

St Elizabeth Catholic Primary School

# ADMISSIONS POLICY 2022 – 2023

## Reception – Year 6



The Governing Body of St Elizabeth Catholic Primary School

<b>Date of Policy</b>	<b>September 2021</b>
<b>Review Date</b>	<b>September 2023</b>
<b>Chair/Committee Chair of Governor's signature</b>	
<b>Headteacher's signature</b>	

**Mission Statement**

*'Striving for excellence in a caring Catholic community.'*

## **Safeguarding Statement**

At St Elizabeth Catholic Primary School, we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at St Elizabeth Catholic Primary School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

## **Equality statement**

As a school we are committed to ensuring that equality principles are embedded within all school policies and procedures, as we endeavour to:

- Eliminate discrimination, harassment and victimisation.
- Promote equality of access and opportunity within our school and within our wider community.
- Promote positive attitudes to difference and good relationships between people with different backgrounds, genders, cultures, faiths, abilities, sexual orientation, and ethnic origins.

## **School Values**

As a Catholic school with a strong Christian ethos we actively support and promote a value-based education. By living out our 4Rs – Relationships, Resilience, Responsibility and Respect, we encourage the whole school community to:

- Think about and reflect upon positive Christian, British and Universal values
- Experience how living out these values impacts on themselves and others, in school, in the wider community and in the world
- Instil a sense of belonging to the school, the local community, the country they live in and the wider global community
- Inspire individuals to choose their own positive personal social, moral and spiritual values
- Promote an inclusive school ethos and a learning climate that will raise aspirations and achievement
- Raise self-esteem and encourage children to take more responsibility for their own behaviour and learning

## **British Values**

At St Elizabeth's, the school recognises and promotes the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs. Through this provision of SMSC, the school will:

- enable pupils to develop their self-knowledge, self-esteem and self-confidence;
- enable pupils to distinguish right from wrong and to respect the civil and criminal law of England;
- encourage pupils to accept responsibility for their behaviour, show initiative, and to understand how they can contribute positively to the lives of those living and working in the locality of the school and to society more widely;
- enable pupils to acquire a broad general knowledge of and respect for public institutions and services in England; further tolerance and harmony between different cultural traditions by enabling students to acquire an appreciation of and respect for their own and other cultures;
- encourage respect for other people;
- and encourage respect for democracy and support for participation in the democratic processes, including respect for the basis on which the law is made and applied in England.

## **Data Protection**

The General Data Protection Regulation (GDPR) ensures a balance between an individual's rights to privacy and the lawful processing of personal data undertaken by organisations in the course of their business. It aims to protect the rights of individuals about whom data is obtained, stored, processed or supplied and requires that organisations take appropriate security measures against unauthorised access, alteration, disclosure or destruction of personal data. The School will protect and maintain a balance between data protection rights in accordance with the GDPR. This policy sets out how we handle the personal data of our pupils, parents, suppliers, employees, workers and other third parties. Changes to data protection legislation will be monitored and further amendments may be required to this policy in order to remain compliant with legal obligations. All members of staff are required to familiarise themselves with its content and comply with the provisions contained in it. Breach of this policy will be treated as a disciplinary offence which may result in disciplinary action under the School's Disciplinary Policy and Procedure up to and including summary dismissal depending on the seriousness of the breach.

# ST ELIZABETH CATHOLIC PRIMARY SCHOOL

## RECEPTION ADMISSIONS POLICY 2022 - 2023

St Elizabeth Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. 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.

The Published Admissions Number (PAN) for the reception class at St Elizabeth is **60**. The Governing Body has sole responsibility for admissions to this school and intends to admit **60** children in the school year which begins in September 2022. Applications are welcome from families whose child reaches his/her 4<sup>th</sup> birthday between 1<sup>st</sup> September 2017 and 31<sup>st</sup> August 2018.

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

In this policy *applicant* refers to the person making an application on behalf of a child; *candidate* refers to the child on whose behalf the application is being made.

