



## Admissions Policy and Procedures 2021-2022

St Peter's Catholic Primary School is a voluntary aided school in the Diocese of Southwark. It is in the trusteeship of the Diocese Southwark. 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.

Having consulted with the Local Authority and other admission authorities, the Governors intend to admit into the Reception class, in September 2021, up to a total of 30 pupils without reference to ability or aptitude.

Where the number of applications exceeds 30, 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 (inclusive of children who have been previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order and also those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted). A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).
2. Baptised Roman Catholic children. Evidence of Baptism will be required. Catholics include members of the Latin and Oriental Rite Churches that are in union with the Bishop of Rome.
3. Other Looked After Children (inclusive of children who have been previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order and also those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted). A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).
4. Children who are members of Eastern Orthodox Churches. Evidence of Baptism will be required.
5. Children of parent/carers who are committed 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 religious commitment 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. Children with a sibling living at the same address attending the school at the time of the child's admission. Sibling means a full/half/step brother or sister.
- ii. 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 (e.g. qualified medical practitioner, education welfare officer, social worker or priest). The decision will be based on the evidence provided. The supporting evidence should set out the particular reasons why the school in question is the most suitable school, and the difficulties that would be caused if the child had to attend another school.
- iii. Distance from the child's home to the school using a straight-line measurement supplied by Royal Greenwich Local Authority derived from their geographical information system. The computerised mapping system measures from a single fixed point in the centre of the home address to the centre of the school. If more than one applicant lives in a multi-occupancy building, e.g. flats, priority will be given to the applicant whose door number is the lowest numerically and/or alphabetically. The home address is where the child lives as the only or principal residence. If your child resides equally between both parents, we consider the principal home address as being the address at which your child is registered whilst attending early years provision, with a GP and, if applicable, the address of the parent who is in receipt of Child Benefit or Child Tax Credits for your child. 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 last remaining place will be decided by the drawing of lots.

Additional children may be admitted under very exceptional circumstances. This will be in instances where children are twins and children from multiple births when one of the children is the 30<sup>th</sup> child admitted.

### **Admissions procedure**

In addition to the online or paper Common Application Form (CAF) supplied by the home Local Authority, the Supplementary Information Form (SIF) available from the school, must be completed and sent to St Peter's Catholic Primary School, no later than the closing date published by Royal Greenwich, the maintaining Local Authority, for applicants wishing to be considered under the faith criteria. Those applicants who do not complete the SIF will be considered under criterion 7. You are advised to make two copies of the forms. You should retain one copy and pass the second copy to the school. The original copy must be seen by the school.

Offers of places will be sent to parents on the common offer date as notified by the home Local Authority.

## **In-year Admissions**

The school manages its own in-year applications for admission to primary school. Application forms for in-year admissions are available from the school office. Forms should be completed and returned to the school office along with copies of the baptismal certificate (if available). The Governors will use the same criteria to rank the application as that listed above. Families will be contacted directly by the school to arrange for the child to visit the school. St Peter's participates in the Local Authority's Fair Access Protocol. Children admitted via the Fair Access Protocol take priority over those children on the school's waiting list and those pending appeal.

## **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 Appeal Clerk at the school address. Parents/Carers have the right to make oral representations to the Appeal Panel. Parents/Carers have 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal. Parents/Carers will receive 10 days notification of the date of the appeal, and a letter stating the decision following the appeal will be sent out within 5 school days of the hearing.

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.

## **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.

### **Waiting List**

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 indefinitely, 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.

### **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 an EHC plan naming the school will be admitted without reference to the above criteria.

### **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/carers will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents/carers from exercising their right to appeal against the decision not to offer a place.