



St Alban's Catholic Primary School

Admissions Policy and Procedures for admission in 2017 – 2018

St Alban's Catholic Primary School in Beauchamp Road, East Molesey, Surrey, KT8 2PG is a voluntary aided school in the Diocese of Arundel & Brighton. The school was founded by and is part of the Catholic Church and is in Trusteeship of the Diocese. The school is conducted as a Catholic school in accordance with canon law, the teachings of the Catholic Church and the Trust Deed of the Diocese of Arundel & Brighton. It seeks at all times to be a witness to Jesus Christ.

The school offers a Catholic education. The ethos of the school is:

St Alban's lives its Catholic ethos each day through the excellent relationships between all members of the community, recognising that we are revealing the love of God to each other in all we do. We pray and learn together, sharing in and celebrating all our successes. Together we all work hard to be the best that we can be.

The Governors ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not Catholics to apply for and be considered for a place here. We welcome applications from those of other denominations and faiths, or of none.

Having consulted with the Diocese, Local Authority, other admission authorities and other relevant groups, the Governors intend to admit into the reception class, in September 2017, up to 60 pupils without reference to ability or aptitude.

Oversubscription Criteria:

Where the number of applications for admission exceeds 60, and after the admission of pupils with Statements of Special Educational Needs or Education Health and Care Plan (EHCP) where the school is named on the Statement or EHCP, the Governors will offer places using the following criteria in the order stated:-

1. Baptised Catholic looked after children and previously looked after children (see note a).
2. Baptised Catholic children. Evidence of Baptism will be required (see note b).
3. Other looked after children or previously looked after children (see note a).
4. Other children with a sibling at the school at the time of admission (see note d).
5. Children who are members of Eastern Orthodox Churches. Evidence of Baptism will be required.
6. Children 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.
7. Children who are members of other faiths. Evidence of membership of the faith provided by a priest, minister or religious leader of a designated place of worship will be required.
8. Any other children.

Priority within the Oversubscription Criteria (Tiebreakers):

The governors will apply the following cascading order of priorities within any of the above criteria when applications exceed the number of places available and it is necessary to decide between applications through a priority ranking:

- i. Exceptional social or medical need 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) (see note c)).
- ii. A sibling on the school roll at the time of admission. Evidence of the relationship may be required (see note d).
- iii. Distance from home (the address at which the child resides) to the school (closest proximity receives highest priority) (see note e)). Evidence of residence may be required.

Admission Procedure

The governing body of St Alban's Catholic Primary School is responsible for determining the admission arrangements of the school, including the priority of admissions to the school when the school is oversubscribed. When the application deadline has closed, the Local Authority (LA) provides to the school a list of all applicants who have applied to the school. The school will then rank the applications in strict accordance with its published admission arrangements and provide the LA with the ranked list. The LA is responsible for coordinating the allocation of places in its area, offering individual places to parents on behalf of the school governors on the common offer date.

To apply for a place at this school, you should complete and return the following two forms:

1. The **Common Application Form (CAF)**

All applications for places **must** be made on the Common Application Form which is available either from the Local Authority (where the parent lives) or on that Local Authority's website. For a valid application, the CAF **must** be returned either in the paper form or online by **15 January 2017**.

2. The school's **Supplementary Information Form (SIF)**.

This is available from the school and the school website and allows the governors to put all applicants in order of priority for admission in line with the published admission policy. Please note that while completion of the SIF is not mandatory, where parents do not complete a SIF, the school will only be able to assess applicants against the oversubscription criteria based on information provided on the LA CAF. The completed SIF must be returned to the school office by **15 January 2017**.

You are advised to make a copy of the forms for your records, whether completed online/on paper.

Late Applications

All pieces of paperwork are required on or before the published closing dates referenced above. Late applications (those where it is reasonable that a parent could have submitted an application by the closing date) will only be processed when those applications have been dealt with.

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 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.

Admission of children outside their normal age group

Please note that it is the view of the Government, the Diocese, the LA and the Governing Body of this school that a child is educated alongside his/her age equivalent peers, in almost all cases.

The DfE have clarified that only summer born children can legally request decelerated entry to reception until the Autumn term after they turn five. Autumn and Spring born children must legally be in full time education at the beginning of the term after they turn five years old i.e. spring and summer terms respectively. As such these children cannot be considered for decelerated entry to reception, although

other provisions for them to start part time or to defer entry until later in the same school year (but not beyond the beginning of the term after their fifth birthday) remain.

Should a parent/carer request to have a decelerated entry to school i.e. to start later than other children in their chronological age group, they must initially apply for a school place in accordance with the deadlines that apply for their child's chronological age.

