



# Determined School Admission Arrangements

## Newham Deanery Catholic Primary Schools

**For entry from September 2018**

## Introduction and legal overview

All admissions authorities for state funded schools in England must comply with the current Schools Admissions Code December 2014 which is produced by Department for Education and sets out the law and guidance relating to school admissions.

Local authorities have an important role in monitoring compliance with the Admissions Code and are required to report annually to the Schools Adjudicator on the fairness and legality of the admissions arrangements for all schools in their area, including those for whom they are not the admissions authority.

As the Admissions Authority for the Newham Catholic Deanery Primary Schools we are required to draft, consult on and determine their admission arrangements including the oversubscription criteria.

For all state funded schools, the law requires that where applications exceed the Published Admission Number (PAN), their Admission Authority must strictly apply their published arrangements and oversubscription criteria to determine the children who must be offered any places available.

This policy sets out the arrangements (rules) that the Local Authority (LB Newham) will follow to determine the placement of children in our maintained primary schools. To promote a clear, fair and transparent approach, the LB of Newham recommend and invite academies and free schools to adopt these arrangements with our oversubscription criteria or their own.

Prior to formal consultation to LB Newham's School Admissions Forum work in partnership with LB Newham officers to agree the content of this policy.

Formal consultation for these arrangements was completed between 1 October 2017 and 31 January 2018. The Newham Catholic Deanery Primary School in partnership with LB Newham consulted with:

- a) parents of children between the ages of two and eighteen;
- b) other persons in the relevant area who in the opinion of the admission authority have an interest in the proposed admissions;
- c) all other admission authorities within the relevant area (except that primary schools need not consult secondary schools);
- d) whichever of the governing body and the local authority who are not the admission authority;
- e) any adjoining neighbouring local authorities where the admission authority is the local authority; and
- f) in the case of schools designated with a religious character, the body or person representing the religion or religious denomination.

Consultation was completed using the Newham Mag, which is delivered to every Newham address, the Newham website, by written communications to governing bodies and head of admissions in neighbouring local authorities.

These admission arrangements have been formulated to ensure they comply with the Equality Act 2010<sup>1</sup> and therefore do not unlawfully discriminate against pupils, parents or carers because of their sex, race, religion or beliefs, disability, sexual orientation or pupils who are pregnant, undergoing gender reassignment or school age parents.

The only exception to the above discrimination provisions, which existed under previous legislation, permits gender discrimination for admissions to single-sex schools.

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<sup>1</sup> The Equality Act 2010 replaced all previous equality legislation such as the Race Relations Act, Disability Discrimination Act and Sex Discrimination Act. This act provides a single, consolidated source of discrimination law, covering all the types of discrimination that are unlawful. It simplifies the law by removing anomalies and inconsistencies that had developed over time in the existing legislation, and it extends the protection from discrimination in certain areas.<sup>1</sup>

## Publication and availability

This policy is published in LB Newham's composite prospectus Starting Primary School autumn 2017 edition.

Determined admissions arrangements for Newham Catholic Deanery Primary Schools are published on their own websites and on the Newham website.

All arrangements including the oversubscription criteria are available upon request from the relevant school/academy and the local authority, where they are situated.

## Associated regulations, statutory guidance and information

This document should be read in conjunction with:

- Pan London scheme for 2019 entry
- School Standards Framework Act 1998
- School admissions code (2014)
- School admissions appeals code (2012)
- Advice on admission of summer born children (2014)
- Admission of Crown Servants (2015)
- Children missing education (2016)
- Crime and Disorder Act 1998 (section 16)

## Compulsory school age and school leaving age

Compulsory school age is set out in section 8 of the Education Act 1996 and The Education (Start of Compulsory School Age) Order 1998. A child reaches compulsory school age on the prescribed day following their fifth birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August. From this date parent/carers must ensure their child receives suitable education until the last Friday in June of the year they become 16 provided their birthday is before the beginning of the next school year.

A child ceases to be of compulsory school age on the last Friday of June in the school year they become 16. If a child is educated outside their normal age group (i.e. is in year 10 when this date is reached), the school will continue to receive funding for that child but the child will no longer be of compulsory school age during the school year in which most children take their GCSE examinations and cannot, therefore, be obliged to attend.

A child can leave school on the last Friday in June if they will be 16 by the end of the school summer holidays.

From the September after they are 16, all young people must do one of the following but they are free to choose which of these options they take:

- stay in full-time education, e.g. at a college or school sixth form
- start an apprenticeship or traineeship
- full time employment combined part-time education or training

Where a person with parental responsibility fails to comply with the regulations in relation to their child receiving suitable education appropriate local or legal action will be taken.

## Parental responsibility

All parent/carers of children of compulsory school age (5 to 16) are required by law to ensure that they receive suitable education by regular attendance at school or otherwise. Failure to comply with this duty can lead to prosecution.

## **Local Authority responsibility**

The introduction of academy schools means that the local authority no longer maintains all state funded schools in their area, however the LB Newham still has the duty to provide sufficient school places or education otherwise for all children of compulsory school age resident in the borough, irrespective of their immigration status, including those from families with no recourse to public funds.

To ensure all children of compulsory school age receive suitable education their parent/carers must apply for a school place or notify the local authority in writing of the alternative arrangements they have made. Where this does not occur or the alternative arrangements are found to be unsatisfactory, the child will be officially recorded as missing education and action will be taken against the person(s) with parental responsibility.

Where a parent/carer of a school aged child who is residing in the borough, fails to complete a 'common application form' (CAF) or provide suitable alternative education within 15 days of arrival in LB Newham, or the child being out of education, we reserve the right to apply on their behalf. This will result in their child being allocated a placement at the closest school to the child's home with a place available at that time. Where the child has a sibling at a Newham school, in the first instance we will try to allocate a place at the same school if a place is available at the time. If the school is full we will then allocate a place at the closest school to the child's home where a place is available. For any child with special educational or access needs that cannot be met in a mainstream school, the 0-25 SEND integrated service will provide information on the schools that can meet the child's needs. A place will then be offered at the school closest to their home that can meet their needs and has a place available.

## **Information and definitions**

For the purpose of this document, the universal term 'school', will be used when referring to all state funded academies and voluntary aided faith schools.

## **Published Admission Number (PAN)**

The Published Admission Number (PAN) is the number of places available in a school for each year of entry. This is calculated using a Department for Education capacity formula.

