



St Richard Reynolds Catholic Primary School

Admissions Arrangements 2018 - 2019

St Richard Reynolds Catholic Primary School was 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. As 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 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. This does not affect the right of applicants who are not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The Published Admission Number (PAN) for the reception class at St Richard Reynolds Catholic Primary School is 30. The governing body has sole responsibility for admissions to this school and intends to admit 30 children in the school year which begins in September 2018. The school will admit both boys and girls in all year groups.

Children born between 1st September 2013 and 31st August 2014 are eligible to be considered for admission to reception class starting in September 2018. Children outside of this year group will only be considered if the child has exceptional circumstances.

The oversubscription criteria should be read in conjunction with the notes and definitions below.

OVERSUBSCRIPTION CRITERIA

If there are fewer applications than places available, all applications will be accepted. Whenever there are more applications than the number of places available, places will be offered according to the following order of priority. All applications are first considered for a Foundation place and then all those not awarded a Foundation place are considered for an Open place. There are 20 Foundation places and 10 Open places.

20 Foundation Places

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. Baptised Catholic children.
3. 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.
4. Children from Eastern Christian (including Orthodox) Churches and children of Catechumens.
5. Children from Other Christian Denominations and Other Faiths.
6. Any other children

10 Open Places

1. Looked after children and children who have been adopted or made subject to child arrangements orders or special guardianship orders, immediately following being looked after.
2. Children living closest to the school as measured by the shortest route by road or maintained footpath (see note 'Measurement of proximity to the school').

Additional criteria

- a) Within each category preference will be given in the following order:
- i. **EXCEPTIONAL NEED:** The Governing Body will give top priority within each category, 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 most appropriately be met at this school;
 - i. Secondly where a sibling (see notes) is attending St Richard Reynolds Catholic Primary School at the time the application is considered; and
 - ii. Thirdly children of a member of staff who has been employed at the College (primary or secondary school) for two or more years at the time at which the application for admission to the school is made.
- iii.
- b) For Foundation places priority will be given in category 2 to families whose application is supported by a Certificate of Catholic Practice. This Certificate is obtained from the priest of a church where you attend Mass regularly. Blank Certificates are available on the diocesan website [HERE](#) or through the link on the school website.
- c) Where the offer of places in any of the categories would still lead to oversubscription, the places up to the admission number will be offered by proximity to the school. In the case of equidistance from the school, the tie-breaker will be applied.
- d) In the event of a tie-breaker being needed, an independently supervised drawing of lots will take place.
- e) If twins or triplets etc. are competing for one or two remaining places, the school will admit both/all applicants and exceed the Published Admissions Number.

Application Procedure 2018-2019

All applicants **must** complete an application through the e-admissions system operated by the local authority in which they are resident. The e-admissions application must be submitted to the local authority by **15th January 2018**. Paper forms are available from local authorities on request.

Applicants wishing to be considered for Foundation places under categories 1, 2, 4 and 5 should complete a St Richard Reynolds **Supplementary Information Form (SIF)**. The information on the SIF enables the governing body to assess an application fully against the school's criteria in the event of oversubscription. Applicants do not need to complete a SIF if they only wish their application to be considered for an Open place or otherwise do not believe that the information on the SIF will aid their application.

The SIF should be completed and returned to the school by **15th January 2018** (in person or by post) together with all other relevant paperwork required for your application. You can obtain a copy of the school's SIF from the school website at www.strichardreynolds.org.uk/admissions or directly from the school. The school website includes other information on admissions that may be of interest.

If you do not complete the local authority e-admissions or paper form and also, if appropriate, the SIF and return them by the closing dates, the governing body may be unable to consider your application fully. Late applications will be considered after the initial allocation process has been completed.

Applicants wishing to be considered for Foundation places under categories 2 or 4 should also provide the school with a copy of the child's certificate of Baptism (except catechumens who should provide evidence of membership). If the certificate is not available, applicants should indicate in writing the reasons for this being the case.

Outcomes

Your home local authority will write to you on behalf of the governing body with the outcome of your application on **16th April 2018**.

Notes *(These notes form part of the admissions arrangements)*

Pupils with an Education, Health And Care Plan (EHC)

The admission of pupils with an Education Health and Care Plan (EHC) 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. Children with this school named in their EHC Plan will be admitted to the school.

Measurement of proximity to the school

Proximity to the school will be measured by the shortest route by road and/or maintained footpath from the property to the nearest pedestrian school gate used by the relevant year-group. Accessibility of private or public transport will not be considered. All distances will be measured by Richmond Council using their geographical information system.