As an example, a request to the school for a summer born child (ie between 1 April to 31 August), to be admitted to the reception class in the September following their fifth birthday, must be made prior or during the application process for the child's normal year group. An application also needs to be made to the LA for a school place in the correct year group. This will ensure that parents/carers are not disadvantaged for a preference school place in the event the request is refused.

If the request is accepted, the application for the normal year group may be withdrawn before a place is offered. The parent/carer will be required to apply in the usual way the following year, along with the cohort of applicants for that year group. It should be noted that the application will not receive priority over or above any other applicant for this year group and the application will be considered in line with the published admission criteria applicable for that year of entry alongside all other applicants to the school.

In relation to the request, decisions are made on the basis of the circumstances of each case and in the best interest of the child. The governing body will expect the parent/carer to supply them with appropriate information and evidence. What the governing body will take into account will include:

- Views of parent/carer
- Information relating to the child's academic/social/emotional development, where relevant
- Medical history and the views of a medical professional
- Any previous history of being educated outside of their normal age group
- If the child may naturally have fallen into a lower age group if it were not for being born prematurely
- Views of the headteacher of the school.

Please note that parents/carers do not have the right to insist that their child is admitted to a particular age group. It is the governing body who, having considered the circumstances of each individual case, will make a decision. The governing body will set out clearly for the parents/carers concerned the reasons for their decision in each case.

If the parent/carer is unhappy with a decision about which year group their child will be admitted to, the following applies. Parents/carers who are refused a place at a school for which they have applied have the right of appeal to an independent admission appeal panel. However, there is not a right of appeal if the child has been offered a place and it is not in the year group the parent/carer would like. In such cases, the parent/carer could make a complaint through the school's complaint procedure.

If a parent/carer requests to have an accelerated entry to school i.e. to start earlier than other children in their chronological age group, they must initially apply for a school place at the same time that other families are applying for that cohort. If the governing body agrees for the child to have an accelerated entry, the application will be processed. If it is not agreed for the child to have an accelerated entry, they will be invited to apply again in the following year for the correct cohort.

Waiting Lists

If the school is oversubscribed, 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. Where there are more applicants than places available, waiting lists will

operate for each year group according to the oversubscription criteria for the school without regard to the date the application was received or when a child's name was added to the waiting list.

A Waiting List will last for one year. It will lapse each 31st August and a new one will start with effect from each 1st September. Applicants wishing to remain on the waiting lists after this date must write to the school by 30 June, stating their wish to be placed on the new waiting list and to complete a new Supplementary Information Form (Explanatory note: A new Supplementary Information Form is necessary to ensure that changed circumstances have not invalidated old certifications). The Waiting List will be ranked in line with the oversubscription criteria at the point when a place becomes available.

Appeals

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with sections 88 and 94 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.

In Year Admissions

The oversubscription criteria in this admission policy will also apply to applications made after the normal time of entry to primary education i.e. beginning of Reception Year. Parents should complete form IYA-SMA available from www.surreycc.gov.uk/admissions and send it to the school along with a completed In-Year Supplementary Information Form, available from our website www.stalbansprimary.org.uk or the school office. If the class year you are applying for is full, then your application can be placed on the waiting list (see paragraph above).

Visiting the School

We encourage parents to visit our school in order to find out more about how we work and the education we offer. Parents are welcome to arrange a visit by contacting the school office. However, such visits do not form part of the process of deciding which children are to be offered a place at the school.

Giving us the wrong information

If a parent/carer is found to have supplied false or incorrect information to gain a place at this school, the governing body reserves the right to withdraw any offer of a place even if the child has already started school. An example of false or incorrect information would be the use of an address that is not the child's normal residence.

Notes (these form part of the admission arrangements):

- a) **'Looked after and previously looked after children' will be considered to be**
- * children who are registered as being in the care of a Local Authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a), e.g. fostered or living in a children's home, at the time an application for a school is made; and
 - * children who have previously been in the care of a Local Authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a) and who have left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989).
- b) **'Baptised Catholic'** describes a member whose Church of Baptism is 'in communion with the See of Rome'. The Catholic Church comprises the Latin Rite (Roman Catholics) and the Eastern or Oriental Rite (composed of Catholic (Uniate) Churches—see below). This will be evidenced by a certificate of Baptism in a Catholic Church or certificate of reception into full communion with the Catholic Church.