For the majority of schools the PAN is the same for each year group but it is possible for it to be different for some year groups.

To determine the number of forms of entry in a year group (classes) you divide the PAN by 30. In some cases the result may include 0.5 of a class which is possible where the accommodation is in an old building with small size rooms.

A child cannot be refused admission to the normal year of entry on the grounds of prejudice to the provision of efficient education and efficient use of resources unless the published admission number has been reached.

Outside of the year of entry it is expected that the PAN will continue to be applied for In Year admissions. However, if circumstances at the school have significantly changed since the publication of the admission number, a place may be refused even if the admission number has not been reached, as a cap on the PAN may have been introduced.

The admissions numbers (AN) for entry in the academic year are shown in appendix 1.

## **Additional places and capping**

In the event of an unexpected and significant increase to the school aged population, in a particular year group(s) that occurs too late to be addressed as part of the Council's formal place planning strategy, to ensure we can provide suitable education to all children resident in the borough it may be necessary to introduce additional places. Any proposed increase would be managed by the LB Newham in joint partnership with the admission authorities located in Newham.

Additional places can be delivered outside of formal expansion through:

- Bulge classes: additional class or classes for a specific year group that will continue through the school year on year until the bulge expires at the end of year group 6
- Temporary over allocation: additional places in one or more year groups available for a fixed period agreed through a formal mutual agreement between the LA and the school.

Where a school is significantly undersubscribed in any particular year group for a prolonged period, it is possible for the admission number to be capped to withdraw a fixed number of places for a specified period, on the understanding they will be made available at time of increased pressure on places.

Additional places through bulges and over allocation will be delivered under strict controls and with the mutual agreement of the Local Authority and the Governing Body of the school. These controls will include the potential impact on families and all schools within the borough.

### **Normal Admissions (also known as planned admissions)**

The law requires that all families with a child must apply to their home authority irrespective of the location of their preferred school(s). This means families living in Newham must apply to London Borough of Newham, Pupil Services

For admissions purposes the home borough is where the child's lives and not where their parent/carer lives, if this is different. In the case of a Looked After Child the application must be made to the borough where they are living at the time of application and not the local authority who is responsible for the child.

LB Newham's Pupil Services will communicate by a secure encrypted method with other Admissions Authorities in Newham and outside of the borough, where preferences named are not Newham maintained schools. This is to determine the outcome of each application (preference) and offer the highest single offer available to each family who apply.

Newham Pupil Services will notify all Newham applicants of the outcome and the named school by letter and in an electronic communication where the family have applied using the Pan London eAdmissions portal.

The outcome for Newham residents will be sent by Pupil Services even where the offered school is not located in Newham.

### **In Year Admissions (also known as late arrivals, mid term or mid phase admissions)**

For 'In Year' admissions and for Reception for 2018 entry, where the application is being submitted after 31 August 2018:

- Newham residents wanting to apply for any schools located in Newham except Chobham Academy must use LB Newham's 'In Year' common application form (CAF) [www.newham.gov.uk/admissions](http://www.newham.gov.uk/admissions)
- Newham residents wanting to apply for schools outside of the borough must check the website for the borough where the school is located to obtain details of the application process.
- Families from outside of Newham who want to apply for a school/academy located in Newham except Chobham Academy and St Luke's Primary School must apply direct to LB Newham Pupil Services [www.newham.gov.uk/admissions](http://www.newham.gov.uk/admissions). Newham Pupil Services will notify the family and their home borough of the outcome.



For all year groups parents/carers living in Newham have the right to name six preferences (or more if they choose to) for the schools they would prefer their child to attend, using our common application form (CAF) – these are cannot be referred to as choices as that would indicate one will definitely be offered when supply and demand means this is not always possible. The preferences must be named in the order priority, with 1st preference being the highest – this is known as the rank order.

The In Year online eform can be completed at [www.newham.gov.uk/admissions](http://www.newham.gov.uk/admissions), or requested by phone on 020 8430 2000 or by post from:

Pupil Services  
P.O. Box 69972,  
London,  
E16 9DG

## Children from overseas

Applications for children who have come from outside the UK are dealt with in accordance with the latest European Union law or Home Office rules for non-European Economic Area nationals.

In accordance with UK Border Agency Public Funds guidance, all children and young people of compulsory school age resident in Newham will be offered a school place or education otherwise irrespective of their immigration status. This includes children from families with no recourse to public funds.

### Normal Admissions

For normal admission purposes, as applications must be made to the child's home borough, to enable an overseas family to apply we will accept a future address in Newham to determine the home borough but the current home address for processing the application. Where an application is being made for a child who is living overseas at the time of submission, the application must be made on a paper form not the via Pan London eAdmissions portal.

### In Year Admissions

For In Year applications these will be processed using the child's home address at the time of the application, even if this is outside of the UK (except for children of service personnel and crown servants –see below). Future addresses in the UK will not be accepted even if contracts/rental agreements have been signed

Where a place can be offered using the child's overseas current address, the expectation is that the child will be available to take up the place on the proposed start date, which could be as soon as the day after the place being offered. If a child cannot take up the place as they are not in the UK and is not expected for at least a week the place will usually be withdrawn.

For the children of service personnel with a confirmed posting to Newham, or crown servants returning from overseas to live in Newham, the Local authority will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a unit postal address or quartering area address.

## Application dates

The UK Government has set national closing and offer dates for applications for normal admissions. These dates only apply to applications for reception entry in September of the new academic year.

National closing day – 15 January, preceding the academic year of entry. Applications received by LB Newham Pupil Services by midnight on this date will be processed as on time and those received after will be processed as late. It is important to understand that late applications cannot be considered for a place until all on time applicants have been provided with places. This means families who apply late are greatly reducing their opportunity to gain a place at one of their preferred schools.

National offer day – 16 April, or first working day after this date where it falls on a weekend or a bank holiday. This is the date when outcomes are issued to all on time applicants. All applicants are posted an outcome using 1<sup>st</sup> class post on national offer day. Where the application was made online, via the Pan London eAdmissions portal the outcome will be available online during the late afternoon/early evening.

Late applicants who apply by the third Friday in February in the year of expected admission will be sent their outcome on national offer day. Applicants received after this date will be sent their outcomes within 10 days of their application – with the first offer day being five days after national offer day.

For In Year admissions there are no closing or offer dates. Our aim is to send notification of the outcome of each application within 5 -10 school days.

