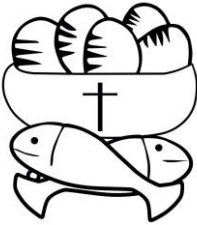


# St Eugene de Mazenod Catholic Primary School

## Admissions Policy

2018-2019



**ST EUGENE DE MAZENOD CATHOLIC PRIMARY SCHOOL**  
**West Hampstead, London, NW6 4LS**

**2018/2019 ADMISSIONS POLICY FOR THE RECEPTION CLASS AND YEARS 1 TO 6**

Applications are invited for September 2018 from families whose child attains 5 years of age between 01/09/2018 and 31/08/2019.

St Eugene de Mazenod Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its governing body as part of the Catholic Church in accordance with the Diocesan Trust Deed and instrument of government, and seeks at all times to be a witness to Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, 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. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

**Pupil Numbers**

The governing body will ensure that the number of pupils admitted in each year group will be such as to conform to statutory legislation. In accordance with the government's policy to limit class sizes, a maximum of 30 pupils will be admitted by governors to the Reception class. This is the Published Admissions Number, to each year group.

**Oversubscription criteria**

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below.

**Reception Class applications**

In order to make a full application for a place in the School's Reception Class you should complete:

- the School's **Supplementary Information Form (SIF)** and return it to the School by the stipulated closing date; **and**
- the **Common Application Form (CAF)** available from Camden School Admissions, Crowndale Centre, 218 Eversholt Street, London NW1 1BD and return it as per the instructions by the stipulated closing date. Non-Camden residents must obtain a CAF from their own LA and return it to them.
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**If you do not complete both of the forms described above and return them by the closing dates the Governing Body may be unable to consider your application fully and it is very unlikely that your child will get a place at the School.**

The Supplementary Information Form is available from the School or Camden School Admissions. You can either collect this form from the School or contact the School and ask for it to be sent to you.

***PUPILS WITH AN EDUCATION, HEALTH AND CARE PLAN (EHC)***

The admission of pupils with an Education Health and Care Plan (EHC) is dealt with by a completely separate procedure. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has an EHC plan you must contact your local authority SEN officer. Children with an EHC Plan naming this school will be admitted.

**Fair access protocols**

The School is committed to taking its fair share of vulnerable children, in accordance with locally agreed protocols. Accordingly, outside the normal round of admissions, the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol which carries the agreement both of the governing body and the diocese for the current admission year. The governing body has this power even when admitting such a child would exceed the normal admission number.

### **Oversubscription Criteria**

Where there are more applications than places available, places will be offered according to the following order of priority:

1. Catholic 'looked after' children and Catholic children who have been adopted or made subject to child arrangements orders or special guardianship orders, immediately after having been looked after.
2. Baptised Catholic children who are resident in the parish of the Sacred Heart, Kilburn
3. Other baptised Catholic children
4. Other 'looked after' children who have been adopted or made subject to child arrangements orders or special guardianship orders, immediately after having been looked after.
5. Children of other Christian denominations.
6. All other applications.

**In prioritising applications in each of the above oversubscription criteria, first priority will be given to children who will have a brother or sister attending a Reception, Infant or Junior class in St Eugene de Mazenod Catholic Primary School at the proposed date of admission.**

### **Tie-breaker**

In the event of there being insufficient vacancies to offer places to all applicants in any of the categories detailed above, priority will be given to children whose parents'/carers' residential address is the shortest distance from the main gates of St Eugene de Mazenod Catholic Primary School when measured in a straight line on a map. Distances will be measured from the front door of the applicant's home address to the main entrance of the school using Camden's distance measuring system.

### **Twins or multiple births**

In cases where multiple siblings tie for the last available place, then all will be offered a place, even if this exceeds the planned admission number.

### **Offers of a school place**

Offers of places will be sent to parents on or about 18<sup>th</sup> April 2019. This is Primary National Offer Day.

### **Admission Appeals for unsuccessful applicants to the Reception Class and Years 1 to 6.**

Unsuccessful applicants have the right to appeal to an independent panel. Parents wishing to appeal should obtain a form from the School. This should be completed and returned to the School, marked for the attention of clerk to the governing body. The final date for submission of an appeal is 26<sup>th</sup> May 2019. If an appeal is unsuccessful, no further appeal may be made within the same school year unless there have been significant and material changes in the applicant's circumstances.

### **Waiting List**

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria and not in the order in which the applications are received or added to the list. Names are normally removed from the list after one full year unless parents/carers submit a written request asking for their application to remain on the waiting list.

### **In-Year Admissions**

Applications for In-Year admissions are made directly to the school. If more applications are received than there are places available then applications will be ranked by the governing body in accordance with the oversubscription criteria. If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on the

waiting list. This waiting list will be maintained by the governing body in the order of the oversubscription criteria and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the governors will inform parents whether or not a place is to be offered.

### **Deferring entry**

Applicants should be aware that they have the right to defer entry for their child until he or she is of statutory school age ie up to the first day of the term following a child's fifth birthday. Applications should be made in September in the normal way in these circumstances. The place will then be held until the first day of the spring or summer term. Entry may not be deferred beyond statutory school age or beyond the year of application. Applicants may also request that their child attend part-time until statutory school age is reached. Parents wishing to defer entry for summer born children should note that entry can only be deferred up until 1<sup>st</sup> April 2019.

### **Children educated outside their chronological age group**

Any application for a child to be educated out of his/her age group will be considered by governors on an individual basis and will only be granted in exceptional circumstances. Parents should write to the Chair of Governors during the autumn term in the (academic) year of application, giving reasons and providing compelling professional evidence.

### **Interpretation of terms used in the Admissions Policy and Admissions Criteria**

<b>Applicants</b>	The parents and/or carers submitting an application for a place on behalf of a child.
<b>Sibling</b>	Brothers, sisters, step/half brothers and sisters
<b>Home Address</b>	The place where the child lives for more than 50% of the school week or the home of the parent in receipt of Child Benefit.
<b>Catholic</b>	A baptised person who is a member of a Church in full 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 in to the full communion of the Catholic Church. For the purposes of this policy it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it was not for their status as a looked after child (e.g. a child in the process of adoption by a Catholic family)
<b>Christian</b>	A member of one of the Churches that is a member of "Churches Together in Great Britain and Ireland"
<b>"looked after child"</b>	Has the same meaning as section 22 of the children Act 1989 and means any child in the care of a Local Authority or in accommodation provided by them e.g. a child who has been placed with foster carers.
<b>Parent</b>	the adult or adults with legal responsibility for the child.
<b>Adopted</b>	a child who has ceased to be looked after having been adopted and whose parents can give proof of this status.'
<b>Special Guardianship Order</b>	A special guardianship order is an order under the terms of the Children Act 1989 s.14A which defines it as an order appointing one or more individuals to be a child's special guardian(s).

<b>Child Arrangements Order</b>	A Child Arrangements order is an order under the terms of the Children Act 1989 s.8 settling the arrangements to be made as to the person with whom the child is to live. Children 'looked after' immediately before the order is made qualify in this category.
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