Certificate of Catholic Practice

Applicants applying for a Foundation place under category 2 additional criterion b) should submit a Certificate of Catholic Practice (CCP) by the closing date. The Certificate may be obtained from the priest of a church where you attend Mass regularly. (Blank Certificates may be found in the document "Choosing a Catholic School" which contains other useful information. It can be found on our website at www.strichardreynolds.org.uk/admissions.)

Reception year deferred entry

If you feel that your child is not ready to start school in the September following their fourth birthday, you can either arrange for your child to attend part-time until they reach statutory school age, or defer the date your child is admitted to the school until later on in the Reception year. If your child's entry is deferred, the school will hold your child's place and not offer it to another child. The latest your child can start school is at the beginning of the summer term 2019. If you wish to defer your child's entry, you will need to confirm this in writing with the school, if you are offered and accept a place.

Children educated outside their chronological age group

If you would like to request for your child to be educated outside of their normal age group, you must still make an application for a school place through the coordinated admissions system by the closing date of 15 January 2018. You will need to put your request to the admissions department at Richmond Council separately in writing. You may also provide supporting documentation, should you wish to do so, at the time of application. Each request will be carefully considered and a decision will be made on the individual merits of each case. The decision will take into account your views, information about your child's academic, social and emotional development, their medical history and the views of a medical professional, if applicable. For further details, please visit www.richmond.gov.uk or telephone 020 8891 7514.

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 governing body 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.

In Year Admissions

Applications for In-Year admissions should be 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 set out above. If a request is made for a child to be educated outside of his/her chronologically correct year group, the child, if a place is available, will be admitted to his/her chronologically correct year group so that a full assessment can be made unless the child has been placed outside of his/her chronologically correct year group during his/ her primary education.

Right of Appeal

Unsuccessful applicants may ask the school for the reasons for the refusal of a place. These reasons will be related to the oversubscription criteria listed in this policy and the applicant will have the right of appeal to an independent panel. Appeals must be made on or before **25th May 2018**. Further details of the procedure may be obtained from the Clerk to the governing body.

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 above and not in the order in which applications are received or added to the list. Names are removed from the list at the end of the summer term in the academic year of primary entry or one year from the date of application whichever is the later, unless applicants request to remain on the list. When a place becomes available the governing body will determine who is at the top of the list and make an offer of the place accordingly.

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.

Interpretation of terms used in the Admissions Policy and Oversubscription Criteria

(These notes form part of the admissions arrangements)

Candidate	The child on behalf of whom the application is being made.
Applicants	The parent(s) and/or legal guardian(s) submitting an application for a place on behalf of a candidate.
Parent	Parent means the adult or adults with legal responsibility for the child.
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 holy days 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 which may be found at: http://rcdow.org.uk/education/governors/admissions/
Catholic	A member of a Church in full communion with the See of Rome. This includes the 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. If the certificate is not available, applicants should indicate in writing the reasons for this being the case. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a current Certificate of Catholic Practice demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).
Catechumen	A member of the catechumenate of a Catholic Church. This will normally be evidenced by a Certificate of Reception into the order of catechumens.
Eastern Christian	The Eastern Christian Churches include Orthodox Churches. Membership is normally evidenced by a Certificate of Baptism or Reception from the authorities of that Church.
Other Christian Denominations	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 CYTÛN 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.
Other faiths	"Children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include: <ul style="list-style-type: none"> · 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. .
Exceptional Need	To demonstrate an exceptional medical, pastoral or social need, which can only be met at this school, the governing body will require compelling written evidence at the time of application from an appropriate professional e.g. doctor, priest or social worker.

Looked after children	Looked after and previously looked after children will be considered to be children registered as being in the care of a local authority in accordance with s.22 of the Children Act 1989 e.g. fostered or living in a children's home at the time of application; and children who have left care through adoption immediately before being adopted or subject to a Residence Order or a Special Guardianship Order in accordance with s.46 of the Adoption and Children Act 2002, a child arrangements order in accordance with s.8 Children Act 1989 or a special guardianship order under s.14A Children Act 1989. A Catholic child in this category will have top priority and a non-Catholic child in this category will be given priority over all other non-Catholic children.
Adopted	Adopted means a child who has ceased to be looked after having been adopted and whose parents can give proof of this status.
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. 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).
Sibling	A brother or sister to include stepbrothers and sisters, half brothers and sisters or adopted brothers and sisters, who live at the same home address as the candidate. A sibling relationship does not apply when the older child(ren) will leave the school before the younger one starts.
Family	Those individuals who live at the home address of the candidate.
Home Address	Home address is defined as where the candidate lives for more than 50% of the school week.