## School applications (common application form)

It is the responsibility/duty of all parents/carers to apply for a school place for any school aged child for whom they have parental responsibility for, or arrange suitable alternative education and formally notify their home Local authority of these arrangements.

For normal and in year applicants – LB Newham does not automatically reserve any child a place at the:

- faith school linked to the place of worship where they practise;
- school closest to their home; OR
- school where their child formerly attended; OR
- school where their child attends Saturday school or other clubs/extended services; OR
- school where their siblings or relatives are or used to be on roll; OR
- faith school linked to the place of worship where they practise;OR
- school where their parent/carer works.

A child will only be considered for places at schools where their parent/carer has applied by completing and successfully submitting the appropriate common application form (CAF). This does not mean we can only place a child at one of the schools named, as we reserve the right to allocate an alternative placement if we cannot meet parental preference or the preferred schools cannot meet the child's needs.

Newham parents/carers are given the opportunity to name their preferred schools as part of their common application. The applicant can name as many school preferences as they would like but we recommend at least three and no more than six.

All of the schools/academies named by parents/carers on their application form will be treated equally to assess whether a school place can be offered to their child based on places available or their oversubscription criteria where applications exceed places available.

All applicants are given the opportunity to supply their religious, philosophical, medical, personal or social reason for wanting a school place at the time of application.

Reception applications for admission in the next academic year received by the published national closing date will have priority above those who apply after that date, provided their preference for the school has not been withdrawn. A preference will be withdrawn if a change of preference is submitted before the deadline and the school is not included on the new form.

Each application form submitted for a child for the same academic year will supersede the last except where a change of preference is received for reception admission after the deadline (see above). In this instance the latest application received before closing date will be used to determine the initial allocation and the change of preference will be processed as a late application.

Applications that have been sent to Pupil Services but not received will only be back dated if the parent/carer has proof of submission from the Head Teacher/Business Manager or Office Manager of their child's current school. No other proof of postage or delivery will be accepted.

To guarantee delivery of your application the Council recommends that you apply online. If you apply online you will receive an application reference to confirm receipt.

For in year admissions – applications for internal school transfers within Newham are treated the same as new arrivals, those returning to Newham or those wanting to receive an education in Newham from outside of the borough. The only exception being that if preference cannot be met for a Newham resident who is a new arrival or a children returning to Newham an alternative allocation will be made to ensure we fulfil our duty to provide education for our residents.

All school places are offered based on the child's date of birth. Their academic ability cannot be taken into account at the application (see point below).



## School applications (supplementary information form SIF)

For any application to be considered under one of the faith based criterion in the schools oversubscription criteria the applicant must complete and submit the schools Supplementary Information Form (SIF). These are available from the school and must be returned direct to the school not Pupil Services and not as an attachment to your eAdmissions applications. If an applicant submits a SIF without LB Newham common application form the application cannot be considered.

## Certificate of Catholic Practice

**'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 holydays 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://www.dioceseofbrentwood.net/>

## Gifted and talented children and those who have missed part or whole school years.

All school places in LB Newham are offered for a specific year group based on the child's date of birth not their academic age. However the law does not prescribe the year group a child should be admitted to. There is no statutory barrier to children being educated outside their normal year group.

Parents/carers can seek in writing at the point of application places outside their child's normal academic year group.

At point of application the schools admission committee will consider any parental representations to support their request for their child to be educated a year group higher or lower than for their age group. In all cases the decision of the admissions committee is final and there is no right of appeal for a place outside a child's academic year group. This does not affect a parent/carers right of an appeal for a place at their preferred school where they have applied and been refused.

Where a place is not granted outside of the normal academic year group any alternative allocation will be based on the child's age not ability, educational history or parental representations.

## Service child

For school admission purposes a child is recognised as a service child when:

- one of their parents is serving in the regular British armed forces, at the national closing date for reception admissions or the application date for In Year applications.
- one of their parents died whilst serving in the British armed forces and the pupil receives a pension under the Armed Forces Compensation Scheme or the War Pensions Scheme.

## Siblings

Sibling priority can only be granted where it forms part of the oversubscription criteria.

Only siblings reasonably expected to be on roll at the school when the child for whom a place is being sought is due to start. If a family has more than one child at the preferred school they must name a child in the sibling section who is reasonably expected to be on roll when the child on the

application is due to start. Naming the eldest child is not advisable if they are in year group 6 as they would have left the preferred school when the child is due to start.

Where the applicant has failed to provide the full name and date of birth of the sibling on the application form, in the appropriate section or the name provided is not the one used to register the child at their school, sibling priority may not be granted. Sibling details entered in the reasons for wanting a place will not be considered.

The named siblings must be living at the same address as the child on the application: for reception this must apply at national closing or the date of the application where this is after 15 January or the date of the application for in Year applications.

Sibling connections and addresses will be verified by Local Authority in partnership with the preferred school, so it is essential that families notify each of their children's schools of any address change.

A sibling connection does not count when the sibling is attending the school's nursery class, even where it is an All through school with a nursery, irrespective of their age.

For admission purposes a siblings is defined as each of two or more children having one or both parents in common;

This includes;

- Brother,
- Sister,
- Adopted siblings<sup>2</sup>,
- Step-sibling through marriage,
- Common law step-siblings,
- Children subject of a residence order and foster children (only those "looked after" by any local authority).

Examples of those who will not be considered as siblings

- Cousins, aunts, uncles, friends, other family members even when living in the same home,
- Other children living in the same household who are not included in the list above,
- Children who share the same child minder or private fosterer.

If a child awaiting a school offer or is on a waiting list for a new offer and has a sibling who has started at the school following the submission of their application, their parent/carer must notify Pupil Services in writing ([pupil.services@newham.gov.uk](mailto:pupil.services@newham.gov.uk)) of the sibling's enrolment details for the child's priority for a place from the waiting list to be changed to include their new sibling priority.

Conversely if a child is on a waiting list and has sibling priority, if their sibling is removed from the schools roll following the submission of their application their parent/carer must notify Pupil Services in writing ([pupil.services@newham.gov.uk](mailto:pupil.services@newham.gov.uk)) of the sibling's leave date for the child's so their sibling priority for a place can be withdrawn.

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<sup>2</sup> 1 An adoption order is an order under Section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Note; in order to be given highest priority for admission, a child has to fall within the definition of 'looked after' in section 22 (1) of the Children Act 1989. As this Act applies to England and Wales, a child has to be looked after by an English or Welsh local authority in order to be given highest priority.

