



St Augustine's Primary School,  
Wilman Road, Tunbridge Wells,  
TN4 9AL



ADMISSIONS POLICY AND PROCEDURES 2018

CURRICULUM AND COMMUNITY COMMITTEE

DATE OF LAST REVIEW: 22<sup>nd</sup> NOVEMBER 2016

DATE OF NEXT REVIEW: OCTOBER 2017

*The Governors of St Augustine's Catholic Primary School are committed to safeguarding and promoting the welfare of children and young people and engage with staff in policy and practice developments and proactively encourages feedback.*

Recommended by the Community Committee on 22<sup>nd</sup> November 2016

Signed Chair of Community Committee .....

Agreed by Governing body on 29<sup>th</sup> November 2016

Signed Chair of Governors .....



## St Augustine's Catholic Primary School

### Admissions Policy and Procedures 2018

St Augustine's Catholic Primary School is a voluntary aided school in the Diocese of Southwark. It is in the trusteeship of the Diocese. 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. The school exists primarily to serve the Catholic community and Catholic children always have priority of admission. However, the Governing Body also welcomes applications from those of other denominations and faiths who support the religious ethos of the school.

#### **ADMISSION TO EARLY YEARS FOUNDATION STAGE (EYFS) RECEPTION CLASS (SEPTEMBER 2018)**

Having consulted with the Local Authority and other admission authorities, the Governors intend to admit into the EYFS/Reception class, in September 2018, up to 45 pupils giving priority to applications from 1-11 of the oversubscription criteria specified below without reference to ability or aptitude.

Children with a Statement of Special Educational Needs or Education and Health Care Plan<sup>1</sup> naming the school will be admitted before the application of the oversubscription criteria, so that the number of places available to others may be fewer than 45.

#### **Oversubscription Criteria**

Where the number of applications exceeds 45, the Governors will offer places using the following criteria in the order stated:-

1. Looked After<sup>2</sup> Catholic<sup>3</sup> children. Looked after Catholic children are under the age of 18 years for whom the Local Authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who ceased to be so because they were adopted or who are subject of a care order under Part IV of the Act.
2. Catholic children with siblings<sup>4</sup> with evidence of Baptism or Reception into the church. *(Priorities a – c below will apply when a category is oversubscribed.)*
3. Catholic children with evidence of Baptism or Reception into the church. *(Priorities a - c below will apply when category is oversubscribed.)*
4. Children enrolled in the Catechumenate with evidence of enrolment in the Catechumenate. *(Priorities a – c below will apply when category is oversubscribed.)*
5. Other Looked After Children under the age of 18 years for whom the Local Authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who ceased to be so because they were adopted or who are subject of a care order under Part 1V of the Act. *(Priorities a – c below will apply when a category is oversubscribed.)*
6. Non Catholic children with siblings at the school. *(Priorities a – c below will apply when a category is oversubscribed.)*
7. Children of members of staff where the member of staff has been employed full or part-time on a permanent contract at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable shortage skill. *(Priorities a – c below will apply when a category is oversubscribed.)*

8. Children who are members of Eastern Orthodox Churches with evidence of Baptism or Reception into the church. When a child is applying at the school without a Catholic Baptism Certificate, the family must contact the Parish Church to arrange Reception into the church. *(Priorities a - c below will apply when category is oversubscribed.)*
9. Children of families who are committed members of other Christian denominations. Dedication or membership provided by a priest or minister of a designated place of worship. *(Priorities a – c below will apply when category is oversubscribed.)*
10. Children of families of other faiths with religious commitment. *(Priorities a - c below will apply when category is oversubscribed.)*
11. Any other children. *(Priorities b - c below will apply when category is oversubscribed.)*

### **Oversubscription Priorities**

The Governing Body will make every effort to accommodate all applications in the order specified above but in exceptional cases oversubscription of spaces may arise. In those circumstances the following order of priorities in order (a) through to (c) will be applied when applications within any of the above categories exceed the places available and it is necessary to decide between applications i.e. a tie break.

- a. The strength of evidence of commitment to the faith as demonstrated by the family's attendance at Saturday Vigil/Sunday Mass or Service will increase the priority of an application within each category. Applicants will be ranked in the order shown on the Supplementary Information Form Section B. Highest priority to those who attend Mass/Service weekly, then at fortnight then at least once a month, then less than once a month. This evidence must be provided by the parents/carers and be endorsed by a priest at the church (es) where the family normally worship.
- b. Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations, in particular those under the Disability Discrimination Act 1995. Priority will be given to children under this criterion whose mental or physical impairment means they have a demonstrable and significant need to attend this school. Equally this priority will apply to children whose parents'/guardians' physical or mental health or social needs mean that they have a demonstrable and significant need to attend a particular school. Such claims will need to be supported with written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the particular school.
- c. Distance from home to school – proximity to the school increases the priority of an application within each category. The distance between the child's permanent address and the school is measured in a straight line using Ordnance Survey address point data. Distances are measured from a central point within the child's home to a similarly defined point within the school as specified by Ordnance Survey. The school uses measurements provided by the Local Authority and further information on how distances are calculated is available in the Admissions Booklets provided by the Local Authority. Evidence of residence may be required.