Eastern or Oriental Rite Catholic Churches in Full Communion with Rome	
ALEXANDRIAN	Coptic, Ethiopian (Gheez)
ANTIOCHIAN	Malankrese, Maronite, Syrian
ARMENIAN	Armenian

CHALDEAN (EAST SYRIAN)	Chaldean, Syro-Malabar
CONSTANTINOPOLITAN (BYZANTINE)	Albanian, Belarusian, Bulgarian, Georgian, Greek (Hellenic), Greek-Melkite, Hungarian, Italo-Albanian, Krizevci, Macedonian, Romanian, Russian, Ruthenian, Slovak (Greek), Ukrainian (Greek)

Notes: 1. Eastern Orthodox Churches, including the Coptic Orthodox, Greek Orthodox and Russian Orthodox Churches, are NOT in full communion with the See of Rome. 2. 'Ordinariates' are members of the Latin Rite. 3. Anglicans describing themselves as 'Anglo Catholics' are members of the Anglican Communion and therefore not in communion with the Holy See. Please refer any queries to the Catholic Schools Service.

- c) **Exceptional medical need:** If the child has a serious medical condition/disability such that the parent feels the child must go to this school, this must be specified on the Supplementary Information Form. Governors can only consider applications under this category if supporting evidence is attached, e.g. a letter from a registered health professional, setting out the particular reasons why this school is the most suitable and the difficulties that would be caused if the child attended another school. Governors will make their decision based on the medical evidence provided by the child's medical consultants. Governors will consult the LA's medical advisers and only agree to a priority placement if the medical advisers consider it necessary for the child to attend this school. Governors will also take into account any information on exceptional medical needs that is provided by the Local Authority from the Common Application Form.

Exceptional social need: If parents feel there are sensitive, individual and serious family circumstances, perhaps involving the support services (e.g. social care) these may be considered at the time of the application for a school place. This will need to be specified on the Supplementary Information Form and evidence provided, e.g. a report from social services or from a priest detailing why this school is the most appropriate placement for the child given the circumstances of the case. Governors will also take into account any information on exceptional social need provided by the Local Authority from the Common Application Form.

- d) **Siblings:** For admission to this school, a sibling is defined as a brother or sister (i.e. another child of the same parents, whether living at the same address or not), or a half-brother/ half-sister or a step-brother/ step-sister or an adoptive or foster brother/ sister, living at the same address. A child will be given sibling priority, within their oversubscription category, if they have a sibling at the school at the time of the child's admission. Governors will also take into account any information on siblings provided by the Local Authority from the Common Application Form.
- e) **Distance:** Distance will be measured by a straight line from the address point of the pupil's house as set by Ordnance Survey, to the nearest school gate available for pupils to use. This is calculated using the Admission and Transport Team's Geographical Information System (this information can be found at <http://findaschool.surreycc.gov.uk>).

A child's home address is considered to be a residential property that is the child's only/main residence and not an address that is sometimes used due to certain domestic/special arrangements. The address must be the pupil's home address that applies on the closing date for application and which is either owned by the child's parent, parents, or guardian OR leased or rented by the child's parent, parents or guardian under a lease or written rental agreement. If parents live separately but share responsibility for the child, and the child lives at two different addresses during the week, the 'home address' will be regarded as the one at which the child sleeps for the majority of weekday nights. If two addresses are provided, the Local Authority will decide which address should be used as the main residence for the purpose of processing the application as they only accept one current address. Parents/Carers must notify the school about any address changes during the application deadlines to ensure all applications are treated in the same way.

A block of flats has a single address point reference, so applicants living in the same block will be regarded as living the same distance away from the school. In the unlikely event that two or more children live **equidistant from the school, for example** in the same block, and in all other ways have equal eligibility for the last available place, the names will be issued a number and drawn randomly to decide which child receives the place.

- f) **Parents/carers/family members:** The terms 'parent' or 'carer' are used for all persons who legally have responsibility for the child.
- g) **Deferred entry:** Admission authorities are required to provide for the admission of all children in the September following their fourth birthday. The parent/carer has the following options where the governing body has offered such a child a place at the school. The parent/carer can decide either:
- That the child starts school full-time in the September following their fourth birthday with their natural academic cohort; or
 - To defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; or
 - That the child starts school on a part-time basis until later in the school year but not beyond the point at which they reach compulsory school age.
- h) **Infant Class sizes:** Current infant class legislation spells out that infant classes (Reception, Year 1 and Year 2) must not contain more than 30 pupils with a single school teacher. Additional children may only be admitted under very limited exceptional circumstances. One of these exceptions is where it is a child whose twin or sibling from a multiple birth is allocated the final place in an infant class. This school will allow this exception wherever logistically possible.
- i) **Children with Statements of Special Educational Needs (SEN) or Education Health and Care Plan (EHCP) naming the school on the Statement EHCP:**
These children are admitted under a separate procedure as follows: children with statements of Special Educational Needs (SEN)/ Education Health and Care Plans (EHCP) will be allocated to the school before other applicants are considered and the number of places available will be reduced by the number of children with an Education Health and Care Plan (EHCP) as well as those with a statement of SEN.