In addition, in order to fall within the definition of a previously looked after child, an adopted child must have been adopted under the Adoption and Children Act 2002 but as this Act did not come fully into force until December 2005, it is not possible for a child to have been adopted under that Act prior to then. This means that children adopted between 1989 and December 2005 under the Adoption Act 1976 will not be entitled to be prioritised in Group 1. However, as residence orders and special guardianship orders were brought into force by the Children Act's 1989 and 2004 and there was no applicable legislation before these Acts all children subject to a special guardianship order or residence order in place immediately after being looked after will be placed in priority group 1 above

## Twins and children of multiple births

For reception for the following September twins and children from multiple births will be admitted over the 30 class limit if one of the siblings is the 30th child admitted.

For 'In year' admissions outside the normal admission round, twins or a child from a multiple birth may not be allocated a place over the schools admission number if only one sibling can be offered. Random allocation would be used to determine which of the children will be offered the place available. An officer independent of the school and the admissions processes will be responsible for drawing the name of the successful applicant and the draw will be overseen by an independent adjudicator who will not work in a Newham Catholic school or have any involvement with the admissions process.

## Parish Catchments

This has fixed boundaries determined by the Diocese of Brentwood and approved via formal processes.

Residing in parish does not guarantee a child a place at the school.

Parent/carers can find out which school(s) parish/catchment area you live in by visiting our School Finder app located on the Newham website

## Home address

A child's home address is where they reside for the majority of the school year, being September to July.

Where a child's natural parents are not living together and the child spends a few days in both households on week days, then the address that will be used for admissions will be the one from which the child goes to school in the morning most often on week days.

For families who own more than one property, where any of these properties that is occupied by a third party through a rental, family or friendship agreement cannot be considered as the child's home address. If the family have more than one property and full Council tax is paid for both properties the address that has been registered for the child for the preceding six months will be used for admissions purposes.

**Any address supplied as the child's home address will not be considered if it is:**

- **An address registered with the Council as commercial property, OR**
- **An address registered with the Council as empty or derelict, OR**
- **A tenant's address, where the property owned by the parent/carer and rented to a third party, OR**
- **Another family members/friends address who does not have parental responsibility for the child, even if the tenant is responsible for the child's daycare arrangements, OR**
- **Their child-minder's address, OR**
- **A PO Box address, OR**
- **Second or other additional property's owned by the child's family, which do not have other tenants and where the child is not resident for at least 6 months of the academic year. OR**
- **Future addresses even if contracts have been exchanged or the Council have offered the property in writing**

**And these will not be used for the purposes of allocating school places.**

## Verification of Home Address

All offers and alternative allocations in Newham are conditional on the information being provided on the application was accurate at the time of submission. This means that address and date of birth checks are not made until the admission meeting, at which point they are mandatory.

See appendix 2 for full details of the documentation required for admission.

In addition to the conditional offer scheme we may also operate internal verification programmes using other Council databases such as Council Tax, Electoral Register and Licensed Landlords.

Where any allegation of using a false address is made, a thorough investigation using all available resources will be made.

It is an offence to provide false address information when applying for a school place. If a family are found to have provided a false address or other information, that was considered as a deliberate act to mislead, the school place offered maybe withdrawn. In some instances this can lead to prosecution and the child being removed from the roll of a school.

## Change of home address

If a child awaiting a school offer or is on a waiting list, changes their home address their parent/carer must inform the Newham Catholic Primary School in writing and provide Newham approved proof of that change.

Any change of home address will not on its own be considered as a fresh application.

On receipt of any change of address the school will recalculate the home to school distances for any school where they are on the waiting list.

If they are applying for reception class place for next September entry, if the address change is prior to the national closing date 15 January preceding entry, it will be used to determine the offer or alternative allocation for national offer day in April. If the change is after the national closing date it will be used as a correspondence address only until the day after national of offer day, at which point it will then be used as the address for admissions purposes.

If Pupil Services are not notified of an address change, in writing by the family to ([pupil.services@newham.gov.uk](mailto:pupil.services@newham.gov.uk)), the Council cannot be held responsible for letters being sent to a child's previous address or the child's priority for a placement being incorrect.

If a child changes home address to live temporarily or permanently with another person other than their parent/carer named on the application, even if this person is a family member, Pupil Services will need proof of the change of parental responsibility before the address change will be applied.

If a child is moving address with their family or they are moving to live with another member of their family, the address on the application must be the address they were living at, at the time the application is signed by the applicant, not their future address.

## Special Education Needs and Disability

Children with an Education Health Care Plan (EHCP) or Statement of Special Educational Need will be placed under the latest Special Education Needs and Disability regulations.

Placements in special schools and resource units located in Newham are determined outside of these arrangements using the LB Newham SEND published protocols.

All other children with recognised SEN will be placed under these arrangements.

## School placements

All Catholic school placements in Newham are determined by the Admission Authority for the school, not LB Newham but the London Borough of Newham will determine the highest single offer that can be made and send the offer letters on behalf of the Admission Authority as part of co-ordination.

## Equal preference - single offer scheme

The Local authority operates an equal preference system in line with the School Admissions Code. This means all schools (up to a maximum of six) named by the parent/carer on their common application form (CAF) will be treated equally to assess whether a school place could be offered to their child based on the published admissions criteria for each school named. In cases where more than one school place could be offered to a child, the ranked order (the preference order) on the CAF will be taken into account and the school place offered will be in the school that was ranked highest of those that could be offered.

If a child was not initially offered a place at the school named as their parent/carer's first preference and a place can be offered from the waiting list at a school that was ranked higher than the school currently offered, the existing offer will be automatically withdrawn even if it was previously accepted unless the child has started at the school or the parent/carer has notified Newham in writing that they no longer want their child to be considered for places at a school ranked higher than the school offered. This notification will mean that the child will be removed from the waiting list for those schools and the child can only be considered for a place if the parent/carer submits a fresh application.

## School offer and alternative allocations

Where a school has places available applicants will automatically be offered a place unless they have been permanently excluded in the last year, or have an Education Health Care Plan or Statement of Special Educational Needs. For these children LB Newham follows the SEND and Exclusion regulations and local protocols.

All school places are offered on the condition that the information provided on the application form is accurate at the time of submission.

If at any time a school has more applications than places available their oversubscription criteria will be applied to determine which children can be offered a place or the child's waiting list position where the school is full.

