

St Richard Reynolds Catholic Primary School

Admissions Arrangements 2017 - 2018

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.

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 2017. The school will admit both boys and girls in all year-groups.

Children born between 1st September 2012 and 31st August 2013 are eligible to be considered for admission to reception class starting in September 2017. 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

There are 20 Foundation places and 10 Open places.

20 Foundation Places

Whenever 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 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 Catechumens.
5. Children from other Christian traditions and other faiths.
6. Any other children

10 Open Places

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

1. Looked after children and children who have been adopted (or made subject to residence 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 only be met at this school;
 - ii. Secondly where a sibling (see notes) is attending St Richard Reynolds Catholic Primary School at the time the application is considered; and
 - iii. 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.
- b) For Foundation places, priority will be given within category 2 to children from practising Catholic families where the application is supported by a Certificate of Catholic Practice' (CCP). A CCP can be obtained from the College website at: <http://www.strichardreynolds.org.uk> or directly from the school. The website also contains guidance on completion of the form.
- 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.
- 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.

Note: The governing body may only determine the admissions arrangements on a year by year basis but it is the expectation that up to ten pupils who are awarded and accept an Open place will be given top priority after Catholic looked after children should they apply for a place in Year 7 at St Richard Reynolds Catholic High School when they reach Year 6 in St Richard Reynolds Catholic Primary School.

Application Procedure 2017-2018

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 **13th January 2017**. Paper forms are available from local authorities on request.

In addition, applicants **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. The SIF should be completed and returned to the school by 13th January 2017 (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 both the local authority e-admissions or paper form and the SIF and return them by the closing date, 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 criterion **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 **17th April 2017**.

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. 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.

Reception year deferred entry

Applicants may defer entry to the school up until statutory age i.e. the first day of the 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 term in which the child reaches statutory school age. Applicants may also request that their child attends part-time until statutory school age is reached. Therefore applicants whose children have birthdays in the summer term may only defer until the 1st April 2018.

Children educated outside their chronological age group

(except Reception applications for summer-born children)

Any application for a child to be educated out of his/her age group will be considered by governors on an individual basis and will only be granted in exceptional circumstances. Parents should write to the Chairman of the Governing Body during the autumn term in the (academic) year of application, giving reasons and providing compelling professional evidence.

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 – 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.

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.

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 26th May 2017. 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 after one year from date of application, 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 given by the family's parish priest (or the priest in charge of the church where the family practises) in the form laid down by the Bishops' Conference of England and Wales
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.
Christian	A member of one of the Churches that belongs to Churches Together in Britain & Ireland.
Other faiths	A member of a non-Christian religion.
Exceptional Need	To demonstrate an exceptional medical, pastoral or social need, which can most appropriately 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 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. Where the admission arrangements refer to 'practising Catholic families', it is sufficient for just one parent to be a practising Catholic.
Home Address	Home address is defined as where the candidate lives for more than 50% of the school week.