A pupil's home address is considered to be a residential property that is the **child's only or main residence** and not an address at which your child might sometimes stay or sleep due to your own domestic or special arrangements. The address must be the pupil's home address on the day you completed your application form and which is either, owned by the child's parent, parents, or guardian **OR** leased to or rented by the child's parent, parents or guardian under a lease or written rental agreement. If you live separately from your partner but share responsibility for your child, and the child lives at two different addresses during the week, we will regard the home address as the one at which the child sleeps for the majority of weekdays.

In the event more than one applicant has the same distance from home to school (as measured by the Local Authority) then a random selection will be applied.

## NOTES

<sup>1</sup> **Pupils with a Statement of Special Educational Needs or Education and Health Care Plan (EHC) Plan.** The admission of pupils with a Statement of Special Educational Needs or with an EHC Plan is dealt with by a completely separate procedure. The procedure is integral to the making and maintaining of statements and EHC plans by the pupil's home local authority. Details of this separate procedure are set out in the SEND code of practice. Pupils with a statement or EHC plan naming the school will be admitted without reference to the above criteria.

<sup>2</sup> **"Looked after Children"** are those: (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions ( see the definition in Section 22(1) of the Children Act 1989) at the time of making application to the school.

<sup>3</sup> **Catholic.** includes children of members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with Rome (see appendix 3).

<sup>4</sup> **Siblings.** The presence of a brother or sister attending the school when the child starts. In this context brother or sister means children who live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

### Admissions Procedure

Applications for a place at the school either for EYFS/Reception or 'in-year' must be made using the appropriate application (see information below). The school's supplementary forms (SIF) should also be completed to enable the Governors to rank the application in the event of there being more than one application for a place. The Governors will use the same criteria to rank the application as that listed above. The offer of a place at the school will be made by the school on behalf of the Governors. In the event of the Governors deciding that a place cannot be offered parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal the decision not to offer a place.

### Supplementary Information Forms (SIF) (Appendix 1 and 2)

For children entering EYFS/Reception or Years 1 – 6 the School's Supplementary Information Forms Section A and B should be completed and are available from the school, on line at [www.st-augustines.kent.sch.uk](http://www.st-augustines.kent.sch.uk) and from the Local Authority. The School's Supplementary Form Section A should be returned directly to "Admissions" at the school. The Supplementary Information Form Section B should be passed to your Priest/Minister for completion and returned to school. Both forms should be returned by the last date as stipulated by KCC for the return of the RCAF for the relevant academic year.

Completion of the Supplementary Information Form is not mandatory; however, if one is not received the Governors will not be able to apply their admission oversubscription criteria and the application will be considered under the 'any other children' category.

### EYFS/Reception Admissions

For children applying for places in Early Years Foundation Stage (EYFS/Reception) applications should be made online using the web site of the Local Authority where you live. For admissions in 2018/19 the national closing date for applications is 15<sup>th</sup> January 2018 or by the last date as stipulated by KCC for the return of the RCAF for the relevant academic year ([www.kent.gov.uk/education-and-children/schools/school-places/primary-school-places](http://www.kent.gov.uk/education-and-children/schools/school-places/primary-school-places)).

Applications made after the closing date should be completed on the Local Authority's Reception Common Admission Form (RCAF) and sent directly to "Admissions" at the school. The RCAF is available from the school or the local authority where you and/or your child live. Offers of places will be sent to parents on the common offer date as notified by the Local Authority.

### In-Year (Casual) Admissions.

Applications for a place 'in-year' must be made using the common application form (IYCAF) of the Local Authority (LA) where your child resides. This form must be returned directly to "Admissions" at the school.

If a place is available at the school and the child can start within a reasonable time frame; an offer letter will be sent to the parent within 5 school days. Parents have 10 school days to accept or refuse the place from the date of offer. If the place is accepted the child should start within 10 school days from the date of offer. If the child does not start on the date as agreed, the school has the right to withdraw the offer of the place (see withdrawal of an offer below). This place can then be offered to the next child with the highest priority for it using the oversubscription criteria above.