For normal admission being reception up to 1 September in the year of entry offers will be made under the Pan London co-ordinated scheme.

**Newham will make every effort to offer every child a place at one of a parent/carers preferred schools, where this is not possible and the child is out of education because they are not on roll at a school, or where no previously allocated placement is available to them, an alternative placement will be allocated unless the child does not live in Newham. This alternative will be the closest to their home address that had a place available at the time of their application. If the child does not live in Newham, their home borough will be responsible for providing a suitable alternative placement. If the closest school to their home address with a vacancy is a state funded independent school it can only be allocated if the Admissions Committee for that establishment have agreed in writing to**



## **participate in the Local Authority's alternative allocation process.**

Newham cannot guarantee that any alternative allocation will be close to the family's home, but it will be within the borough boundary.

Where a child has physical access requirements, and their preferences cannot be met they will be placed in the closest school to their home that has places available and can meet their access needs.

The Authority will not allocate a second alternative placement, as a result of a placement becoming available at a school closer to their home unless they are number one on that school's waiting list. The only exception to this is where a Newham parent/carer secure education elsewhere and later want a school place. It is possible that subsequent alternative allocation may be further from the child's home address than the last and each allocation will be for the closest school to their home at the time of application.

The Authority cannot guarantee that siblings will be placed in the same school. If this is the case and an alternative allocation is required for all of the children as parental preference cannot be met or the parent has agreed via their application form, the Authority will attempt to place all the siblings or the majority of the siblings in the closest school that can accommodate the maximum number of the children, even if individually they could have been placed in separate schools closer to their home address.

If a parent/carer of a compulsory school aged child is unhappy with the school offered they must still ensure their child is admitted to and regularly attends that school unless they can provide evidence they have suitable alternative education for their child or they no longer need a school place in Newham as they have moved away and can prove they are in the process of securing education for their child outside of Newham.

## **Acceptances and refusals**

For both normal and In Year admissions where a place is offered in Newham we will automatically register your acceptance on our records – unless you fully complete and return the refusal section of the offer letter. This means parent/carers can be confident that their offered place is secured.

Where a place has been offered in a school outside of Newham, as part of Pan London co-ordination for reception, the place will not be automatically accepted. Acceptance must be made by the published closing date either online via the Pan London eAdmissions portal for applicants who applied online or by email to [pupil.services@newham.gov.uk](mailto:pupil.services@newham.gov.uk)

If a parent/carer completes and submits the refusal form, if a satisfactory reason is supplied the place will be withdrawn and Pupil Services will write confirming the place will no longer be available for their child. Where the reason is unsatisfactory and indicates the child may be missing education an officer for the named school or the Local Authority will contact the family to seek further information and provide advice on next steps.

## **Start dates**

The normal month for admission for primary school is September. Children usually start on the first day of term as published on the school's website or at a date agreed with the head teacher. For reception classes it is common for schools to offer staggered start dates so all the new children do not start together so they have time to settle.

'In Year' applicants, being those outside the normal admission rounds, usually start within five school days of the parent/carers contact with the named school following receipt of the conditional offer/allocation letter.

For children changing schools within Newham the usual start date will be the first day of the new academic term unless there are exceptional reasons where the Local Authority and the Admission Authority of the new school and their current school agree that an earlier date must be agreed.

Parent/carers must contact the school named in the offer letter to arrange admission within three



school days from receipt of the school offer letter to arrange an admission meeting. At this meeting parent/carers must provide acceptable proof of their child's date of birth and address which must correspond with the details supplied on the application form. If a child's address has changed since the form was completed, the school will require proof of the address on the application form and the new address.

If the parent/carer is unable to provide the required documents, the school may arrange an unannounced home visit to confirm residence.

### **Deferred entry and part time arrangements**

Children due to start reception in September can have their admission deferred up to but not beyond the term in which the child reaches compulsory school age. Any offered placement will only be reserved for deferred entry if the parent/carer has applied for deferment in writing to the head teacher of the school offered, has exceptional circumstances and the head teachers agrees to their request.

Children born between 1 April and 31 August will reach compulsory school age on 31 August, that is, during the summer term.

Children being admitted to reception can be admitted on a part-time basis, until the child reaches compulsory school age or full-time basis, or choose a place at a nursery or other early learning setting if the parents prefer. Any placement will only be considered on a part-time basis if the parent/carer has applied for the hours they prefer in writing to the head teacher of the school offered and the head teacher agrees to their request.

### **Summer born children and request for admission outside a child's year group.**

Children are educated in school with others of their year group, this group is based on their date of birth and not their ability or the amount of schooling they have already received

However, parents may request that their child is exceptionally admitted outside their age group. The Admission Authority\* of a school must decide whether or not the individual child's circumstances make this appropriate on educational grounds. Such requests will only be agreed in exceptional circumstances.

If a place is not offered in the year group of the applicants choice there is no right to independent appeal however, they may make a complaint about an admission authority's decision not to admit their child outside their normal age group.

All requests must include the applicants reason, these can be supported by recent professional evidence of the child's circumstances which make education outside the age group necessary but this is not essential. Each Admission Authority must make its own decision, but all will expect to see evidence of an individual child's educational need, rather than general factors which relate to a wider group of children born at a similar time. They will want to discuss with parents the impact of the child being educated with children of a different age, both within primary school and at transition to secondary school when admission outside the age cohort cannot be guaranteed.

Summer born children can be admitted to the reception class in the September following their fifth birthday, if their parent/carers indicate this on their common application form. It is expected that parent/carers discuss this as soon as possible with the schools they are interested in applying for and the local authority and consider the impact of this application on their child's future educational career.

Each such application will be considered on an individual basis and the admission authority in conjunction with the Local Authority. Factors that maybe considered include:

- the needs of the child and the possible impact on them of entering year 1 without having first attended the reception class;
- in the case of children born prematurely, the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth;
- whether delayed social, emotional or physical development is adversely affecting their readiness for school;
- relevant research into the outcomes of summer born and premature children – some links are provided at the end of this document.

This is not an exhaustive list.

#### *When to apply - Option A*

Parents requesting admission to an age group below the child's actual age should submit an application for the child's actual age group before the closing date on 15 January preceding the September of the desired year of entry. The request for later admission should accompany the application. This enables the application to be processed and a school place secured in the child's actual age group if the request is refused by an Admission Authority.

