



St Catherine's Catholic Primary School
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ST CATHERINE'S CATHOLIC PRIMARY SCHOOL

ADMISSIONS ARRANGEMENTS 2020-21

St. Catherine's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

The Published Admission Number (PAN) for the reception class at St Catherine's is 60. The Governing Body has sole responsibility for admissions to this school and intends to admit 60 children in the school year which begins in September 2020. Applications are invited from families whose child attains 4 years of age between 1 September 2019 and 31 August 2020.

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

In this policy *applicant* refers to the person making an application on behalf of a child; *candidate* refers to the child on whose behalf the application is being made.

OVERSUBSCRIPTION CRITERIA

Where there are more applications than the number of places available, places will be offered according to the following order of priority:

1. Catholic 'looked after' children and previously 'looked after' children who have been adopted or made subject to child arrangement orders or special guardianship orders.
2. Baptised Catholic children, with a Certificate of Catholic Practice, who have a sibling at the school at the time of admission.
3. Baptised children, with a Certificate of Catholic Practice, who live in the parish of Mary Immaculate and St Gregory's, High Barnet. In this criterion 65% places will be allocated to those living in this parish.

3b) Baptised children, with a Certificate of Catholic Practice, who live in the parish of Mary Immaculate and St Peter's, New Barnet. In this criterion 35% places will be allocated to those living in this parish.

Should there not be enough applicants to fill either of these quotas, then the remaining places will be offered to the other parish. Where the percentage allocation results in .5 of a place for each parish, this place will be offered by random allocation.

4. Baptised Catholic children, with a Certificate of Catholic Practice, resident outside the above two parishes.

5. Other baptised Catholic children.
6. Other 'looked after' children and previously 'looked after' children who have been adopted or made subject to child arrangement orders or special guardianship orders.
7. Children who are catechumens and members of an Eastern Christian Church.
8. Christians children of other denominations whose application is supported either by a certificate of baptism or by a letter from their Minister of Religion confirming membership of the faith community.
9. Children of other faiths whose application is supported by a letter from their Religious Leader confirming membership of the faith community.
10. Any other children.

EXCEPTIONAL NEED

The Governing Body will give top priority, after the appropriate category of looked-after children, to an application where compelling evidence is provided at the time of application, from an appropriate professional such as a doctor, priest or social worker, of an exceptional social, medical, pastoral or other need of the child, which can only be met at this school.

CHILDREN OF STAFF WORKING AT THE SCHOOL The Governing Body will give priority, within each category, after those with 'exceptional needs', to children of members of staff who have worked at the school for, at least, two years at the time of the admissions deadline.

Notes:

- *In each of the above categories, preference will be given, after those with exceptional need and children of staff described above, to children who have a brother or sister attending the school at the time of admission to the school.*
- *In all categories, where a tie-break is needed, priority will be given to children living nearest to the main school entrance as measured by a straight line from the school as measured by Barnet Local Authority to the applicant's front door, including flats. It is emphasised that proximity only gives priority within each category.*
- *Maps of our parish boundaries are available by post, on the parish websites or may be collected from the school office.*

MULTIPLE APPLICATIONS

Where the final place is offered to a child who has other siblings applying for a place in the same school year, these siblings will also be admitted.

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 as measured in a straight line from the applicant's home to the school. The distance between these points is calculated using the Council's computerised geographical information system.

FAIR ACCESS

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round, the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the local authority and the Diocese for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

APPLICATION PROCEDURE 2020-2021

In order to make an application, you **must** complete a **Common Application Form (CAF)** from your local authority and return it to them. If you are applying in criteria 2 to 6 or 8 to 10 you **should** also complete the **School's Supplementary Information Form (SIF)**. The information on the SIF enables the Governing Body to assess your application fully against the School's criteria in the event of oversubscription. Please return the SIF (in person or by post) to: St Catherine's School, Vale Drive Barnet EN5 2ED, together with all other relevant paperwork required for your application. If you do not complete both of the forms described above and return them by 15th January 2020, the Governing Body will be unable to consider your application against the oversubscription criteria and your child will be ranked under the lowest criterion. It is very unlikely that your child will be offered a place if a SIF is not supplied.

The local authority will write to you on behalf of the Governing Body with the outcome of your application on or about 16th April 2020. This information will also be available on line. Parents/carers should accept or decline the place as soon as possible.

CERTIFICATE OF CATHOLIC PRACTICE

Applicants applying under criteria 2, 3, 3b and 4 should submit a Certificate of Catholic Practice (CCP) by the closing date. This form is available from the parish where the family normally worships or from the diocesan website. It is the parent's duty to ensure that the CCP is submitted to the school in good time. The priest will only sign this form if he knows you.

LATE APPLICANTS

Applications received after the closing date will be dealt with after the initial allocation process has been completed. If the school is oversubscribed, it is very unlikely that late applicants will obtain a place.

NURSERY CHILDREN

Attendance at the nursery **does not** guarantee a place in reception. Parents of children attending St Catherine's nursery **must** make a fresh application for reception.

RIGHT OF APPEAL

If you are unsuccessful you may ask us for the reasons for the refusal of a place. These reasons will be related to the oversubscription criteria listed in the policy and you will have the right of appeal to an independent panel. Should you wish to appeal please contact the school as soon as possible for an appeal form on which you must list your reasons for making an appeal. Appeals must be submitted to the school in writing by Friday 22nd May, 2020

WAITING LIST

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This list will be maintained in order of the oversubscription criteria set out in the policy and not in the order in which applications are received or added to the list. Names are removed from the list after one year, unless applicants request in writing to remain on the list.