Reminder:

Have you remembered to complete:

- 1) the Local Authority's Common Application Form (CAF) and**
- 2) the School's Supplementary Information Form (SIF) and return to the school.**



St Alban's Catholic Primary School

Supplementary Information Form

For admission in **2017 – 2018**



This form should be completed and returned to the school when applying for a place at St Alban's Catholic Primary School.

Applicants should complete Part 1 and 4 (and Part 5, if applicable).

If the child for whom the application is being made is a Catholic, then once Part 1 and 4 (and Part 5, if applicable) have been completed, then the form should be handed to the relevant priest for him to complete Part 2. He will then return the form to the parents, who need to return it to the school.

If the child for whom the application is being made is not a Catholic but a member of another Christian denomination or from another faith, then once Part 1 and 4 (and Part 5, where applicable) have been completed then hand the form should be handed to the relevant faith leader for him/her to complete Part 3. The form should then be returned to school by the parents.

NOTE: While it is not mandatory to complete a Supplementary Information Form (SIF), if the school does not receive a completed SIF, Governors can only rank applications based on information on the CAF. This could result in applicants receiving a lower priority ranking.

Everyone must also complete and return a Common Application Form (available from & returnable to the Local Authority)

PART 1 (To be completed by the parent or carer)

Surname of child: _____		Forename(s) of child: _____	
Child's date of birth: _____	<input type="checkbox"/> Boy	<input type="checkbox"/> Girl	
Child's home address *: _____		Postcode _____	
Parent/Carer's Name: _____		Parent/Carer Contact Tel: _____	
Names of any siblings who will be attending the school at the time of admission?: _____			
Faith Declaration:			
- If your child is a member of the Catholic Church or another denomination or faith, please complete either A) or B) below, as appropriate			
- If neither A) or B) applies to your child, please go straight to Part 4 of this form.			
A) I confirm the child is a member of the Catholic Church?		<input type="checkbox"/> Yes	
Date and place of Baptism (or Reception into Church if applicable): _____			
Parish in which you live (e.g. St Barnabas, Molesey): _____			
I have attached a copy of my child's Baptism Certificate		<input type="checkbox"/> Yes	<input type="checkbox"/> No
OR			
B) I confirm the child is a member of another denomination/ faith?		<input type="checkbox"/> Yes Which denomination/faith? _____	
Date and place of Baptism/Dedication (if applicable): _____			
Parish / Faith community in which you live: _____			
I have attached a copy of my child's Baptism/Dedication Certificate (if applicable):		<input type="checkbox"/> Yes	<input type="checkbox"/> No

* This should be a residential property that is your child's only or main residence at which your child spends the majority of weekday nights. (see note in admission policy).

PART 2 (To be completed by CATHOLIC PRIESTS ONLY)

I am satisfied that the child is a baptised Catholic (or, where applicable), has been received into the Church Yes No

Priest's name: _____

Parish stamp or seal: _____

Parish (or ethnic chaplaincy): _____

Phone/contact number: _____

Address: _____

Signature: _____

Date: _____

Instruction to priest: Please complete Part 2 & return form to: the parents, who must return to St Alban's Catholic Primary School by 15 January 2017.

PART 3 (To be completed by MINISTERS/ FAITH LEADERS of OTHER DENOMINATIONS/ FAITHS)

I am satisfied that the child has been baptised/ dedicated/ become a member of the faith Yes No

Name of Minister/ Faith Leader: _____ Denomination/ Faith: _____

Parish (or designated place of worship): _____ Phone/contact number: _____

Address: _____

Minister/ Faith Leader Signature: _____ Date: _____

*Instruction to minister/faith leader: Please complete Part 3 & return form to the parents who must return to St Alban's Catholic Primary School by **15 January 2017**.*

PART 4 (To be completed by the parents or carer)

I confirm that I have completed a Local Authority Common Application Form Yes No

I confirm that I have read and understood the Admissions Policy and that the information I have given on this form is accurate and truthful. 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 false, the governors may withdraw any offer of a place even if the child has already started school:

Signed: _____ Parent/Carer Date: _____

PART 5 (ONLY to be completed by parents or carers where exceptional medical/social needs apply)

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 or social needs of your child that make only this school particularly suitable for them. Strong and relevant evidence must be provided by an appropriate professional authority (e.g. qualified medical practitioner, education welfare officer, social worker or priest). (Continue on a separate sheet if necessary)