*Example – for a summer born child due to start in reception in September 2015, if a parent wants them to start reception in September 2016 they can submit their application by 15 January 2015 with a request for 2016 start date*

#### *When to apply - Option B*

Parents seeking admission to an age group below the child's actual age should submit their request in the September of the year before the year when children of the same age are due to start school. This enables a parent to apply for a school place in their child's actual age group before the closing date on 15 January preceding the September of the usual year of entry, if the request for later admission is refused by an Admissions Authority.

*Example - for a summer born child due to start in reception in September 2015, if a parent wants them to start reception in September 2016 they can submit their application by 30 September 2014 with a request for 2016 start date*

Where a child was not living in Newham on 15 January preceeding the start of the academic year, Parents must submit a letter expressing their wishes along with the professional evidence with their 'In Year' common application.

If the Admission Authority approves the request, the parent will be advised to re-apply in the following year and provide a copy of the decision. However there can be no guarantee of a place being available at the school, as this is dependent on the number of applicants that year. It is not possible to reserve a place for the following year. Parents are therefore advised to have alternative arrangement in place.

Parent/carers must consider this decision carefully as it may result in a child being educated below their age group for the whole of their time in school, not just primary school.

*\* The Local Authority is the Admission Authority for community and voluntary controlled schools. The Governing Body is the Admission Authority for all other schools. Any decision is applicable only to the school for which the Admission Authority is responsible.*

## Waiting lists

For reception entry in the next academic year, waiting lists will open on the day following national offer day in April.

For all other year groups waiting lists open on the first day of the new academic year in September and are closed and cleared on the last school day of each school year, except where the application was received in Pupil Services on or after the first day of the month in which the school holiday starts, then the application will be automatically rolled forward to the same school waiting list for the new term.

If a child cannot be offered a place at any of their parent/carers preferences as detailed on their application, a child's name will be automatically added to the waiting list for each of the schools named.

The offer of a preferred school will automatically result in lower ranked schools being withdrawn unless the applicant notifies Pupil Services of their requirements.

All waiting lists must be organised in accordance with the published criteria (below), not on a first come, first served basis. This means children new to a waiting list are added in their rightful place based on their priority for a place and not automatically at the bottom.

As a result of waiting lists being organised in accordance with published criteria it is possible for a child to move down a list as well as up. This can be on a daily basis for schools which have high numbers of application and/or high mobility.

A child added to a waiting list will remain on that list until:

The child is offered a place at a school ranked higher, OR

The child is offered a place at the school and the place is refused, OR

The parent/carers request their child to be removed from the list, in writing, OR

The parent/carer submits a fresh application and has not named the school as one of their current preferences, OR

The application was found to be fraudulent or completed to deliberately mislead, OR

The last school day of each term, where the application was received in Pupil Services on or after the first day of the month in which the school holiday starts, at which time the application will be automatically rolled forward to the same school waiting list for the new term.

Where a child has been removed from a waiting list to be added again their parent/carer must complete and submit a fresh application form.

When any school officially reports a vacancy, the place will be offered to the child who is at the number one position on the waiting list for that year group on the day the vacancy was reported.

## Independent admission appeals

A parent/carer whose child has not been offered a place at a school named on their application form will be notified in writing of their right to an independent admissions appeal hearing under the School and Standards Framework Act 1998.

Irrespective of the ranked order of the school offered parent/carers still have the right of appeal for a place ranked lower than the school offered.

Parent/carers do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, they may make a complaint in accordance with the relevant published complaints procedure.

Accepting/attending another school does not have a detrimental impact on the outcome of an independent appeal. Irrespective of the families view of the likely outcome of their appeal, as there is no guarantee that any appeal will be successful the LB Newham strongly recommends that families accept and attend the school offered whilst awaiting the outcome of any appeal. Failure to

ensure a child receives suitable education may result of formal attendance proceeding being initiated.

If a parent/carer has had an unsuccessful appeal, a second appeal application for a place in the same academic year, for the same school, will not be considered unless there have been significant changes in circumstances relevant to the application. The LA will make their decision as to whether to grant the second appeal based on the significance of the change.

### **Fair Access Protocol**

The Council is legally required to have a fair access protocol. This explains that children who come under certain vulnerable groups, for example, children in the care of a local authority; without a school place; who are the main carer in their family; with physical disabilities; and those who are from traveller families, will be given priority admission to a school if necessary. These children will be given priority over the children on a school's waiting list. You can see the full fair access protocol at [www.newham.gov.uk](http://www.newham.gov.uk) Where a Newham child cannot be placed in any school in the borough due to a shortage of school places, a place will be offered in accordance with this protocol.

As specified in the Department of Education's School Admissions Code - February 2012 consideration is given to all vulnerable and hard to place pupils, which must include:

- a) Children from the criminal justice system or Pupil Referral Units who need to be reintegrated into mainstream education;
- b) Children who have been out of education for two months or more;
- c) Children of Gypsies, Roma, Travellers, refugees and asylum seekers;
- d) Children who are homeless;
- e) Children with unsupportive family backgrounds for whom a place has not been sought;
- f) Children who are carers;
- g) Children with special educational needs, disabilities or medical conditions (but without a Statement or Education Health and Care Plan).

Newham also considers the following vulnerable groups under this protocol:

- Children identified by their Head Teacher or the Police as being victims of recent serious crimes or major school incidents;
- Children who have been identified by the Police or the criminal justice system who cannot return to their current school;
- Children of UK Service Personnel.

A copy of this protocol is available on the Newham website or by calling 020 8430 2000.

# NEWHAM CATHOLIC DEANERY PRIMARY SCHOOLS

## ADMISSION POLICY

FOR ADMISSION FROM SEPTEMBER 2018

Newham Catholic Deanery Primary Schools were founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Jesus Christ.

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

The governing bodies (incorporating their nominated admissions committee) have sole responsibility for admissions to their school and intend to admit pupils in the school year which begins in September 2018 as follows:

St. Antony's Catholic Primary School	60 pupils
St. Edward's Catholic Primary School	60 pupils
St. Francis' Catholic Primary School	60 pupils
St. Helen's Catholic Primary School	60 pupils
St. Joachim's Catholic Primary School	60 pupils
St. Michael's Catholic Primary School	30 pupils
St. Winefride's Catholic Primary School	60 pupils

### **Pupils with a Statement of Special Educational Needs or an Education Health Care Plan**

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

### **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. Looked after children and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order), from Catholic families.
2. Baptised Catholic children from practising Catholic families who are resident in the parish in which the school is situated.
3. Baptised Catholic children from practising Catholic families who are resident in other Newham Deanery parishes.
4. Other baptised Catholic children who are resident in the parish in which the school is situated.
5. Other baptised Catholic children.
6. Catechumens of the Catholic Church.
7. Other looked after children and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
8. Members of Eastern Christian Churches.
9. Christians of 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. Children of other faiths whose parents are in sympathy with the aims and ethos of the school and whose application is supported by a religious leader.
11. Any other applicants whose parents are in sympathy with the aims and ethos of the school.