PUPILS WITH AN EDUCATION, HEALTH AND CARE PLAN

The admission of pupils with an Education, Health and Care Plan (EHC) is dealt with by a completely separate procedure (this used to be called a Statement of Special Educational Needs). Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has an EHC Plan, you must contact your local authority SEN officer. Children with this school named in their EHC Plan will be admitted.

CHANGE OF DETAILS

If any of the details on either of your forms changes between the date of application and the receipt of the letter of offer or refusal, you **must** inform the School and the local authority immediately. If misleading information is given or allowed to remain on either of your forms, the Governing Body reserves the right to withdraw the place, even if the child has already started at the School.

IN-YEAR ADMISSIONS

Applications for In-Year admissions are made directly to the school. If a place is available and there is no waiting list the child will be admitted. If there is a waiting list, then applications will be ranked by the Governing Body in accordance with the oversubscription criteria. This is with the exception of category 3 where the following will apply:

“Baptised Catholic children, with a Certificate of Catholic Practice, who live in the parish of Mary Immaculate and St Gregory’s, High Barnet and baptised Catholic children, with a Certificate of Catholic Practice, who live in the parish of Mary Immaculate and St Peter’s, New Barnet”. If there are no children with exceptional needs, children of staff or children with siblings, distance from the school will determine who is offered a place.

If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the Governing Body in the order of the oversubscription criteria and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the Governing Body will decide who is at the top of the list and an offer will be made.

THE ADMISSION OF SUMMER BORN CHILDREN

If a parent wishes his/her summer-born child to start school in Reception in the September following his/her 5th birthday (i.e. a child born between 1st April and 31st August being admitted to Reception at 5 years of age), they should make the school aware of this by writing a letter to the Chair of Governors at the time of application. Parents must then submit an application in the normal way. This application will be treated in the same way as all other applications and there is no guarantee that an offer will be made.

CHILDREN EDUCATED OUTSIDE THEIR CHRONOLOGICAL AGE GROUP (except summer-born children)

Parents may apply for their child to be educated outside his/her chronological age group (ie a year behind or a year ahead). Application should be made to the Chair of Governors at the time of application and all supporting evidence should be submitted at the same time. Governors will consider each case on its own merits and permission will only be given in exceptional circumstances.

RECEPTION YEAR DEFERRED ENTRY

Applicants may defer entry to school up until statutory school age i.e. the first day of term following the child’s fifth birthday. Application is made in the usual way and then the deferral is requested. The place will then be held until the first day of the spring or summer term as applicable. Entry may not be deferred beyond statutory school age or beyond the year for which the application has been made. Therefore, applicants whose children have birthdays in the summer term may only defer until 22nd April 2021.

PART TIME ATTENDANCE

Applicants may also choose for their child to attend part-time until statutory school age is reached.

HOME ADDRESS

This is where the child lives for 50% or more of the school week.

Definitions:

‘Looked after child’ has the same meaning as in S.22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents at the time of making an application to the school).

‘Adopted’.

The School Admissions Code defines an adoption order as an order under section 12 of the Adoption Act 1976 and children who were adopted under section 46 of the Adoption and Children Act 2002. Parent/Guardian must give proof of this.

‘Child arrangements order’. A child arrangements order is an order under the terms of the Children Act 1989 s.8 which defines it as an order settling the arrangements to be made as to the person with whom the child is to live. Children ‘looked after’ immediately before the order is made qualify in this category.

'Special Guardianship Order'. A special guardianship order is an order under the terms of the Children Act 1989 s.14A which defines it as an order appointing one or more individuals to be a child's special guardian(s).

'Parent' means the adult or adults with legal responsibility for the child.

'Sibling' means brother or sister, to include adopted brothers and sisters, half brothers and sisters or step brothers and sisters. A sibling relationship does not apply when the older child(ren) will leave before the younger one starts.

'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This includes Eastern Catholic churches. This will normally be evidenced by a Certificate of Baptism in a Catholic church or a Certificate of Reception into the full communion of the Catholic Church. For the purposes of this policy this includes a looked after child in the process of adoption and living with a Catholic family, where a letter from a priest demonstrates that the child would have been baptised were it not for his/her status as a looked after child. For a child to be treated as Catholic, evidence of Catholic baptism or reception in the Catholic Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their parish priest who, after consulting with the diocese will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

'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 holy days of obligation for at least five years (or, in the case of a 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 <https://education.rcdow.org.uk/governance-admissions/admissions-documents/>

"Children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge 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 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.

"Children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 7 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

'Catechumen' means a child who is a member of the catechumenate of a Catholic Church. This will normally be evidenced by a Certificate of Reception into the Order of Catechumens for a child aged 7 or over. For a child under 7 years of age, it will be the certificate of the parent.

'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a Certificate of Baptism or Reception from the authorities of that Church.

'School age' means compulsory school age. This begins at the start of the term following a child's fifth birthday, until the last Friday in June of the school year in which they are 16.

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

'Staff' for the purposes of this Policy, means any permanent member of staff with a minimum of 2 years of continuous service at the time of the admissions deadline.

'Parish Boundary' *Maps of our parish boundaries are available by post, on the parish websites or may be collected from the school office.*

'Distance from school' In all categories, where a tie-break is needed, priority will be given to children living nearest to the main school entrance as measured by a straight line from the school as measured by Barnet Local Authority to the applicant's front door, including flats. It is emphasised that proximity only gives priority within each category.