### **Class Size**

In EYFS/Reception and KS1 class sizes are restricted by law to 30 pupils. However it should be noted that annual admissions are limited to 45 therefore the school will continue to operate well below this maximum number.

In KS2 only, the Headteacher may allow a class to contain up to 32 pupils in exceptional cases of oversubscription or in the event of an 'in-year' application made to the school by a Catholic child or a sibling of a non-Catholic child (already at the school). This decision will be entirely at the discretion of the Headteacher providing that he or she is satisfied that the education and welfare of all children will not be adversely affected by this decision.

### **Admission of children below compulsory school age**

The Governors will provide for the admission of all children in the September following their fourth birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year; parents may also request that their child attends part-time until the child reaches compulsory school age.

Parents who are seeking a place for their child outside of their normal age group, eg, the child has experienced problems such as ill health or the parents of a summer born child preferring not to send their child to school until the September following their fifth birthday, may request that they are admitted out of their normal age group – to EYFS/Reception rather than Year 1.

Governors will make decisions on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group, and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They will also take into account the views of the school's head teacher. When informing a parent of the decision which year group the child should be admitted to, the Governors will set out clearly the reasons for their decision.

Where the Governors agree to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to the age group to which pupils are normally admitted to the school the local authority will process the application as part of the main admissions round, (unless the parental request is made too late for this to be possible) and on the basis of the determined admission arrangements, including the application of oversubscription criteria where applicable. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

### **Appeals**

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with sections 88 and 94 of the School Standards and Framework Act 1998. Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be made to the Admissions Appeal Clerk at the school address. Parents/Carers have the right to make oral representations to the Appeal Panel. The supplementary information sheet can be viewed by parents/guardians if an appeal is lodged.

### **Waiting Lists**

Parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list. The waiting list, which will be maintained until the end of the relevant academic year, will be operated using the same admissions criteria listed above. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal

against the decision not to offer a place. If you put your child's name on the waiting list we would ask you to contact school regularly to check on availability of spaces.

### **Late Applications**

Any late applications will be considered by the Governors' Admissions Committee, in the event of there being any available places using the above criteria. If all places have been filled, parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

### **Admission of Children Under Fair Access Protocols**

The school participates in the local Fair Access Protocol. Parents of children involved in this protocol should be aware of the religious ethos of the school.

### **Withdrawal of Offer**

**After a place has been offered the school reserves the right to withdraw the place in the following circumstances:**

- **When parents/guardians have failed to respond to an offer within a reasonable time, or**
- **When parents/guardians have failed to notify the school of important changes to the application information, or**
- **The admission authority offered the place on the basis of a fraudulent or intentionally misleading application from parents/guardians.**

*This admissions procedure, although primarily relevant to children for whom a place is sought at the normal age of entry to primary education (Early Years - Year R), applies also to applicants in years 1 to 6, subject to availability of places. For these applications the name of the child's present school will be required.*

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## ARCHDIOCESE OF SOUTHWARK

St Augustine's Catholic Primary School  
 Wilman Road, Tunbridge Wells  
 Kent TN4 9AL Tel: 01892 529796

**Early Years Foundation Stage (Reception)  
 Supplementary Information Form Section A**

Name of child \_\_\_\_\_ Date of birth \_\_\_\_\_

Address \_\_\_\_\_  
 \_\_\_\_\_

Contact telephone numbers \_\_\_\_\_

Sibling in school at time of entry \_\_\_\_\_

Full name of parents/legal guardian \_\_\_\_\_

If you are applying for a place for a Looked After Child please submit the relevant Care Order.

Please add here any other information you may feel is relevant to this application in relation to the school's admission policy in respect of exception medical, social or pastoral needs of your child that make only this school suitable for them. Strong and relevant evidence must be provided by an appropriate professional authority (eg qualified medical practitioner, education welfare officer, social worker or priest.) Continue on separate sheet if necessary.

\_\_\_\_\_  
 \_\_\_\_\_

I, the applicant's mother/father/legal guardian, ask that he/she may be registered as a pupil at St Augustine's School. I would like my child to enter in \_\_\_\_\_ term 20\_\_.

Signed \_\_\_\_\_ Date \_\_\_\_\_

You must enclose with this application:

1. Baptism Certificate or appropriate verification of membership and practice by a minister.
2. Stamped addressed envelope for the return of the certificate.
3. Medical evidence if applicable.

N.B. The Supplementary Information Form Section B should be completed by a Priest/Minister for all applicants. If you have not already received a form, please contact the school.

Send the completed Supplementary Information forms A and B to 'Admissions' at the above address by the last date as stipulated by KCC for the return of the Reception Common Application Form (RCAF) for the relevant academic year.

