to the Reception Class. The Governing Body has the responsibility for admissions to the school. To apply first complete an eAdmissions Form on line for your Local Authority by 15<sup>th</sup> January 2018. If you do not complete the eAdmissions form (paper forms also available from your council) you will not have made a valid application and you may not be allocated your preferred school. In addition to this you will also be asked to complete the school Supplementary Information Form (SIF) which should be returned to the school office by the closing date together with all the relevant paperwork supporting your application. If you do not complete and return both the online application, SIF and other supporting information by the closing date, the Governing Body will not be able to consider your application fully.

**Parents are advised that a place in the Nursery does not guarantee a place in Reception.**

**Reception Year Deferred Entry**

Applications may defer entry to school up until statutory 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 deferment is requested. The place will then be held until the first day of the spring or summer term. Applicants may also request that their child attend part-time until statutory school age is reached. Entry may not be deferred beyond statutory school age or beyond the year for which the application has been made. Parents of children with birthdays in the summer term should be aware that, if they wish to delay entry until the term following their child's 5<sup>th</sup> birthday, they will need to apply for a Year 1 place for the following September and that if the school is oversubscribed they are unlikely to obtain a place.

## Information about applications in previous years

The school is regularly oversubscribed.

### OVERSUBSCRIPTION CRITERIA

Where there are more applications than places the Governors will make offers of places in accordance with the following criteria and in the priority order listed below:

1. Catholic<sup>1</sup> looked after children<sup>2</sup> and Catholic children who have been adopted or made subject to child arrangements orders or special guardianship orders, immediately following having been looked after.
2. Catholic children with a Certificate of Catholic Practice<sup>3</sup> whose application is supported by a baptism certificate for the child and the child is resident<sup>6</sup>, **at the time of application**, within the parishes of:
  - Our Lady of Sorrows & St Bridget's, Isleworth
  - St Vincent de Paul, Osterley
  - St Margaret of Scotland, St Margaret's Twickenham

*Additional copies of maps of parish boundaries are available from the school website, your Parish and the Diocese of Westminster Tel: 020 7798 9033*

3. Catholic children with a Certificate of Catholic Practice<sup>3</sup> whose application is supported by a baptism certificate for the child.
4. Catholic children whose application is supported by a baptism certificate for the child.
5. Other looked after children and children who have been adopted (or made subject to child arrangements orders or special guardianship orders) immediately following having been looked after.
6. Children who are Catechumens<sup>4</sup> or members of other Eastern Orthodox Churches, whose application is supported either by a letter from the priest confirming membership of the order of catechumens or a baptism certificate for the child or a certificate of reception from the authorities of that Church.
7. Christians<sup>5</sup> of other denominations with a Baptismal Certificate or a Certificate of Dedication, whose application is supported by their Minister.
8. Christians without a Baptismal Certificate or a Certificate of Dedication, whose application is supported by their Minister.
9. Children of other faiths, whose application is supported by a letter from a religious leader confirming membership of the faith community.
10. Any other applicants.

If the school is oversubscribed the following priority will be applied to each of the above criteria.

- A. Top Priority will be given to any child within each of the above criteria who has a social, medical or pastoral need \* which can only be met at St Mary's Catholic Primary School Isleworth.  
*\*Compelling written evidence **at the time of application** from a recognised professional body such as a social worker, doctor or priest must be provided and will be treated in the strictest confidence*
- B. Priority will be given to any child within each of the above criteria who has a sibling<sup>6</sup> in the school **at the time of admission**.

Then, if the school is still oversubscribed proximity of the child's residence<sup>7</sup> to the school is used \*\*. For applicants who live the same distance from the school, random allocation by drawing of lots in the presence of an independent witness will be used.

\*\* *The route from home to school has been measured using the shortest available route. The start point (footprint of the property) is provided by ordnance survey from information compiled from the Royal Mail or LA. The positioning of front doors, driveways and back gates are not relevant to the route or the measurement and not programmed to be used by the measuring system. The shortest available route is established using an algorithm within the bespoke software used by the LA. This software is called RouteFinder and is produced by Higher Mapping Solutions. This programme integrates with the LA's database. The end point of the route is the nearest of the school gates which is used for pupils to enter the school grounds. The location of these gates has been set by the LA and consulted with each individual school to ensure accurate placement of the gate and its availability for use.*

*The Local Authority cannot take a measurement from another measuring system into account. Other measuring systems may give a different measurement.*

### **CERTIFICATE OF CATHOLIC PRACTICE**

Applicants applying under criteria 2 and 3 should submit a Certificate of Catholic Practice by the closing date. The Certificate is available from the parish in which the family normally worships or from the diocesan website: [www.rcdow.org.uk](http://www.rcdow.org.uk) (follow schools, for parents.) It is the parent's duty to ensure that the Certificate of Catholic Practice is submitted to the school in good time. You will need to obtain a Certificate for each Catholic school you are applying to.