### OVERSUBSCRIPTION CRITERIA

Where there are more applications than the number of 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 arrangement orders or special guardianship orders, immediately after having been looked after.
2. Baptised children with a Certificate of Catholic Practice, who are resident in the Parishes of Our Lady of the Assumption, Bethnal Green or St John the Baptist, Hackney.
3. Other baptised Catholics.
4. Other looked after children and children who have been adopted (or made subject to child arrangement or special guardianship orders) immediately after having been looked after.
5. Catechumens and members of an Eastern Christian Church.
6. Christians of other denominations whose application is supported either by a certificate of baptism or by a letter from their Minister of Religion confirming membership of the faith community
7. Any other children.

### EXCEPTIONAL NEED

The Governing Body will give top priority, after the appropriate category of looked-after children, to an application where compelling evidence is provided at the time of application, from an appropriate professional such as a doctor, priest or social worker, of an exceptional social, medical, pastoral or other need of the child, which can only be met at this school.

## **FURTHER OVERSUBSCRIPTION CRITERIA**

Further to the above oversubscription criteria, where the offer of places to all the applicants in any of the categories listed above would lead to oversubscription the following provisions will be applied, after the places given to children with exceptional need:

1. The children of permanent teaching staff who have been employed at the school for a minimum of 2 years at the time of application
2. Children with the attendance of a sibling (brothers, sisters, half brothers and sisters, step brothers and sisters or adopted brothers and sisters) at St Elizabeth at the time of enrolment

## **MULTIPLE APPLICATIONS**

Where the final place is offered to a child who has other siblings applying for a place in the same school year, these siblings will also be admitted.

## **TIE BREAK**

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

## **FAIR ACCESS**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round, the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the governing body and the Diocese for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

## **IN-YEAR ADMISSIONS**

Applications for In-Year admissions are made directly to the school. If a place is available and there is no waiting list, the child will be admitted. If there is a waiting list, 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 a 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 Governing Body will decide who is at the top of the list so that an offer can be made.

## **RECEPTION YEAR DEFERRED ENTRY**

Applicants may defer entry to school up until statutory school age i.e. the first day of term following the child's fifth birthday. Application is made in the usual way and then the deferral is requested. The place will then be held until the first day of the spring or summer term as applicable. Applicants may also request that their child attend part-time until statutory school age is reached. Entry may not be deferred beyond compulsory school age or beyond the year of application. Parents wishing to defer entry for summer born children should note that entry can only be deferred up until 1<sup>st</sup> April 2023.

## **APPLICATIONS FROM CHILDREN ALREADY ATTENDING NURSERY AT THE SCHOOL**

Parents of children who already attend St Elizabeth School's Nursery are welcome to apply for their child to join the main school from Reception onwards. However, having your child attend our Nursery does not guarantee them a place at the school in Reception. Parents will need to reapply for their children and the above admissions criteria will be applied accordingly.

## **SUMMER BORN CHILDREN**

Parents may choose for children, born between 1<sup>st</sup> April – 31<sup>st</sup> August 2019, to start Reception in the September following their 5<sup>th</sup> birthday. The Chair of Governors should be notified in writing about this by 15<sup>th</sup> January 2023 and an application made in the usual way. The application will be ranked with all other applications and there is no guarantee that an offer will be made.

## **APPLICATION PROCEDURE 2022- 2023**

In order to make an application, you **must** complete a **Common Application Form (CAF)** from your local authority and return it to them. If you are applying under criteria 2, 3, 5 or 6 you should also complete the school's Supplementary Information Form (SIF). Applicants should complete the SIF in order to be ranked against the oversubscription criteria. The information on the SIF enables the Governing Body to assess your application fully against the School's criteria in the event of oversubscription. Please return the SIF (in person or by post) to the School together with all other relevant paperwork required for your application. If you do not complete **both** of the forms described above and return them **both** (CAF and SIF) by **16<sup>th</sup> January 2023**, the Governing Body will be unable to consider your application fully and it is very unlikely that your child will be offered a place. Applications received after the closing date will be dealt with after the initial allocation process has been completed.

