

# LARMENIER & SACRED HEART CATHOLIC PRIMARY SCHOOL, HAMMERSMITH

## ADMISSIONS POLICY AND CRITERIA - SCHOOL ADMISSIONS 2017-2018

Larmenier & Sacred Heart Catholic Primary School is a Voluntary Aided School, in the trusteeship of Westminster Diocese for the education of baptised Catholic children. Responsibility for the admission of pupils rests with the Governing Body. 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 the Catholic character of the school's education is 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 Admissions Number (PAN) for the school is sixty. Applications are invited for September 2017 from parents/carers whose child attains 4 years of age between 01/09/2016 and 31/08/2017. Where there are more applications than places, places will be offered to children in the order set out below:

### Oversubscription Criteria

1. Catholic 'Looked After' children and Catholic children who have been adopted (or made subject to child arrangements orders or special guardianship orders) immediately after having been looked after.
2. A Catholic child with a Certificate of Catholic Practice\*\* baptised Catholic\* from Catholic families who are resident in the parish of Brook Green. (Parish map included in Admissions pack)
3. A Catholic child with a Certificate of Catholic Practice\*\* baptised Catholic\* from Catholic families who are resident in other parishes.
4. Other baptised Catholics\*.
5. Other 'Looked After' children and children who have been adopted (or made subject to child arrangements orders or special guardianship orders) immediately after having been looked after.
6. Catechumens and members of the Eastern Christian Church whose application is supported by a minister of religion.
7. Christians of other denominations and whose application is supported by a minister of religion.
8. Children of other faiths whose parents and whose application is supported by a religious leader.
9. Any other applicant.

The Governing Body will give top priority within each category (1-9) in the following numerical order:

1. Children who will have a sibling in the school in September 2017. For the purposes of this policy the word sibling is defined as brothers and sisters, step brothers and sisters, half brothers and sisters, adoptive brothers and sisters.
2. The proximity of the child's home to the school.

Where the school becomes oversubscribed within any of the above categories priority will be given to those living nearest to the school. Distance will be measured using the shortest 'straight line' distance, from the 'seed point' (a central point) of the child's home address (including flats) to the main entrance of the school at 41a Brook Green, Hammersmith, London W6 7BL, using the local authority's computerised measuring system. For applicants from the same block of flats, or who live the same distance from the school, random selection by the drawing of lots in the presence of an independent witness will be used as the final tie-breaker. In circumstances where a carer or relative has legal guardianship, and is the main carer, a different address will be considered as the main residence. Evidence will be requested to support this arrangement.

- \* 'Baptised Catholic' means Catholic families who have had their child baptised Catholic in accordance with current code of Canon Law 867 appended to this document. All applications must be supported by an original Baptismal Certificate, so that it can be checked and photocopied by the school.
- \*\* 'Certificate of Catholic Practice' means a certificate given by the family's parish priest (or priest in charge of the church where the family practises) in the form laid down by the Bishop's Conference of England and Wales.

Applications from twins, triplets or other children from multiple births will be treated with equal priority. Where the final place is offered to a child who has a twin/triplets etc. applying for a place in the same school year, these siblings will also be admitted.

The School was very heavily oversubscribed with 184 applications for admission to the school in September 2016. Over the past 3 years 22 children have been admitted beyond criterion 3 and over the past 10 years 1 appeal have been successful.

### **Application Procedure**

In order to make an application, you must complete a **Common Application Form (CAF)** from your local authority either online or on paper and return it to them. Applicants from residents in Hammersmith & Fulham should complete the CAF on-line where possible at [www.lbhf.gov.uk/eadmissions](http://www.lbhf.gov.uk/eadmissions) or contact the Tri-borough Admissions Team at Kensington Town Hall, Hornton St W8 7NX, or on 020 7745 6434 for a paper form.

You should also complete the School's **Supplementary Information Form (SIF)**. Whilst this is not compulsory, 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 the school, together with all other relevant paperwork required for your application. If you do not complete both of the forms described above and return them by 15th January 2017, the Governing Body will be unable to consider your application 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.

### **Certificate of Catholic Practice**

Applicants applying under criteria [2, 3 and 4] must submit a Certificate of Catholic Practice (CCP) by the closing date. This form (which used to be called a priest's reference form) is available from the school or from the diocesan website. Parents should fill in the top part of the form with their details and then take the form to their parish priest (or the priest at the parish where they normally worship) for signature. 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 and agrees that you are a practising Catholic family.

### **Timetable for Primary School Admission to Reception Classes 2017-18**

- **1<sup>st</sup> September 2016** - Applications open
- **15<sup>th</sup> January 2017** - Closing date for application forms to be returned to the Education Department and the school
- **18<sup>th</sup> April 2017** - Decision letters are sent to parents by first class post; those parents who applied on line can get their decisions from 5pm by logging onto the on-line admissions site
- **2<sup>nd</sup> May 2017** - Final date for parents to respond to their offer
- **10<sup>th</sup> May 2017** - Final date for child's name to be put on a waiting list
- **27<sup>th</sup> May 2017** - Final date for parents to submit an appeal
- **June/July 2017** - Appeals heard by an independent panel

Unsuccessful applicants will be given reasons related to the over subscription criteria as listed above.

