



# **ADMISSIONS POLICY**

**2015/2016**

## **Background Information:**

Our Lady & St Philip Neri RC School is a voluntary aided school in the Archdiocese of Southwark. The school exists to provide an environment where beliefs and values of the Catholic faith are developed and nurtured. The Roman Catholic Community support the school because they value a distinctive Catholic Education for their children. Applications for admission will be considered from parents who wish their child/ren to be educated in a Catholic School.

Parents elect to apply for this school in order to ensure that the Catholic values and way of life are passed on to their children at home, in the parish and at school.

The Governing Body have consulted the Local Authority intend to limit admission to 45 children for each year group.

The Governing Body makes decisions regarding admissions and this power is delegated to the Admissions Committee.

The Admissions Committee will comply with the Disability Discrimination Act 1995 plus the 2005 Disability Amendment Act when considering admissions.

## **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 Catholic children or looked after children in the care of Catholic families and previously looked after Catholic children who have been adopted or who have become the subject of a residence or guardianship order.
2. Baptised Catholic children from practising Catholic families who have siblings in the school at the intended date of admission.
3. Baptised Catholic children from practising Catholic families who are resident in the Parishes of Our lady & St Philip Neri and Church of the Resurrection.
4. Other Catholic baptised children from practising families.
5. Catechumens and children being prepared to enter into full communion with the Catholic Church. Evidence of enrolment in the catechumenate will be required.
6. Other baptised Catholic children.
7. Other looked after children and other previously looked after children who have been adopted or who have become the subject of a residence or guardianship order.
8. Children who are members of Eastern Orthodox churches not in communion with the See of Rome.
9. Christians or other denominations whose parents are in sympathy with the aims and ethos of the school and whose application is supported by a minister of religion.
10. Any other applicants.

Maps showing the parish boundaries of both parishes can be viewed in the main School Office.

### **Over Subscription**

Where the offer of places to all the applicants in any one of the sub categories listed above will lead to over-subscription, the places up to the admission number will be offered to those living nearest to the school, as measured in a straight line from the home to the Main School gate.

### **Tie Break**

In the event that two or more applicants living the exact home to school distance qualify for the last available place the place will be allocated by drawing lots.

### **Application Procedure and Timetable**

The school participates in Lewisham's co-ordinated scheme. Applications must be submitted on or before 15<sup>th</sup> January and returned to the child's home education authority (that means the borough where the child resides) using the Common Application Form. A Supplementary form, available from the school, will need to be completed and signed by your Parish Priest and returned to the school by the local authority deadline for applications. Parents will be advised of the outcome of their applications in writing on the 16<sup>th</sup> April, or the first working day thereafter. Unsuccessful applicants will be given reasons related to the over-subscription criteria listed in this document and advised of their right of appeal to an independent appeal panel.

### **Waiting Lists**

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. The over-subscription criteria set out above will determine the offer of places should any become available.

### **Pupils with a Statement of Educational Need**

The admission of pupils with a statement of special need is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements by the pupil's home Local Authority. Details of this separate procedure are set out in the Special Education Needs Code of Practice.

## **Notes (these notes form part of the over-subscription criteria)**

**'looked after children'** 'A looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is a) in the care of a local authority, or b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in Section 22(1) of the Children Act 1989).

**'Practising Catholic'** means Catholic children from practising Catholic families who habitually worship at Mass on a weekly basis (under normal circumstances) and where the application is supported by a Catholic Priest. Priority will be given first to those who attend mass 4 Sundays a month, next to those who attend 3 Sundays a month, then to those who attend 2 Sundays a month, then to those who attend once a month, then to those who attend less than 1 Sunday a month. The Governing Body will expect this practice to be verified by a reference from a priest. A copy of the child's baptism certificate must be submitted with the supplementary form.

**'families'** is defined as being the child's natural or adoptive parents.

**'sibling'** is defined as children who live as brother or sister, including natural brothers or sisters and legally adopted children.

**'Catholic'** means Catholics including members of the Latin Ordinariate and Oriental Rite Churches that are in communion with the Bishop of Rome. Reference to other Christian denominations refers to denominations that are full members of Churches Together in England.

## **Appeals**

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal panel set up in accordance with section 85(3) of the School Standards and Framework Act 1998. Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be made to the Admissions Appeal Clerk at the school address. Parents/Carers have the right to make oral representations to the Appeal Panel.

Infant classes are restricted by the legislation to 30 children. Parents should be aware that an appeal against refusal of a place in an infant class may only succeed if it can be demonstrated that:

- (a) The admission of additional children would not breach the infant class size limit; or
- (b) The admission arrangements did not comply with admissions law or had not been correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or

- (c) The panel decides that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

### **Admission of children below compulsory school age**

The Governors will provide for the admission of all children in the September following their fourth birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the children reaches compulsory school age in the at school year; parents may also request that their child attends part-time until the child reaches compulsory school age.

Proof of address will also be required via the production of a current (within the last 3 months) community charge or utility bills.

Parents may be asked to provide a birth certificate.

### **Out of the normal age group applications**

In very exception circumstances, the governors of the school will consider a request for admission out of cohort for an older child, including those born in the summer term.

The application may be supported by the child's nursery/primary headteacher and/or an educational psychologist/specialist confirming that the child has learning delay or difficulty or their social maturity is well below that of his or her peers.

In coming to a decision the governors will consider the grounds presented by the parent to support their request as well as the views of the headteacher and any evidence s/he provides.

Parents must consider the implications of a deferred transfer as primary/secondary schools are not required to continue to keep the child out of year group and may decide to later educate the child in the correct year.

***PLEASE NOTE THAT ADMITTANCE TO THE NURSERY DOES NOT GUARANTEE ADMISSION TO OUR LADY & ST PHILIP NERI R.C. SCHOOL***