

St Vincent's Catholic Primary School Admissions Policy 2019-2020

The Governing Body has responsibility for admissions to St Vincent's Catholic Primary School and intends to admit 30 children to the Reception Class for each school year. The published admission number is inclusive of students with a statement of special educational needs who are admitted to the school pursuant to the school being named in part 4 of their statement.

Where there are more applications than places available, places will be offered using the following criteria in the order stated:

1. Catholic Children Looked After, or children looked after in the care of Catholic families (*in which case, proof of baptism in the Catholic Church of at least one of the carers will be required*), and previously looked after Catholic children who have been adopted or who have become the subject of a residence or guardianship order.
2. Baptised Catholic¹ children who will have a sibling² attending St Vincent's Catholic Primary School at the beginning of their first term.
3. Other baptised Catholic¹ children.
Within categories 2-3 proof of baptism in or evidence of reception into the Catholic Church will be required. Applications will be ranked according to the frequency of attendance at Mass as shown on the Supplementary Information Form; with those attending most frequently and verified by the Parish Priest for the previous 12 month period being accorded priority.
4. Other children looked after (children in care³) and other children previously looked after who have been adopted or who have become the subject of a residence or guardianship order.
5. Other children who will have a sibling² attending St Vincent's Catholic Primary School at the beginning of their first term.
6. Children who are members of Eastern Orthodox Churches. Proof of Baptism will be required.
7. Children of families who are members of other Christian denominations that are part of Churches Together in England. Proof of baptism (or dedication) provided by a priest or minister of a designated place of worship will be required.
8. Any other children.

Within all the categories 1-8 and sub-categories, priority is given in order of proximity measured in a straight line. Distance will be measured (in a straight line) from the child's home address (including flats) to the main entrance of the school building, using the Local Authority's computerised measuring system that identifies the unique national grid reference (Easting and Northing) for the property. Those living closer to the school receive the higher priority. The furthest distance reached is checked to confirm it is unique. Where the next applicant measures the same, the system will go to further decimal places within a measurement to qualify who is nearer. Where applications are received from flats that have the same "easting and northing" measurements, places will be allocated by door number; the lower the number the higher the priority. If there are two identical distance measurements for different addresses of separate applicants, the tiebreak will be done by drawing lots.

¹ Catholics include members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome.

² A sibling is defined as a full/step/half brother or sister living at the same address, a child who is living as part of the family unit by reason of a Court Order or a child who has been placed with foster carers as a result of being 'looked after' by the Authority.

³a) A child looked after is a child who is (a) in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions. These children must still be "looked after" when the child starts school unless (b) applies.

b) or a child who was previously looked after and immediately after being looked after became subject to an adoption, residence, or special guardianship order.

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Where incorrect information is used to unfairly gain a place then the governors will immediately withdraw any place offered.

Admission Procedures

In 2019-2020, St. Vincent's Catholic Primary School will be participating in the London Borough of Bromley Coordinated Admissions process for admission to reception. This will comply with the Local Authority agreed timetable of admissions.

In addition to the Common Application Form (CAF) supplied by your home Local Authority, the Supplementary Information Form (available from the school), should be completed and returned to the school no later than the closing date published by the Bromley Education Authority, 15th January 2019. This should be done even if the CAF is completed online. If the Supplementary Information Form is not completed, the governing body will only be able to consider the application after all applicants who have completed and returned a Supplementary Information Form.

Admission of children below compulsory school age.

The governors will provide for the admission of all children in the September following their fourth birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year; parents may also request that their child attends part-time until the child reaches compulsory school age. Children born between 1 April and 31 August 2015 and offered a place for admission in the 2019-20 academic year will be expected to join the school by the start of the 2020 Summer term.

Admission of children outside their normal age group.

Parents of summer born, gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group. It is not an automatic right to choose this option, as decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned. The views of the Head Teacher must also be taken into account.

Twins, triplets and other multiple births: where twins, triplets or children from other multiple births qualify for the last school place to be allocated, the school will admit all of the qualifying siblings in excess of the published admissions limit and they will be considered as 'excepted pupils'.

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.

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.

In-year (casual) admissions

Applications for a place at the school to start during the school year must be made using the In-Year Primary Application Form of the Local Authority (LA) where the child resides. This form must be returned to the LA. The school's Supplementary Information Form should also be completed and returned to the school to enable the governors to rank the application in the event of there being more than one application for a place. The governors will use the same criteria to rank the application as those listed above. The offer of a place at the school will be made by the LA on behalf of the governors. In the event of the governors deciding that a place cannot be offered, there being no vacancy, 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 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 by the Bromley Admissions Department for academic year in which the application is made, 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 expires at the end of December of the first Reception term, and at the end of each academic year thereafter for all year groups.

Fair Access Protocol

St Vincent's Catholic Primary School, in common with all other schools in Bromley, will admit pupils referred under the Fair Access Protocol. Subject to specific provisions in the Protocol, a "Hard to Place" pupil will be given priority for admission over any others who are seeking or applying for a school place and the school can admit over its published admission number.

The admission of pupils with a **Statement of Special Educational Needs** or an **Education, Health and Care Plan** is dealt with by a completely separate procedure. Details of this procedure are set out in the Special Educational Needs Code of Practice.