



Diocese of Arundel & Brighton – Crawley Deanery

## **St. John's Catholic Primary School**

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## **Admissions Policy and Procedures 2017 – 2018**

St. John's Catholic Primary School in Horsham 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 governors expect that parents applying for places for their children will accept and uphold the Catholic character and ethos of the school. The school was set up primarily to serve the Catholic community in the parishes of: St. John the Evangelist in Horsham, Our Lady of Consolation and St. Francis in West Grinstead and St. Gabriel in Billingshurst. The relevant parish map(s) can be viewed at the school by arrangement. Although Catholic children have priority of admission, the Governing Body also welcomes applications from those of other denominations and faiths who support the religious ethos of the school.

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 30 pupils without reference to ability or aptitude.

### **Oversubscription Criteria:**

Where the number of applications for admission exceeds 30, and after the admission of pupils with Statements of Special Educational Needs where the school is named on the Statement, the Governors will offer places using the following criteria in the order stated:-

1. Baptised Catholic looked after children or previously looked after children, (see note a).
2. Baptised Catholic children resident in the Horsham, West Grinstead and Billingshurst parishes, (see note iv. and note d). Evidence of Baptism will be required (see note b).
3. Other baptised Catholic children. Evidence of Baptism will be required (see note b).
4. Other looked after children or previously looked after children (see note a).
5. Children who are members of Eastern Orthodox Churches. Evidence of Baptism will be required.
6. Children of families 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 for whom a Supplementary Information Form has been completed.
9. Any other children.

### **Priority within the Oversubscription Criteria: (tie-breakers)**

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. 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. For Oversubscription Criteria 2 or 3 above - The strength of evidence of practice of the faith as demonstrated by the level of the family's Mass attendance on Sundays (see notes f) and g)). This evidence must be provided by the parent/carer and be endorsed by a priest at the church(es) where the family normally worship. Applications will be ranked in the order shown on the Supplementary Information Form i.e. firstly those attending Mass weekly or at least 3 times a month, then once or twice a month, then less than once a month, then those who do not attend.
- iii. For Oversubscription Criteria 5, 6, or 7 above - The strength of evidence of practice of the faith as demonstrated by the level of the family's attendance at services. This evidence must be provided by the parent/carer and be endorsed by the minister/faith leader at the family's designated place of worship. Applications will be ranked in the order shown on the Supplementary Information Form i.e. firstly those who attend services weekly or at least three times a month, then once or twice a month, then less than once a month, then those who do not attend.
- iv. A sibling on the school roll at the time of admission. Evidence of the relationship may be required (see note d).
- v. 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.

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### **Admission Procedure**

The governing body of St. John's 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 16<sup>th</sup> April 2017.

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.
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, **if a completed SIF is not received, the governors can only consider your application after ranking all those applicants who have completed and returned the SIF**. The completed SIF must be returned to the school office by 15<sup>th</sup> January 2017. You are advised to make a copy of the two forms for your records.

### **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 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.

### **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. The waiting list will be ranked in line with the oversubscription criteria each time a child is added to the list. A child will remain on the waiting list for three full terms before being removed. It is the responsibility of the parent to notify the school if they wish their child to remain on the waiting list for a further period.

### **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. Parents have 20 school days following receipt of the letter from the LA in which to submit an appeal.

Appeals for entry to Reception Class in September 2017 will be heard within 40 school days of the deadline for Appeals.

### **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. We also encourage parents to visit our school website [www.stjohnsprimaryhorsham.co.uk](http://www.stjohnsprimaryhorsham.co.uk)

### **In-Year Admissions**

The oversubscription criteria in this admission policy will also apply to applications made outside the normal age of entry to primary education (Reception Year) i.e. in succeeding years or during the academic year. Therefore all applicants will be required to complete and return the school SIF. We encourage in-year admissions to visit the school and appointments for such visits are scheduled to take place during the afternoon whilst the school is operational. If a vacancy exists within the relevant year group, the headteacher and a non-teaching governor will liaise to discuss the possibility of admission. If no vacancy exists in the relevant year group, the applicant would be offered the opportunity of going on the waiting list. Please ensure that you contact the school as well as the Local Authority when making an In-Year application.

Appeals will be heard within 30 days of the receipt of the Appeal.

### **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.

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**Notes (these form part of the admission arrangements):**

- a) **'Looked after children'** are children who are registered as being in the care of the 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. **'Previously looked after children'** means such 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 arrangement order' (in accordance with Section 8 of the Children Act 1989 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.

<b>Eastern or Oriental Rite Catholic Churches in Full Communion with Rome</b>	
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. 'Anglican Ordinariates' are members of the Latin Rite but those 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 the first-ranked 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.

**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.

- 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 if they have a sibling at the school at the time of the child's admission.

- e) **Distance:** Distance will be measured by a straight line from the child's home to the school using Ordnance Survey address point data supplied by the Local Authority. The distance will be measured from the front door of the child's home.

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 on the day the application form was completed 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 weekdays.

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 equal distance 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. Where the admission arrangements refer to parents or the family's attendance at Mass, it is sufficient for just one parent to attend. 'Family members' include only parents (as defined above) and siblings.
- g) **Practice:** The definition of Catholic practice for the purpose of admission to this school is membership of the Catholic Church (see note b) above) and attendance at Sunday Mass (this includes the Vigil Mass on Saturday evening as well as other Masses on Sunday), evidenced by a priest.
- h) **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:
- i. That the child starts school full-time in the September following their fourth birthday with their natural academic cohort; or
  - ii. 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
  - iii. 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.
- i) **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.

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 (i.e. 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:

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

- j) **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.
- k) **Children with Statements of Special Educational Needs (SEN) naming the school on the Statement:**  
These children are admitted under a separate procedure.
- l) **Children of UK Service Personnel:** In the normal admissions round, applications for children of UK service personnel with a confirmed posting in the school's area will be allocated a place in advance, subject to receipt of appropriate documentation. Baptised Catholic children of UK service personnel will receive application priority immediately after Baptised Catholic looked after and previously looked after children. Applications from 'non-Catholic' UK service personnel will receive application priority immediately after other (i.e. non-Catholic) looked after or previously looked after children.

**Reminder to ALL applicants - Please ensure you complete:**

- 1) The Local Authority's Common Application Form (CAF) and**
- 2) The School's Supplementary Information Form (SIF)?**