ST. AUGUSTINE'S CATHOLIC PRIMARY SCHOOL
Dunfield Road, Bellingham, London SE6 3RD
www.staugustines.lewisham.sch.uk

SCHOOL GOVERNORS' ADMISSION POLICY 2017/2018

St. Augustine's Catholic Primary School seeks at all times to be a witness to Jesus Christ and to show this through the aims, ethos, rites and practices of the school. Religious Education and all liturgies and acts of worship, that children participate in, are Catholic in character.

The Governing Body has sole responsibility for admissions to this school and intends to admit 30 pupils to the Reception Class in the school year which begins in September. The school participates in Lewisham's coordinated admission scheme and annual admission is delegated to the Governors' Admission committee.

All applicants will be considered according to the following criteria, which are listed below.

1. Looked After Catholic Child or ceased to be so because they were adopted (or become subject to a residence order or special guardianship order). Looked After children in the care of Catholic families
2. Baptised Catholic children from practising Catholic families who have siblings in the school at the intended date of admission
3. Baptised Catholic children of practising Catholic families who are resident in the parish of the Annunciation and St Augustine, Beckenham Hill
4. Baptised Catholic children of practising Catholic families who are resident in other parishes
5. Other Baptised Catholic children
   a) resident in the parish of The Annunciation and St Augustine
   b) resident in other parishes
6. Other Looked After children
7. Children who are enrolled as Catechumens
8. Children who are members of Eastern Orthodox Churches
9. Christians of other denominations whose parents are in sympathy with the aims and ethos of the school and whose practice is supported by a minister of religion. The order of precedence will be a) Baptised and b) Dedicated
10. Non baptised children where one or both parents are baptised Catholics
11. Children who are members of other faiths. Evidence of membership provided by a priest, minister or faith leader of a designated place of worship will be required
12. Any other applicants

Oversubscription Criteria

Whenever there are more applications than places available, priority will always be given to Catholic applicants according to the order of priority.

In the event of oversubscription within each of the above categories, further priority will be awarded as follows:

a) Criteria 2&3. The strength of evidence of commitment to the faith as demonstrated by the level of the family's Mass attendance on Sundays. This evidence must be provided by the parents/carers and be endorsed by a priest at the church(es) where the family normally worship. Applications will be ranked in the order shown on the Supplementary Form; firstly those who attend Mass weekly, then those who attend Mass 3 times a month, twice a month finally once a month.

b) A child's exceptional educational, medical, social or pastoral need which can best be met at this school. Evidence from a relevant professional must be supplied at the time the application is made.

c) Distance from the school as measured by the local authority's school mapping system, ie: all distances will be measured to a central nodal point in the school premises, using digitised mapping software of the area, from a nodal point in the applicant's permanent home address.

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

A Common Application Form (CAF) should be completed and sent to the local authority by the published date.

Applicants who submit an application on the Local Authority's Common Application Form will also be requested to complete the "Catholic Primary Schools in Lewisham" Supplementary form.

Although completion of the Supplementary form is not mandatory, if one is not received the Governors will not be able to apply their admission criteria and the application will be considered under the "any other applicants" category.

This form may be obtained from, and should be returned to, the school with the Baptismal certificates.
Proof of child's Baptismal records (and/or Dedication) may be required at the time of application.
Proof of permanent home address will be required. This may take the form of current Council tax statements, utility bills, residence or other Court order. Further checks may be carried out to ensure that the information provided is correct. Where shared care arrangements are in place, the permanent home address is regarded as that where the child lives for the majority of the time and with the parent who is in receipt of benefit(s).

Waiting Lists
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 set out above and not in the order in which applications are received or added to the list. Where late application to the school is made because families have moved into the area, children's names will be inserted into the appropriate place on the waiting list. **Names are kept on the waiting list for one year from the date the application is received,** and will be operated using the same admission criteria listed above. An appeal can be made against the decision not to offer your child a place at this school; however the legislation on class size and the limited powers of the appeal panel should be considered.

Pupils with a Statement of Special Educational Needs or Educational Health Care Plan
The admission of pupils with a statement of Special Educational Needs or Educational Health Care Plan is dealt with by a completely separate procedure which is set out in the Special Educational Needs Code of Practice.

Fair Access
The school is committed to taking its share of pupils who are hard to place in accordance with the locally agreed fair access protocol. Pupils admitted under the protocol will take priority over any children on the waiting list and this may include, on occasion, admitting above the planned admissions number.

Nursery Places
A place in St Augustine's Nursery does not confer any priority for admission into the Reception class.
Admission decisions for Nursery and Reception classes are made separately although the same criteria are used.

Out of the normal age group applications

Earlier Admission: In very exceptional circumstances the Governors will consider a request for admission out of cohort for a younger child *(ie for reception children this will be those born after 31 August 2014 and for Year 7 those born after 31 August 2007.*

The application may be supported by the child's nursery/primary headteacher and/or an educational psychologist confirming that the child is academically outstanding and sufficiently physically and emotionally mature to cope with the demands of primary/secondary school.

The parent agrees that their child will transfer to primary/secondary school with the earlier cohort regardless of the outcome of their applications and will not qualify to participate in the transfer scheme the following year.

Later admission: In very exceptional circumstances the Governors will consider a request for a delayed admission for an older child *(ie for reception this will be those born before 1 September 2013 and for Year 7 those born before 1 September 2006).*

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

The parent agrees that their child will transfer to primary/secondary school with the later cohort regardless of the outcome of their applications and had not participated in the transfer scheme the year before.