### **Explanatory Notes (these notes form part of the CRITERIA FOR ENTRY)**

<sup>1</sup> **'Catholic'** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches (list available from the school, your parish and the Diocese of Westminster website [www.rcdow.org.uk](http://www.rcdow.org.uk) (follow schools, governors, admissions, annexe 7 Eastern Churches)). This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

<sup>2</sup> **'looked after child'** has the same meaning as in section 22 of the Children Act 1989, and means any child in the care of a Local Authority or provided with

accommodation by them (e.g. children with foster parents). An **'adopted'** child is a child who is adopted under the terms of the Adoption and Children Act 2002 s.46 (adoption orders). **'Child Arrangements Order'** is an order under the terms of the Children Act 1989 s.8 which defines it as an order settling the arrangements to be made as to the person with whom the child is to live. **'Special Guardianship Order'** is an order under the terms of the Children Act 1989 s.14A which defines it as an order appointing one or more individuals to be a child's special guardian(s).

<sup>3</sup> **'Certificate of Catholic Practice'** means a certificate given by the family's parish priest (or the priest in charge of the church where the family practises) in the form laid down by the Bishops' Conference of England and Wales.

<sup>4</sup> **'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.

<sup>5</sup> **'Christian'** means a member of a church which belongs to 'Churches Together in Britain and Ireland'.

<sup>6</sup> **'sibling'** means a brother or sister (not cousin) including half-, step- adoptive brother and sister who live at the same address as the child.

<sup>7</sup> **'residency'** is where the child/children resides for 50% of their school week. This would be determined by address shown on Council Tax and Child Benefit documents.

### **Multiple Applications (i.e. twins, triplets or other multiple applications from one family)**

If a final place at the school is going to be offered to a child who is one of multiple births, then their twins, triplets etc. will be offered a place as well. If multiple-birth children are at the top of the waiting list and only one place is available, their siblings will be offered a place as well.

### **Pupils with an Education Health Care Plan (EHCP)**

The admission of pupils with an EHCP is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of EHC Plans made by the pupil's home Local Authority. Details of this separate procedure is set out in the *Special Educational Needs Code of Practice*.

For clarity St Mary's Catholic Primary School has a duty to admit a child with an EHCP naming the school where it is possible for the school to meet these needs.

### **Fair Access Protocol**

The school is committed to taking its fair share of vulnerable Catholic children who are hard to place, in accordance with locally agreed protocols. Accordingly, outside the normal round of admissions, the governing body are empowered to give absolute priority to a Catholic child where admission is requested under any local protocol which carries the agreement of both the governing body and the diocese for the current admission year. The Governing

Body has this power even when admitting such a Catholic child would exceed the normal admission number. The Governors will be obliged to admit a non-Catholic child if directed to do so.

### **Primary National Offer Day**

The closing date for applications is 15<sup>th</sup> January 2018 and the national offer date is 16<sup>th</sup> April 2018.

### **Appeals Procedure**

If your application is unsuccessful, and you are not offered a place at St Mary's Catholic Primary School you have the right to appeal against the decision. Please contact the Local Authority's School Admission Team to request an appeal registration form and inform the school that you are appealing against the decision. Please note that the Local Authority sets a deadline for receipt of the appeal.

### **Unsuccessful Applications**

Unsuccessful applications will be retained by the school. Whenever a place becomes available the oversubscription criteria will be applied to all applications held by the school. The Governing Body will make an offer of a school place based on the oversubscription criteria. The unsuccessful applications will only be held in the school until 31<sup>st</sup> August 2019. Beyond this, if parents wish to be considered, they will have to complete an Application Form. It is the parent's responsibility to inform the school of any change in circumstances and provide the supporting documentation (e.g. residency, social, medical or pastoral).

### **In-Year Applications**

In-Year applications are made directly to the school.

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 you have the right of appeal. The unsuccessful applications will only be held in the school until the end of the academic year. Beyond this, if parents wish to be considered, they will have to complete an Application Form. It is the parent's responsibility to inform the school of any change in circumstances and provide the supporting documentation (e.g. residency, social, medical or pastoral).

### **Children educated outside their chronological age group**

Parents may request that their child be educated out of his/her chronological age group. Such requests must be made in writing to the Chair of Governors during the autumn term in the year of application i.e. September-December 2017. 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.

**Please ensure that all sections of the forms are completed in full and that you provide supporting evidence, failure to do so may result in the Governing Body not being able to consider your application fully.**