### **Late Applications**

Any application received by the school after the closing date, 15th Jan 2017, will be considered late and will be processed after the offer date 18<sup>th</sup> April 2017. Should an application be received late for an exceptional reason, (e.g. death in the immediate family or recent arrival in the country) it will be considered. The reason(s) for late applications should be supported by documented evidence.

## **Appeals Procedure**

Parents whose applications for places are unsuccessful have the right to appeal the decision. This must be expressed in accordance with the Governors' Admissions Criteria. In the first instance the appeal must be addressed to the Chair of the Governing Body, c/o Larmenier & Sacred Heart Catholic Primary School, within fifteen working days of the mailing date of the decision letter.

## **Waiting Lists**

If you wish your child's name to be put on a waiting list, please write to the Admissions Officer within fifteen working days of the mailing date of the decision letter. This waiting list will be maintained in order of the oversubscription criteria set out above for the academic year 2017-2018. Placing your child's name on the waiting list does not affect a parent's right to appeal.

## **Pupils with an Education, Health & Care (EHC) Plan**

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

## **In-Year Admissions**

Applications for in-year admissions are made in the same way as those made during the normal admissions round. If a place is available and there is no waiting list then the child will be admitted. If more applications are received than there are places available then applications will be ranked by the Governing Body in accordance with the oversubscription criteria, [with the following modifications: Catholic children without an offer of a school place elsewhere are given priority immediately after Catholic 'Looked After' children and Catholic children who have been adopted (or made subject to child arrangements orders or special guardianship orders) immediately after having been looked after; similarly, other children without an offer of a school place are given priority immediately after Other 'Looked After' children and children who have been adopted (or made subject to child arrangements orders or special guardianship orders) immediately after having been looked after]. 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 [as modified above] 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.

## **Fair Access Protocols**

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 Diocese and the Governing Body for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

## **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 deferment is requested. The place will then be held until the first day of the spring or summer term. Entry may not be deferred beyond statutory school age or beyond the year of application. Parents wishing to defer entry for summer born children should note that entry can only be deferred up until 1<sup>st</sup> April 2018.

## **Summer Born Children**

Parents may apply for summer born children, i.e. born between 1<sup>st</sup> April – 31<sup>st</sup> August, to start Reception in the September following their 5<sup>th</sup> birthday. The Chair of Governors should be notified by 15<sup>th</sup> January 2017 and an application made in the usual way. The application will be ranked with all other applications and there is no guarantee that an offer will be made.

### **Admission of Children outside their Normal Age Group**

Requests for admission outside of the child's chronological year of entry will be considered in accordance with para. 2.17 (Admissions Code). Such requests must be made in writing to the Chair of Governors during the autumn term in the year of application, i.e. September – December 2016 for entry in September 2017. Governors will consider each request on its own merits and permission will only be given in exceptional circumstances. Each case must be supported by a professional (e.g. GP, social worker) that gives the reason for admission outside of the chronological age group would be in the child's best interest. When the application is made, it will be ranked with all the other applications and no further exceptions will be given. A statutory right of appeal will be given upon refusal if no place has been offered in any school year.

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

'Parent' – is the person or persons who have legal responsibility for the child

'Looked after Child' has the same meaning as in section 22 of the Children Act 1989, and means any child in care of a local authority or provided with accommodation by them (e.g. children with foster parents).

'Child Arrangements Order' - A Child Arrangements order is an order under the terms of the Children Act 1989 s.8 settling the arrangements to be made as to the person with whom the child is to live. A child 'looked after' immediately before the order is made qualify in this category.

'Adopted' - An adopted child is a child who is adopted under the terms of the Adoption and Children Act 2002 s.46 (adoption orders).

'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).

'Residency' - For the purpose of this admissions policy residency is defined as the address at which a child resides for more than 50% of the week.

'Proof of Address' - To ensure that the admissions policy is applied fairly, we reserve the right to request further documentation if there is a question concerning the validity of the address. If we find that a place was offered on the basis of false information supplied by the parent we reserve the right to withdraw the place, even if the child has started school.

'Catholic' means a member of a church in full communion with the See of Rome. 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.

'Certificate of Catholic Practice' means a certificate given by the family's parish priest (or priest in charge of the church where the family practises) in the form laid down by the Bishop's Conference of England and Wales.

'Catechumen' means a member of the catechumenate of the Catholic Church. This is normally evidenced by a certificate of reception into the order of catechumens.

'Christian' is a member of a church which belongs to 'Churches Together in Britain & Ireland'

'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

BAPTISM Canon 867 - §1 Parents are obliged to see that their infants are baptised within the first few weeks. As soon as possible after the birth, indeed even before it, they are to approach the parish priest to ask for the sacrament for their child, and to be themselves duly prepared for it. §2 If the infant is in danger of death, it is to be baptised without any delay.

**If your child is in the Nursery Class, this does NOT guarantee admission to the school. It is necessary to complete a SEPARATE application form to be considered for admission to Reception.**