

**St Vincent's Catholic**  
**Primary School**



***'We live, love and learn with Christ.'***

**Admissions Policy and Procedures**  
**2023-2024**

St Vincent's Catholic Primary School is a single, stand-alone academy that sits within the Bromley Catholic Schools Trust. It is in the trusteeship of the Diocese of 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 Governors welcome all applicants but as a Catholic school, we aim to provide a Catholic education for all our pupils. Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school.

Having consulted with the Local Authority, the Diocese and other admission authorities, the Governors intend to admit into the reception class in **September 2023**, up to 30 pupils, the published admission number (PAN), 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 below:-

1. Looked after Catholic Children or looked after children in the care of Catholic families and previously looked after Catholic children who have been adopted or who have become the subject of a residence or guardianship order. This includes those Catholic 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.
2. Baptised Catholic Children. A baptism certificate or evidence of reception into the Catholic Church must accompany the supplementary information form.
3. Other looked after children and other previously looked after children who have been adopted or who have become the subject of a residence or guardianship order. This includes 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.
4. Children enrolled in the catechumenate. Evidence of enrolment in the catechumenate will be required.
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 commitment provided by a priest or minister of a designated place of worship will be required. Written confirmation that your church is part of Churches Together in England will also 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.

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.

1. For category 2 above – the strength of evidence of commitment to the faith as demonstrated by the level of the family's mass attendance at Sunday masses over a period of 3 years immediately prior to the closing date for applications. This evidence must be provided by the parents/carers 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 Form; firstly those who attend Mass weekly, then three times a month, then twice a month etc.
2. A brother or sister on the school roll at the time of this applicant joining the school. Evidence of relationship may be required. The governors will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number.
3. Social, pastoral and medical needs which make the school particularly suitable for the child in question. Strong and relevant evidence must be provided, at the time of application, by an appropriate professional authority (eg qualified medical practitioner, education welfare officer, social worker or priest) demonstrating why St Vincent's Catholic Primary is the only suitable school to meet the child's or family's specific needs.
4. Proximity measured in a straight line from the front door of the home to the centre doors of the school, with those living the nearest being accorded priority. The distance will be supplied by the local authority derived from their computerised mapping system. Evidence of residence may be required. 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 place will be decided by the drawing of lots.

**Notes:**

- a. Catholics include members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome. Reference to other Christian denominations refers to denominations that are full members of Churches Together in England.
- b. A "brother or sister" means children who live in the same household including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters. It would not include other relatives (e.g. cousins).
- c. Home refers to the permanent home address at which the child lives for the majority of his/her time.
- d. A looked after child has the same meaning as in section 22 (1) of the Children Act 1989 that is a child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application. A previously looked after child is a child who was looked after but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order.

**Admission procedure**

To apply for a place at this school, you should complete and return two sets of separate forms.

- 1) The Common Application Form which is available online from or the Local Authority where you and/or your child live. This form must be submitted to the Local Authority where you live by the 15<sup>th</sup> January 2023.
- 2) The School Supplementary Form which is available from the school should be completed and returned to the school with all supporting documentation. The Priest's reference will be sent separately by the school. Completion of the Supplementary Information Form is not mandatory; however, if the School Supplementary Form is not completed, the governing body of the school

will not be able to consider the application fully against the school's faith criteria. The closing date for the School Supplementary Information Form is 15<sup>th</sup> January 2023. You will be advised of the outcome of your application by letter on the National Offer Day. You will receive a letter from the Local Authority.

### **Pupils with an Educational, Health and Care (EHC) Plan**

The admission of pupils with an EHC Plan is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of 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 EHC plan naming the school will be admitted without reference to the above criteria subject to the school being able to meet the child's needs.

### **Appeals**

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

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:-

- i) the admission of additional children would not breach infant class size limit; or
- ii) 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
- iii) 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 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.

### **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 – that is to reception rather than year 1.

Governors will make the 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 Lists** 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. The child will remain on the waiting list for one academic year after which time the parents of the child would need to complete a new application for the next year. 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.

**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 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.

#### **Fair Access**

The school participates in the local authority's Fair Access protocol to allocate places to vulnerable and other children in accordance with the School Admissions Code. Admitting pupils under the protocol may require the school to admit above the planned admission number for the relevant year group.

#### **In year applications**

For in year applications, a Local Authority in year application will need to be completed on-line and a supplementary form must be completed and returned to the school office.