

**THE GOVERNING BODY OF
ST DOMINIC'S CATHOLIC PRIMARY SCHOOL**
Ballance Road, Homerton, E9 5SR

ADMISSIONS POLICY 2017 – 2018 AS APPROVED ON 28.1.2016

St Dominic's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families in 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 Published Admission Number (PAN) for the Reception Classes at St Dominic's is 60. The Governing Body has sole responsibility for admissions to this School and intends to admit 60 children in the school year that begins in September 2017. Applications are invited from families whose child will reach his or her 4th birthday between 1st September 2016 and 31st August 2017.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the Trust Deed of the Diocese of Westminster. Applications will be ranked using the criteria listed below.

Within 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 for places 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 arrangements orders or special guardianship orders.
2. Catholic children who have a sibling at the School at the time of admission.
3. Catholic children whose parents or legal guardians are resident in the Hackney Deanery Parishes of St Dominic's (Homerton) and St Jude's (Clapton Park).
4. Other Catholic children.

5. Other 'looked after' children and children who have been adopted or made subject to child arrangements orders or special guardianship orders.
6. Any other children.

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 the School at the time 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 time of admission.

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.

MULTIPLE APPLICATIONS

Where the final place is offered to a child who has other siblings (e.g. twins) applying for a place in the same class/year, these siblings will also be admitted.

PREVIOUS YEARS

For the past 7 years the School has been able to make offers to children in all 6 categories.

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 whose parents' or legal guardians' 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' or legal guardians' residential address. This is because the School serves the parishes of St Dominic's and St Jude's. Distances will be measured using the Local Authority's Geographical Computerised Mapping System, with those living closer to Homerton Library receiving the higher priority

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. The Governing Body will maintain a waiting list 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 and make an offer.

RECEPTION YEAR DEFERRED ENTRY

Applicants may defer entry to school up until compulsory 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 once the offer of a place has been received. The place will then be held until the first day of the spring or summer term. Applicants may also request that their child attend part-time until compulsory school age is reached. Entry may not be deferred beyond compulsory school age or beyond 1st April 2018.

SUMMER BORN CHILDREN

If a parent wishes his or her child to be educated outside his or her normal age group, i.e. a child born between 1st April and 31st August 2012 being admitted to Reception at 5 years of age, they should make the School aware of this by writing a letter to the Chair of Governors at the time of application. Parents must then submit an application in the normal way. This application will be treated in the same way as all other applications and there is no guarantee that an offer will be made.

CHILDREN EDUCATED OUT OF CHRONOLOGICAL AGE GROUP

Any application for a child to be educated out of his or her age group should be made in writing to the Chair of Governors at the time of application. Applicants should then submit an application in the normal way. The application will be ranked with all other applications and there is no guarantee that a place will be offered.

APPLICATION PROCEDURE 2017 – 2018

In order to make an application, you **must** complete a **Common Application Form (CAF)** from your local authority either online or on paper and return it to them. You **should** also complete the **School's Supplementary Information Form (SIF)**. 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 School at Balance Road, Homerton, E9 5SR together with all other relevant paperwork required for your application. If you do not complete both of the forms described above and return them by 15th January 2017, the Governing Body will be unable to consider your application fully and it is 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.

The Local Authority will write to you on behalf of the Governing Body with the outcome of your application on or about 17th April 2017. The information will also be available on line on that date. Parents and carers should accept the place as soon as possible.

Parents of children attending the Nursery **must** make a fresh application for Reception. Attendance at the Nursery **does not** guarantee a place in 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. Appeals should be sent to the School by 26th May 2017.

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, in writing, to remain on the list.

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 whose EHC Plan names this school, will be admitted.

CHANGE OF DETAILS

If any of the details on either of your forms change 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 child' has the same meaning as in S.22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents at the time of making an application to the school).

'Adopted'. An adopted child is any child who has been formally adopted from care and whose parent/ guardian can give proof of legal adoption.

'Child Arrangements Order'. 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 prior to the order qualify in this category.

'Special Guardianship Order'. A special guardianship order is an order under the terms of the Children Act 1989 s.14A appointing one or more individuals to be a child's special guardian(s). Children 'looked after' immediately prior to the order qualify in this category.

'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 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. For the purposes of this Policy this includes a looked-after child who is part of a Catholic family where a priest's letter demonstrates that the child would have been baptised or received if it were not for their status as a looked-after child (e.g. a looked-after child in the process of adoption by a Catholic family).

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

Parish Boundaries – for the purpose of this Policy, parish boundaries are shown on the attached map.

Distance from School' means distance as measured by a straight line, from the front door of the child's residential address, including flats, to the main entrance door of Homerton Library. If distances are identical, the Governing Body will draw lots in the presence of an independent witness. As the School serves the two parishes of St Dominic's and St Jude's it has been determined by the Admissions Authority that the distance is measured to the main entrance door of Homerton Library and not to the main entrance of the School.