Where the offer of places to all the applicants in any of the categories listed above would lead to oversubscription the following provision will be applied as follows:

## Siblings

For school admission purposes in Newham Catholic schools this is:

Adopted siblings, step-children, common law step-children, half-siblings, children subject of a residence order and foster children (only those "looked after" by any local authority).

*Examples of those who will not be considered as siblings:*

*Cousins, friends, other family members living in the same home, other children living in the same household who are not included in the list above, children who share the same child-minder or children of a child-minder.*

Sibling priority will only apply to children if they live in the same home as another sibling attending the named school.

Siblings priority can only be granted where the applicant has supplied the full name and date of birth of the sibling on the application form in the appropriate section and where the sibling is and will be reasonably expected to be on roll at the school when the child for whom a place is being sought is due to start.

If a child applying for a place has a sibling who has started at the school since the submission of their application, the parent/carer must notify the school in writing of the sibling's enrolment details for the child's priority for a place to be changed to include their sibling priority.

The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category.

## 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. Distance will be the walking distance measured from the home to the main entrance of the school. The route will not go through parks, private property or unlit footpaths, and will only use designated pedestrian crossing points for the A13 and the Royal Docks.

### **For St Joachim's (ONLY)**

*If the governors have to decide between applicants in any of the above admissions criterion the tie break will be: straight line distance (as the crow flies), starting with the nearest address. In the event of two or more children living equidistant from St. Joachim's Catholic Primary School nominated end point (front entrance of Newham Dockside, 1000 Dockside Road, E16 2QU), the place will be decided by drawing lots, the first name drawn will be offered the place.*

*The Local Authority uses an Industry Leading and Council approved Geographical Information System (GIS) to calculate straight line measurements. This system provides distances in miles and yards to three decimal places using a routing database system, based upon two dimensional maps. Contour, elevation or terrain is not taken into account when the distances are measured.*

#### ***Start point of calculation (home address)***

*For calculation purposes the local authority uses the best address database available to determine the location of the address start point.*

*This start point is the centroid point of within the property building boundary. The property buildings used are based upon the UK's definitive map base supplied by the UK's national mapping agency Ordnance Survey (OS).*

*This means if a child lives in a block of flats where a communal entrance used as an entry point the LA will use the centroid of the block and not the individual flat for these calculations.*

*All calculations are based on the child's home address supplied on the application form being correct at the date of parental/carer's signature and the address being classified as a residential property on the Council's database.*

#### ***End point of calculation (St. Joachim's Catholic Primary Schools nominated end point)***

*The school's nominated end point used for calculation purposes is the main entrance of Newham Dockside 1000 Dockside Road, E16 2QU. No other entrance or school entrance will be used to calculate the distance.*



### **Route**

*The shortest route is calculated using the straight line distance (as the crow flies) from home to the main entrance of Newham Docksideroad 1000 Docksideroad.*

*The route starts and is measured from the pupils home address centroid, links to the nearest point on the Ordnance Survey MasterMap Integrated Transport Network (ITN), then follows the shortest straight line route to link to the nearest ITN point to the school's nominated entrance and then ends at that nominated entrance.*

*All routes are measured using data from Ordnance Survey, the officially recognised national mapping agency. Where necessary we have enhanced this dataset to reflect the characteristics that aim to best deliver our adopted local standards.*

### **Second Stage Tie Break**

*If the LA's system calculates that two or more pupils applying for the same school in the same year group have the same home to school/ nominated end point distance (to three decimal places) the following criteria is used to determine their priority.*

*For pupils who live in flats, whether they are within a block or a house, priority will be given based on the floor the child lives, with the lowest floor having priority over higher floors.*

*In all other cases random allocation would be used to determine which of the children will be offered the place available. A member of the Admissions Committee will be responsible for drawing the name of the successful applicant and the draw will be overseen by an independent adjudicator who will not work in St. Joachim's Catholic Primary School or have any involvement with the admissions processes.*

### **For applications from outside of Newham**

*The route starts and is measured from the pupils home address, links to the nearest point on the Ordnance Survey MasterMap Integrated Transport Network (ITN), then follows a straight line measurement (as the crow flies) to the nearest point on the Ordnance Survey MasterMap Integrated Transport Network (ITN) on the Newham borough boundary, then a straight line to link to the nearest ITN point to the school's nominated entrance and then ends at that nominated entrance.*

### **For all other Newham Catholic Schools**

If governors have to decide between applicants in any of the above admissions criterion the tie break will be: home to school shortest walking distance, starting with the nearest address. In the event of two or more children living equidistant from the school, the place will be decided by drawing lots, the first name drawn will be offered the place.

The Local authority uses an Industry Leading and Council approved Geographical Information System (GIS) to calculate shortest walking distance measurements. This system provides distances in miles and yards to three decimal places using a routing database system, based upon two dimensional maps. Contour, elevation or terrain is not taken into account when the distances are measured.

### **Start point of calculation (home address)**

For calculation purposes the local authority uses the best address database available to determine the location of the address start point.

This start point is the centroid point of within the property building boundary. The property buildings used are based upon the UK's definitive map base supplied by the UK's national mapping agency Ordnance Survey (OS).

This means if a child lives in a block of flats where a communal entrance used as an entry point the LA will use the centroid of the block and not the individual flat for these calculations.

All calculations are based on the child's home address supplied on the application form being correct at the date of parental/carer's signature and the address being classified as a residential property on the Council's database.

### **End point of calculation (school nominated entrance)**

The school's nominated entrance (nominated gate) used for calculation purposes is the main gate at the official postal address of the school unless their Governing Body has officially notified the LA by 31st August every year of a different entrance for measurement purposes. No other entrance will be used to calculate the distance.

### **Route**

The shortest walking route is calculated using the LA's adopted highways and approved footpaths available to the best of our knowledge at the time of the calculations.