An RCAF also has to be completed for the Local Authority where you and/or your child live and returned to them; these can be obtained from schools or completed on line at [www.kent.gov.uk/ola](http://www.kent.gov.uk/ola) if you live in Kent. RCAF completed on ..... date.

Please note that once an offer has been made parents will be required to produce a birth certificate and proof of residence for the school records – failure to do so may result in your offer being withdrawn.

\_\_\_\_\_

For office use only. Baptism Cert seen \_\_\_\_\_ Baptism Cert returned \_\_\_\_\_

**Supplementary Information Form Section B**

**Part One - To be completed in BLOCK LETTERS by the parents/guardians**

Child's name in full \_\_\_\_\_ Date of birth \_\_\_\_\_

Address \_\_\_\_\_

Religion/Denomination \_\_\_\_\_

Date and place of Baptism (if applicable) \_\_\_\_\_

Please circle the most accurate words:

My family attends Mass / Service weekly / fortnightly / at least once a month / less than once a month

I declare that the information given is accurate and truthful.

Signed \_\_\_\_\_ parents/guardians

**Part Two – To be completed by the Catholic Priest (Please circle the most accurate statement)**

I confirm that the family attends Mass:

Weekly / fortnightly / at least once a month / less than once a month

Signature of Priest \_\_\_\_\_ Date \_\_\_\_\_

Church \_\_\_\_\_

**Part Three – To be completed by the Priest/Minister of other denominations or faiths**

Please circle the most accurate statement:

I confirm that the family attends Service:

Weekly / fortnightly / at least once a month / less than once a month

Signature of Priest/Minister \_\_\_\_\_ Date \_\_\_\_\_

Name and address of Parish or faith community \_\_\_\_\_

Please return to: "Admissions", St Augustine's Catholic Primary School, Wilman Road, Tunbridge Wells, Kent TN4 9AL and returned by the last date as stipulated by KCC for the return of the RCAF for the relevant academic year.

### **Churches in Union with Rome**

Personal Ordinariate. Baptised children of parents who are member of the Ordinariate established under The Apostolic Constitution *Anglicanorum Coetibus* of 4<sup>th</sup> November 2009 are to be given equal preference to that offered to children baptised in a Catholic church. It is important to note that these children may have been baptised in the Church of England.

### **Oriental Rite (or Eastern Catholic) Churches in union with Rome**

#### **The Holy See's *Annuario Pontificio* gives the following list of Eastern Catholic Churches**

1. Alexandrian liturgical tradition:
  - a. Coptic Catholic Church (patriarchate):
  - b. Eritrean Catholic Church (metropolia):
  - c. Ethiopian Catholic Church (metropolia):
2. West Syrian, including Malankara, liturgical tradition (which is part of Antiochene Rite):
  - a. Maronite Church (patriarchate):
  - b. Syriac Catholic Church (patriarchate):
  - c. Syro-Malankara Catholic Church (major archepiscopate):
3. Armenian liturgical tradition:
  - a. Armenian Catholic Church (patriarchate):
4. Chaldean or East Syrian liturgical tradition:
  - a. Chaldean Catholic Church (patriarchate):
  - b. Syro-Malabar Catholic Church (Major Archepiscopate):
5. Constantinopolitan (Byzantine) liturgical tradition:
  - a. Albanian Catholic Church (apostolic administration):
  - b. Belarusian Catholic (no establishment hierarchy at present):
  - c. Bulgarian Greek Catholic Church (apostolic exarchate):
  - d. Byzantine Church of Croatia, Serbia and Montenegro (an eparchy and an apostolic exarchate):
  - e. Greek Byzantine Catholic Church (two apostolic exarchates):
  - f. Hungarian Greek Catholic Church (an eparchy and an apostolic exarchate):
  - g. Italo-Albanian Catholic Church (two eparchies and a territorial abbacy):
  - h. Macedonian Catholic Church (an apostolic exarchate):
  - i. Melkite Greek catholic Church (patriarchate):
  - j. Romanian Church United with Rome (major archiepiscope):
  - k. Russian Catholic Church (two apostolic exarchates, at present with no published hierarchs):
  - l. Ruthenian Catholic Church (a *sui juris* metropolia, an eparchy & an apostolic exarchate):
  - m. Slovak Catholic Church (metropolia and an eparchy):
  - n. Ukrainian Catholic Church (major archiepiscope):

There are an equivalent number of Eastern Orthodox Churches with similar names that are not in union with the See of Rome. The general rule is Eastern Rite Churches in union with the See of Rome will have the word Catholic in their titles. Churches with the word Orthodox in their titles are not in union with the See of Rome and children from these Churches should be considered after Catholic children. Please refer any queries to the Commission.