In cases described above parents must consider the implications of an earlier or later transfer as headteachers of 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.

The Education and Skills Act 2008 increased the minimum age at which young people in England can leave learning which requires them to continue in education or training to the age of 18. Children who have transferred to secondary school a year earlier than their peers will be required to stay in full-time education, undertake work-based learning such as an Apprenticeship, or part-time education or training if they are employed, self-employed or volunteering for more than 20 hours per week until they are 18

This admissions procedure, although primarily relevant to children for whom a place is sought at the normal age of entry to primary education (Year R), applies also to succeeding years, subject to availability of places.

The Admission Policy is subject to regular review by the Governing Body.

Notes (*Definition of Terms)*
** The phrase "practising Catholic families" means Catholic children of natural or adoptive parents or of officially designated carers who worship at Mass on a regular basis and whose application is supported by a Catholic priest. The governing body will expect this to be verified by a reference from the priest.*

** "Catholic" means a member of a Church in communion with the See of Rome. Catholics include members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome. Reference to other Christian denominations refers to denominations that are full members of Churches Together in England. The governing body will expect this to be verified by a certificate of Baptism or a certificate of reception into the full communion of the Catholic Church.*

** "Catechumen" means a member of the catechumenate of a Catholic Church. The Governing body will require written evidence of this commitment.*

** "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).*

** "Sibling" is defined as a blood or adoptive sibling or half-sibling plus foster or step-siblings living at the same address as the child. Proof of the sibling relationship may be required.*

** Parents are required to show the child's baptism certificate. They may be asked to show their own baptismal certificate as a further proof of Catholicity.*

For the purpose of this policy, parish boundaries are shown on the attached map.

Catholic Primary Schools in London Borough of Lewisham
Supplementary Information Form

For entry to
RECEPTION CLASS 2018/2019

Name of Child ……. known as ……..... Male/Female

Family Name ……. Date of Birth / /

Parents'/Carers' Name/s (please print) ……

Mr/Mrs/Ms/Miss ……

Contact Number …….. Relationship …….

Mr/Mrs/Ms/Miss ……....

Contact Number …….. Relationship …….

Home Address of Child ……

…… Postcode…….

Religion of Child ……. Date of Baptism / /

Father's Religion ……. Mother's Religion …….

Names of siblings who will be on roll in September 2018 at any of the schools you are applying for:

_____ _____ _____ _____

Signed …….. Parent/Carer Date / /

Please attach any other information you may feel is relevant to this application in relation to the school's admissions policy in respect of "exceptional medical or social needs" You must support your claim with professional evidence. We ask for a letter from a hospital consultant if you have a medical reason or a social worker if you have a social reason for your claim (or provide a letter from a professional of equivalent standing). The letter must clearly state why the particular school is the only school to meet the child's specific needs. The letter must be provided with the application and must be submitted by the closing date. If this documentation is not provided it will not be possible to consider any exceptional medical or social needs. Each case will be considered on its individual merits and such applications will not necessarily be given priority over those of other children.

(The original of <u>this form</u> and your child's <u>Baptismal Certificate</u> must be taken to each primary school you choose to apply for so that they may be photocopied).

St Augustine's School *Holy Cross School* *St Winifred's Infant School*

Our Lady & St Philip Neri School *St Saviour's School* *St Joseph's School*

Good Shepherd School *St William of York School* *St Mary Magdalen School*

To be completed by Parish Priest

Family Name: _____ Child's name: _____

This family is known to me ☐ (please tick)

This family is new to the Parish ☐ (please tick)

If you are new to the Parish you should also obtain a reference from your previous Parish Priest and attach it to this form.

They attend mass: Every week ☐

Three times each month ☐

Twice each month ☐

Once each month ☐

Less than once a month ☐

I cannot confirm they attend Mass ☐

Signed …… Name …….

Date …….. Tel No ……

Please add the Parish seal or stamp

If you are not a Catholic, please ask a Minister of Religion to complete the section below:

Family Name: _____ **Child's name:** _____

This family is known to me ☐ (please tick) This family are members of our faith community ☐ (please tick)

Name: _____ Position; _____

Name and address of church: _____

_____

Signature: _____ Date; _____

CATFORD
SE6
BELLINGHAM
SOUTHEND
BELL GREEN
NEW BECKENHAM
BR3
BECKENHAM
SOUTH CIRCULAR ROAD
A205
BROMLEY ROAD
SOUTHEND LANE
BECKENHAM HILL ROAD
BECKENHAM PLACE PARK
PUBLIC GOLF COURSE
Beckenham Place Clubhouse
ASH PLANTATION
SUMMERHOUSE HILL WOOD
LEWISHAM BOROUGH SPORTS GRD
MIDLAND BANK SPORTS GROUND
MIDLAND BANK SPORTS GRD
FORSTER MEMORIAL PARK
PLAYING FIELD
SOUTHEND PARK
NAT WEST SPORTS GROUND
CUACO SPORTS GROUND
PRIVATE BANKS SPORTS GROUND
LOWER SYDENHAM INDUSTRIAL ESTATE
WARREN AVE PLAYING FIELDS
RAVENSBOURNE
POOL RIVER
Superstore
Sorting Office
BUS GAR
78
96
39
A
B
C
D
E
J