The route starts and is measured from the pupils home address centroid, links to the nearest point on the Ordnance Survey MasterMap Integrated Transport Network (ITN), then follows the shortest available walking route (see below) to link to the nearest ITN point to the schools nominated entrance and then ends at that nominated entrance.

All routes are measured using data from Ordnance Survey, the officially recognised national mapping agency. Where necessary we have enhanced this dataset to reflect the characteristics that aim to best deliver our adopted local standards.

The following are excluded from our calculations (this is not an exhaustive list and maybe subject to change depending on conditions outside the control of the Admissions Service):

Unlit areas

Parks/recreational areas (The Greenway is included in our calculations)

Unofficial crossing points of the A12/3 and Newham docks

Footpaths not approved by the LA

### **Second Stage Tie Break**

If the LA's system calculates that two or more pupils applying for the same school in the same year group have the same home to school distance (to three decimal places) the following criteria is used to determine their priority.

For pupils who live in flats, whether they are within a block or a house, priority will be given based on the floor on which the child lives, with the lowest floor having priority over higher floors.

In all other cases random allocation would be used to determine which of the children will be offered the place available. An officer independent of Children's Services and the admissions processes will be responsible for drawing the name of the successful applicant and the draw will be overseen by an independent adjudicator who will not work in Children Services or have any involvement with the admissions processes.

### **For applications from outside of Newham**

The route starts and is measured from the pupils home address, links to the nearest point on the Ordnance Survey MasterMap Integrated Transport Network (ITN), then follows a straight line measurement (as the crow flies) to the nearest point on the Ordnance Survey MasterMap Integrated Transport Network (ITN) on the Newham borough boundary, then follows the shortest available walking route (see below) to link to the nearest ITN point to the schools nominated entrance and then ends at that nominated entrance.

*Note: to ensure continuity for all applicants only the LA council approved system can be used to calculate home to school distance tie breaks.*

*Other GIS systems such as Google Maps or personal Satellite Navigation Systems will not necessarily calculate the same route as the LA approved system as they may not be able to accommodate our approved routes.*

**To check your own distance please visit the Newham Website and Type in School Fact Finder:**

[www.newham.gov.uk/schoolfactfinder](http://www.newham.gov.uk/schoolfactfinder)

## Home address

An address supplied as the child's home address will not be considered if it is:

- An address registered with the Council as commercial property, OR
- An address registered with the Council as empty or derelict, OR
- A tenant's address, where the property owned by the parent/carer and rented to a third party, OR
- Another family members/friends address who does not have parental responsibility for the child, even if the tenant is responsible for the child's daycare arrangements, OR
- Their child-minder's address, OR
- A PO Box address, OR
- Second or other additional property's owned by the child's family, which do not have other tenants and where the child is not resident for at least 6 months of the academic year, OR
- Future addresses even if contracts have been exchanged or the Council have offered the property in writing.

And these will not be used for the purposes of allocating school places.

Where a child's natural parents are not living together and the child spends a few days in both households on week days, then the address that will be used for measurement purposes will be the one from which the child goes to school in the morning most often on week days.

## Application Procedures and Timetable

The Local Authority (LA) Common Application Form (CAF) **must be completed**, preferably online, or returned to the school office or the LA office for the application to be considered. The Supplementary Information Form (SIF) and the Certificate of Catholic Practice or faith leader letter of support **must be submitted to the school office**, if these are not completed the application will only be considered under the last admission criterion 11 as above.

Parents will be advised of the outcome of their application on Primary Offer Day, a date set by the LA, usually in mid-April. Unsuccessful applicants will be given reasons related to the oversubscription criteria listed above and advised of their right of appeal to an independent appeal panel.

**For each Catholic Primary School, or Voluntary Aided School, named on the CAF a SIF must also be completed. The SIF must be returned to each school.**

## For in year admissions

The CAF must be completed, preferably online, and returned to the LA office and the SIF, where applicable must be submitted to the school office.

Parents will be advised of the outcome of their application within 20 school days. Unsuccessful applicants will be given reasons related to the oversubscription criteria listed above and advised of their right of appeal to an independent appeal panel.

## Twins and Multiple Births

In the case of infant classes twins and children from multiple births can be admitted over the 30 per class limit if one of the siblings is the 30th child admitted.

## Waiting Lists

In addition to their right of appeal, 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. Names will be removed on the last school day at the end of every academic year and parents/carers will need to reapply for a place at the school if they wish their child to be considered for a place at the school in the new academic year starting in September.

**Definitions and Notes** (these notes form part of the oversubscription criteria)

'Looked after children' (who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order)), from Catholic families have the same meaning as in section 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).

'Baptised Catholic children' – Baptism is evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church, dated before the closing date for applications i.e. by 15<sup>th</sup> January for entry in the following academic year or at the point of application for the current year.

'Catholic' means a member of a Church in communion with the See of Rome. This includes the Eastern Catholic Churches.

Ref [www.vatican.va/...vatican.../vat-ii\\_decree\\_19641121\\_orientalium-ecclesi](http://www.vatican.va/...vatican.../vat-ii_decree_19641121_orientalium-ecclesi).

'Practising Catholic' – it is the role of a priest to determine whether applicants meet the criteria for qualification as practising Catholic families. The definition of a practising Catholic is defined by 'Canon Law' which states that the faithful are obliged to participate in Sunday Mass and Holy Days.

Ref [http://www.vatican.va/archive/ENG1104/\\_P4N.HTM](http://www.vatican.va/archive/ENG1104/_P4N.HTM). It is up to the applicant to identify and approach a priest who will complete a Certificate of Catholic Practice, which must accompany the Supplementary Form.

'Catechumen' means a member of the catechumenate of a Catholic Church. This will 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 credal 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 CYTŪN 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.

[http://www.churches-together.net/Groups/234690/Home/About/Member\\_Churches\\_of/Member\\_Churches\\_of.aspx](http://www.churches-together.net/Groups/234690/Home/About/Member_Churches_of/Member_Churches_of.aspx)

Waiting list positions will be updated after primary national offer day or in the case of in year admissions, when the school is notified of a vacancy.

Definitions are confirmed by the admissions committee of the school on the date of the committee meeting.

For the purposes of this policy, parish boundaries are as shown on the attached map. Distances will be measured from the home to the main entrance of the school, please note that we do not use routes through parks, private properties or unlit footpaths and we only use the approved crossing points for the Docks and A13.

[Map attached]