## **CHILDREN EDUCATED OUTSIDE THEIR CHRONOLOGICAL AGE GROUP (except Reception applications for summer born children)**

Parents may apply for their child to be educated outside his/her chronological age group i.e. a year behind or a year ahead. Application should be made to the Chair of Governors at the time of application and any supporting evidence should be submitted at the same time. Governors will consider each case on its own merits and permission will only be given in exceptional circumstances.

## **OFFERS**

The local authority will write to you on behalf of the Governing Body with the outcome of your application on or about **19<sup>th</sup> April 2023**. This information will also be available on line for those who have submitted an e-application. Parents/carers should accept or decline the place as soon as possible.

## **NURSERY PUPILS**

Attendance at the nursery **does not** guarantee a place in Reception. Parents of children attending the nursery **must** make a fresh application for reception.

## **RIGHT OF APPEAL**

If you are unsuccessful you may ask us for the reasons for the refusal of a place. These reasons will be related to the oversubscription criteria listed in the policy and you will have the right of appeal to an independent panel. The deadline for submission of an appeal is **17 May 2023**.

**Note:** Right of Appeal does not apply to children of Nursery age (or non-statutory age).

### **WAITING LIST**

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This list will be maintained in order of the oversubscription criteria set out in the policy and not in the order in which applications are received or added to the list. Names are removed from the list after one year, unless applicants request to remain on the list.

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

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Details of this separate procedure are set out in the Special Educational Needs (SEN) Code of Practice 2015. If your child has an EHC Plan you must contact your local authority SEND officer. Children with this school named in their EHC Plan will be admitted.

### **CHANGE OF DETAILS**

If any of the details on either of your forms changes between the date of application and the receipt of the letter of offer or refusal, you **must** inform the School and the local authority immediately. If misleading information is given or allowed to remain on either of your forms, the Governing Body reserves the right to withdraw the place, even if the child has already started at the School.

### **NOTES (these notes form part of the oversubscription criteria)**

**'Looked-after and previously looked after children'** - Children who are in the care of a local authority in England and children who have been adopted or made subject to a child arrangements order or special guardianship order immediately after being looked-after, including those who appear to have been in state care outside of England.

**'Adopted'** - means a child who is adopted under the terms of the Adoption and Children Act 2002 section 46 (adoption orders).

**'Child Arrangements Order'** - is an order under the terms of the Children Act 1989 section 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.

**'Special Guardianship Order'** - is an order under the terms of the Children Act 1989 section 14A which defers it as an order appointing one or more individuals to be a child's special guardian(s).

**'Parent'** means the adult or adults with legal responsibility for the child.

**'Sibling'** means brother or sister, to include adopted brothers and sisters, half brothers and sisters or step brothers and sisters. A sibling relationship does not apply when the older child(ren) will leave before the younger one starts.

**'Catholic'** means 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 into the full communion of the Catholic Church.

**'Certificate of Catholic Practice'** means a certificate issued by the family's parish priest (or the priest in charge of the church where the family attends Mass) in the form laid down by the Bishops' Conference of England and Wales. It will be issued if the priest is satisfied that at least one Catholic parent or carer (along with the child, if he or she is over seven years old) have (except when it was impossible to do so) attended Mass on Sundays and holy days of obligation for at least five years (or, in the case of the child, since the age of seven, if shorter). It will also be issued when the practice has been continuous since being received into the Church if that occurred less than five years ago. It is expected that most Certificates will be issued on the basis of attendance. A Certificate may also be issued by the priest when attendance is interrupted by exceptional circumstances which excuse from the obligation to attend on that occasion or occasions. Further details of these circumstances can be found in the guidance issued to priests <http://rcdow.org.uk/education/governors/admissions/>

**'Catechumen'** means a child who is 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.

**"Children of other Christian denominations"** means: children who belong to other churches and ecclesial communities which, acknowledging God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no creedal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and of CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

**'Resident'** – means a child deemed to be resident at a particular address when he/she resides there for more than 50% of the school week.

**'Distance from school'** means the shortest distance as measured by a straight line, from the front door of the child's residential address (including flats) to a point at the school. The School uses the measurements provided by Tower Hamlets Local Authority. If distances are identical, the Governing Body will draw lots in the presence of an independent witness.