

# St Alban's Catholic Primary School



## Admissions Criteria 2017 - 2018

**Inspired by God's love, we celebrate our gifts  
as we learn and grow together.**



## **St Alban's Catholic Primary School**

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**Head Teacher: Mrs L Schaberg BA (hons)**

### **ADMISSIONS CRITERIA September 2017 - 2018**

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as we learn and grow together'**

St. Alban's Catholic Primary School is a voluntary aided school built with funds raised by the Catholic community in 1972. It is situated in the Diocese of Brentwood and is maintained by the London Borough of Havering. The school provides for the education of children between the ages of 4+ and 11.

The school is conducted by its Governing Body, as part of the Catholic Church, in accordance with its trust deed and instruments of government. It seeks at all times to uphold the Mission Statement in which the worship of God and the teachings of Christ are the guiding principles.

The Governing body has responsibility for admissions to this school. All applications will be considered.

Whenever there are more applications than the 30 places available in each year group, priority will always be given to Catholic applicants in accordance with the over subscription criteria listed below. Practising Catholics will be preferred. All applicants are requested to complete the School Supplementary Information Form and to provide the appropriate evidence. Completion of this supplementary application form assists governors in the case of over subscription. Applicants must also complete the Local Authority Online Common Application Form, stating a clear preference, and submit it to the Local Authority by the date stipulated.

## **Over-Subscription Criteria**

***Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.***

1. Looked after children and children who were previously looked after, but ceased to be so because they were adopted, or became subject to a child arrangements order or special guardianship order, from Catholic families and baptised Catholic looked after children.
2. Baptised children of practising Catholic families who are resident in the parishes of St Alban's or English Martyrs.
3. Baptised children of other practising Catholic families.
4. Children of practising Catholic families.
5. Children of Catholic families.
6. Children of Catechumens, resident in the parishes of St Alban's or English Martyrs.
7. Children of Catechumens, resident in the Deanery of Havering.
8. Other looked after children and children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order).
9. Baptised children of practising members of an Eastern Christian Church.
10. Children of practising members of an Eastern Christian Church.
11. Children of members of an Eastern Christian Church.
12. Christian children of other denominations, whose application is supported by a minister of religion.
13. Children of other faiths whose application is supported by a religious leader.
14. Any other applicants.

*Where the offer of places to all the applicants in any of the categories listed above would lead to over-subscription, the following provisions will be applied:*

- The attendance of a brother or sister at this school at the time of enrolment, will increase the priority of an application within each category.

## **Tie Break**

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to over-subscription, the places up to the admission number of 30 will be offered to those living nearest to the school.

The distance between the home address and the preferred school is measured in a straight line, not by the shortest walking or bus route. The measurement is taken between the address point for the preferred school and the address point of the child's normal residence.

Address points are located in the centre of the child's home or in the centre of the block of flats, and for schools the address point is located in the centre of the school.

In the event that two, or more, applicants applying for a single place at a preferred school live at addresses that are located at exactly the same distance from the preferred school, or live in the same block of flats, the place will be offered on a random basis drawn by an officer of the Local Authority who is not involved in the admissions process.

### **Application Procedures and Timetable**

A standard Local Authority Common Application Form must be completed online and returned to the Local Authority in whose area you live by the stated date, 15th January 2017.

The School Supplementary Information Form must be submitted by the date stated by the Local Authority, 15<sup>th</sup> January (or the working day before if the 15<sup>th</sup> January falls on a weekend), direct to the school address. It is expected that all additional documents are submitted with the Supplementary Information Form by the same date.

Parents will be advised of the outcome of their applications on the date agreed with the Local Authority.

Unsuccessful applicants will be given reasons related to the over-subscription criteria listed above and advised of their right of appeal to an independent appeal panel.

***If a Supplementary Form is not completed your child's application will be ranked under criteria 14 (any other application).***

***Applicants must return the Common Application Form, to the Local Authority, by the published date.***

***Applications received after the published deadline, will be dealt with AFTER all the other applications have been determined.***

## **Waiting Lists**

In addition to their right of appeal, unsuccessful applicants will be offered the opportunity to be placed on a waiting list. Should a vacancy arise, all relevant applications on the waiting list will be considered, along with any other applications received, according to the over-subscription criteria. Waiting lists will be held for one academic year and updated during the summer term.

## **Pupils with a Statement of Special Educational Needs (SEN) or an Education Health and Care Plan (EHCP)**

The admission of pupils with a statement of SEN or EHCPs is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of Statements/EHCPs by the pupil's home Local Authority. Details of this separate procedure are set out in the *Special Educational Needs Code of Practice*.

## **Twins and Multiple Births**

If, in the normal admission round, the last child to be offered a place is a twin, and their sibling cannot be offered a place, the admissions authority will ensure that both twins are offered a place. In the case of other multiple births, if the majority of children can be offered a place, the admissions authority will offer places to the remaining children. For example, if two triplets can be offered a place, the remaining child will also receive an offer of a place.

