

**ST DOMINIC'S CATHOLIC PRIMARY SCHOOL**

Ballance Road, Homerton, London, E9 5SR

**2016/2017 Admissions Policy for the Reception Class and Years 1 to 6**

(This policy does not apply for admission to the Nursery Class for which there is a separate policy)

Applications are invited for September 2016 from families whose child attains 4 years of age between 1 September 2015 and 31 August 2016.

The School serves the Hackney Catholic Parishes of the Immaculate Heart of Mary & St. Dominic (Homerton) and St Jude's (Clapton Park). Maps showing the boundaries of the two Parishes are attached to this policy document. Parish maps are also available from The Learning Trust, the Parish Offices and from the School. Large-scale Parish maps are on display at the School. 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 Governing Body is the legal Admissions Authority for the School.

**Reception Places**

Applicants should be aware that Nursery education is a non-statutory service and that accordingly a child's attendance in the School's Nursery Class does not guarantee a future place in the Reception, Infant or Junior classes.

**Pupil Numbers**

The Governing Body will ensure that the number of pupils admitted to each year group will be such as to conform to statutory legislation. The Governing Body proposes to admit 60 pupils, being the Published Admissions Number (PAN), to Reception. If there are more applications than places available, places will be awarded in accordance with the oversubscription criteria.

**Application Forms**

Residents of the London Borough of Hackney must make applications for the September 2016 Reception Class intake on the Hackney Common Admissions Form (CAF) available from The Learning Trust, Hackney Technology & Learning Centre, 1 Reading Lane, London E8 1GQ. All Applicants applying from outside of the London Borough of Hackney should obtain and complete a CAF from their own borough of residence and return it to their own borough. The application must be made to the borough in which the child is resident. The Hackney CAF must be returned to the Learning Trust by 15 January 2016 as stated in The Learning Trust's Primary Admissions booklet for Hackney Schools. In all other cases the CAF should be returned to the borough in which the child is resident by the 15 January 2016.

**The Admission of Summer Born Children**

Parents and Carers may request that their child be educated out of his or her chronological age group. Such requests must be made in writing to the Chair of Governors at the School during the Autumn Term in the year of application and between 1 September and 31 December 2015 for children born from 1 September 2011 and 31 August 2012. Governors will consider each request on its own merits and permission will only be given in exceptional circumstances. When the application is made, it will be ranked with all other applications and no further exceptions will be given. A statutory right of appeal will be given upon refusal if no place has been offered in any school year.

**Late applications**

Applications received after the closing date will be dealt with after the initial allocation process has been completed.

### **Reception 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 deferral is requested. The place will then be held until the first day of the Spring or Summer term if applicable. Applicants may also request that their child attend part-time until statutory school age is reached. Entry may not be deferred beyond statutory school age or beyond the year of application. Applicants whose children have birthdays in the Summer term should be aware that, if they wish to defer, they will need to apply for a Year 1 place for the following September and if the School is oversubscribed they are very unlikely to obtain a place.

### **School Supplementary Information Form**

The School will provide each applicant with a School Supplementary Information Form to be completed and returned to the School by the date specified on the form. A copy of the form is attached to this policy. If the Supplementary Information Form is not completed and returned to the School it is unlikely that the application will be successful as, without the Supplementary Information Form, it will be given a lower priority.

Applicants must provide the School with a certified copy of the original baptismal certificate or the original baptismal certificate. If neither one nor both of these certificates exist applicants should indicate in writing the reasons for this being the case.

Applicants must provide the School with proof of the child's residential address. Independent verification may be sought of the child's residential address.

N.B. Both the Hackney Common Admissions Form (CAF) and the School Supplementary Information Form should be completed and returned, as stated above, by the due date.

The Supplementary Information Form (SIF) is obtainable from the School and from The Learning Trust. The form can be collected from the School or you can ask for it to be sent to you.

### **Offer of a place**

If the application for a Reception place for September 2016 is successful parents and, or carers will be sent a formal offer on 18 April 2016, which is the Primary National Offer day.

### **Waiting list**

If there is no place available, parents and, or carers must confirm in writing to the School if they wish to have their applications placed on the School's waiting list. The waiting list will be maintained in order of the oversubscription criteria (see below) and not in the order in which applications are received or added to the list.

Names are removed from the list at the end of each academic year unless parents, and or carers submit a written request asking for their application to remain on the waiting list.