## **Starting school**

Local authorities and schools must provide for the admission of all children in the September following their fourth birthday. However a child does not reach statutory school age until the beginning of the term after they turn five years old.

In recognition that some parents feel that their child is not ready to start school in the September after their child turns four, parents can request that their child attends part time until they reach statutory school age or that the date that their child is admitted to school is deferred until later in the same academic year, but not beyond the start of the summer term of the academic year for which a place has been offered.

In addition, parents of summer born children (those born between 1 April and 31 August) can request for their child to be admitted to reception a year later outside of their chronological year group, thereby starting school only once they reach statutory school age. This

does not apply to children born in the autumn and spring as these children must legally be in school full time in the term that they turn five years old.

### **The admission of children outside of their chronological year group**

Applicants may choose to seek a place outside their child's chronological (correct) year group. Decisions will be made on a case by case basis of the circumstances of each case and what is in the best interest of the child concerned.

- Applicants who are applying for their child to have a decelerated entry to school, i.e. to start later than other children in their chronological age group, must initially apply for a school place in accordance with the deadlines that apply for their child's chronological age. If, in liaison with the headteacher, the local authority agrees for the child to have a decelerated entry to the school the place cannot be deferred and instead the application will be cancelled and the applicant will be invited to apply again in the following year for the decelerated cohort.
- Applicants who are applying for their child to have an accelerated entry to school, i.e. to start earlier than other children in their chronological age group, must initially apply for a school place as other families that are applying for that cohort. If, in liaison with the headteacher, the local authority agrees for the child to have an accelerated entry to the school, the application will be processed. If it is not agreed for the child to have an accelerated entry to the school, the application will be cancelled and the applicant will be invited to apply again in the following year for the correct cohort.

Applicants must state clearly why they feel admission to a different year group is in the child's best interest and provide what evidence they have to support this.

### **Children of UK service personnel (UK Armed Forces)**

The Local authority will accept applications in advance of a service family residing in the borough if the application is accompanied by an official government letter declaring a relocation date and a Unit postal address or quartering area address for the parents/carers of the child concerned.

### **Equality Act 2010**

This admissions authority ensures that their admission arrangements do not discriminate on the grounds of disability; gender reassignment;

pregnancy and maternity; race; religion or belief; sex; or sexual orientation, against a person in the arrangements and decisions it makes as to who is offered admission as a pupil. The admissions criteria applied by this Admission Authority is non-discriminatory.

**Explanatory Notes (these notes form part of the Over-Subscription Criteria)**

**“Appropriate evidence”** is

- Copy of birth certificate
- Copy of certificate of baptism, reception, membership
- Certificate of practice from a priest or reference from a minister of religion
- Statement and supporting evidence of residence (e.g. copy of driving licence, utility bill – or such-like documents dated within the last 3 months)
- Evidence of exchange of contracts / rental / tenancy agreement (families moving into the area).
- If parents/ carers move address during the admissions process they must notify the School Admissions Team immediately of their new address, together with verification of the new address. This should be supported by evidence from a solicitor regarding the date of exchange of contracts if they are purchasing a new home or the signed tenancy agreement if they are renting a property. The length of a tenancy agreement should be sufficient to cover the date on which the child would start attending their preferred school. If you have more than one property you may be required to provide proof of the normal place of residence of the child.

**“Looked after children”**

Within the admission arrangements for this admission authority, practising catholic looked after and previously looked after children will receive the top priority for a place. 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 & Families Act 2014) or a special guardianship order (in

accordance with Section 14A of the Children Act 1989).

**“Catholic”** means a member of a Church in communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church.

**“Practising Catholic”** It is the role of a priest to determine whether applicants meet the criteria for qualification as practising Catholic families. By practising, we mean weekly attendance at Sunday mass (including those on Saturday evenings) and mass attendance on Holy Days of Obligation. It is up to the applicant to identify and approach a priest to request evidence of practise.

**“Parish”** means the area defined as such by the diocesan authority and served by a particular church. In our case, “St Alban’s” and “English Martyrs”.

**“Catechumen”** means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

**“Eastern Christian Church”** includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

**“Catholic families”** are families where at least one parent is a baptised Catholic.

**“Parents”** Are those who have parental responsibility for the child including legal guardian/s and carer/s.

**“Time of enrolment”** is the first day of entry in the year of admission.

**“Sibling”** refers to brother or sister, half brother or sister, (that is, another child of the same parents whether living at the same address or not) half brother or sister, step brother or sister, or an adoptive or foster sibling, living as part of the same family unit at the same address.

**“Deanery of Havering”** is defined by the diocesan authority and comprises the parishes of St. Dominic, Most Holy Redeemer and Christ The Eternal High Priest, St. Mary Mother of God, English Martyrs, Corpus Christi, St. Alban, St. Edward the Confessor, Our Lady of La Salette & St. Joseph. (Diocesan Directory)