### **Pupils with a statement of Special Educational Needs or Education, Health and Care Plan**

The admission of a pupil with a statement of Special Educational Needs or an Education, Health and Care Plans dealt with by a completely separate procedure. The procedure is integral to the making of statements and care plans by the pupil's home Local Authority. Details of this separate procedure are set out in in the DFE Codes of Practice for Special Educational Needs and Education, Health and Care Plans.

### **In-Year Admissions**

Applications for In-Year admissions are made in the same way as those made during the normal admissions round. If a place is available and there is no waiting list then the Local Authority will be informed and the place will be offered. 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, with the following modifications: Catholic children without an offer of a

school place elsewhere are given priority immediately after Catholic 'looked-after' children; similarly, other children without an offer of a school place are given priority immediately after other 'looked-after' children. If a place cannot be offered at this time then you may ask 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, as modified above, 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 and make an offer.

## **OVERSUBSCRIPTION CRITERIA**

Where there are more applications than the number of places available, places will be offered in 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 following having been looked after.
2. Catholic children whose parents/legal guardians are resident in the Hackney Catholic Deanery Parishes of the Immaculate Heart of Mary and St Dominic (Homerton) and St Jude's (Clapton Park). *See the attached Parish maps.*
3. Other Catholic Children.
4. Other looked after children and children who have been adopted or made subject to residence orders or special guardianship orders immediately following having been looked after.
5. Children of other Christian denominations whose parents wish them to have a Catholic education and whose application a Priest, Minister or Church Leader supports.
6. Any other applicants.

In giving priority to applications within the oversubscription criteria first priority will be given to children who will have a brother or sister attending a Reception, Infant or Junior class at St Dominic's Catholic Primary School at the proposed date of admission. A second priority will be given to children of members of staff, where the member of staff has been employed at the School for at least two years at the proposed date of admission.

The Governing Body will increase to top priority an application within a criterion where compelling evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which can only be met at St Dominic's Catholic Primary School. The Governing Body will require written evidence from an appropriate professional such as priest, doctor or social worker.

### **Tie-breaker:**

Where the offer of places to all the applicants in any of the criteria listed above would lead to oversubscription, places up to the admission number will be offered to those children whose parents'/carers' residential address is the shortest distance measured in a straight line from the main entrance door of Homerton Library, Homerton High Street, London, E9 6AS to the front door of the parents'/carers residential address. This is because the School serves the Parishes of St Dominic's and St Jude's and the School is situated in the Parish of St Dominic's. Distance will be measured using the Local Authority's Geographical Computerised Mapping System, with those living closer to Homerton Library receiving the higher priority.

### **Twins or multiple births:**

If only one place is available for more than one child, who are twins or of a multiple birth within the same family, all the children will be admitted.

### **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 an appeal form from the School. This should be completed and returned to the School, marked for the attention of Clerk to the Admission Appeal Panel, within the recommended closing date, which is 25 school days following receipt of the letter confirming that the application has been unsuccessful. The deadline for lodging an appeal is Monday 6 June 2016.

If an appeal is unsuccessful, the Governing Body will not consider a further application within the same school year unless there have been significant and material changes in the applicant's circumstances.

### **Fair Access Protocols**

The School is committed to taking its fair share of vulnerable children who are hard to place, in accordance with the locally agreed 'In Year Fair Access Protocol'. 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.

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

Applicants	The Parents or legal Guardians submitting an application for a place on behalf of a child.
Family	Those individuals, normally the Catholic or Catholics, who live at the residential address of the Parents or legal Guardians who have legal responsibility for the child and are submitting an application for a place on behalf of a child.
Catholic	'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.
Brothers and Sisters	Brothers and Sisters must live permanently at the same residential address as the child for whom the application is made. Brothers and Sisters include half-brothers and half-sisters and stepbrothers and stepsisters who will still be on roll when the applicant's child starts school.
Christian	A member of one of the Churches that is a member of "Churches Together in Great Britain and Ireland".
Looked after children	Children in the care of a local authority or provided with accommodation by a local authority e.g. foster parents. (See Section 22 of The Children's Act 1989.)
Adopted	An adopted child is any child for whom there is legal proof of adoption.
Child Arrangement Order	A Child Arrangement Order is an order under the terms of the Children Act 1989 section 8 which defines it as an order setting the arrangements to be made as to the person with whom the child is to live.

Special Guardianship Order	A special guardianship order is an order under the terms of the Children Act 1989 section 14a which defines it as an order appointing one or more individuals to be a child's special guardian(s).
Summer Born Children	A child born between 1 April and 31 August.
Residential address	The place where the child lives for at least 50% of the school week