



English Martyrs' Catholic Primary School

Admissions Policy

Our English Martyrs' School community aims to follow the example of Christ in welcoming, recognising, fostering and developing each individual as a unique and special gift of GOD with value and dignity

Date Reviewed: September 2016
Review Date: September 2017

Signed:
For and on behalf of the Governing Body



English Martyrs' Catholic Primary School

Admission Policy

English Martyrs' 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.

We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.

The governing body has sole responsibility for admissions to this school and intends to admit 60 pupils to the reception class in the school year, which begins in September 2017/18

Admission Criteria (These criteria will be acquired sequentially).

1. Looked after children in the care of Catholic families and previously looked after children.. (please see 'notes' on last page).
2. Baptised Catholic Children from practising Catholic families who are resident in the parishes of English Martyrs' and St Wilfrid's who practice at either church or at a chaplaincy for their home language or at a church recognised as being in union with the Catholic Church. Applications will be ranked in the order shown on the Supplementary Form. Firstly those who attend Mass weekly, secondly those who attend most weeks, thirdly monthly, fourthly several times a year, fifthly never.
3. Other baptised Catholic children who are resident in and practise in other parishes.
4. Other looked after children not of the catholic faith but of any or no faith.
5. Members of Eastern Christian Churches (Orthodox)
6. Children who are members of other Christian Churches.
7. Any other applicants.

The attendance of a brother or sister, half-siblings, step, foster and adopted siblings at the school at the time of enrolment will increase the priority of an application within each category.

The governing body may increase the priority of an application within a category where evidence is provided at the time of application of an exceptional social, medical, pastoral or other need of the child which can be most appropriately be met at this school. The professional evidence should indicate the particular reason why the school is most appropriate to meet the needs, and the difficulties that would cause were the child at a different school.

Admission of children below compulsory school age

The governors will provide for the admission of all children in 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.

In-year (casual) admissions

Applications for a place at the school in-year must be made using the common application form of the local authority (LA) where the child resides. This form must be returned to the LA. The school's supplementary form 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 LA 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 against the decision not to offer a place.

Nursery class entry requirements – Admissions to the nursery class are based on the same criteria as an admission to the main school

Over-subscription

Where the offer of places to all the applicants in any of the 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.

The LA determines the distance using the computerised Geographical Information System (GIS). This system measures the distance from each applicant's home to the designated main entrance of the school by the shortest straight line route in metres. A centroid (centre point), supplied by Ordnance Survey (OS), determines the start point of the home address. If a child lives in a block of flats where a communal entrance is used, the centroid for the block and not the individual flat is used for calculation purposes. When dealing with multiple applications from a block of flats to the school, lower door numbers will take priority.

Home address:

Where parents share responsibility for a child, the address at which the child spends the majority of schools nights (Sunday – Thursday) will be considered the 'home' address.

Application Procedures and Timetable

The supplementary form and documentation should be submitted to the school. Completion of a Supplementary Form is not mandatory; however, if one is not received the Governors will not be able to apply their admission criteria and the application will be considered under the 'any other applicants' category (criterion 7 of the admissions criteria).

The following documentation is required.

- Baptismal certificate.
- Catholicity form signed by a priest of the parish where the family practice.
- Supplementary form.
- Birth certificate (only after a place has been offered) (short birth certificate is sufficient)
- Proof of address (e.g. utility bill, council tax bill, tenancy agreement)

Parents will be advised of the outcome of their applications by post. Unsuccessful applicants may request the reason why their application was unsuccessful and advised of their right of appeal to an independent appeal panel.

Common Application Form (CAF)

Reception and Secondary School children

All parents/carers must complete online a Common Application Form (CAF) www.southwark.gov.uk/schooladmissions by Thursday 15th January as all applications are handled through the Southwark primary co-ordinated admissions process.

Waiting Lists

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained by Southwark in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list. Children who are the subject of a direction by the LA to admit or who are allocated to a school in accordance with a Fair Access Protocol must take precedence over those on a waiting.

The list will be handed over to the school after 31st August. Names are normally removed from the list after (six months).

Pupils with an Education and Health Care Plan (EHCP)

The admission of pupils with a statement of Special Educational Needs or with an EHCP are dealt with by a completely separate procedure. This procedure is integral to the making and maintaining statements by the pupil's home Local Education Authority. Details of this separate procedure are set out in the Special Educational Needs Code of Practice.

Notes

'looked after child' has the same meaning as in section 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).

'Catholic' means a member of a Church in 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.

'practising Catholic' means Catholic children from practising Catholic families who habitually worship at Mass on a regular basis and where the application is supported by a Catholic priest. The governing body will expect this practice to be verified by a reference from a priest in the standard format laid down by the diocese.

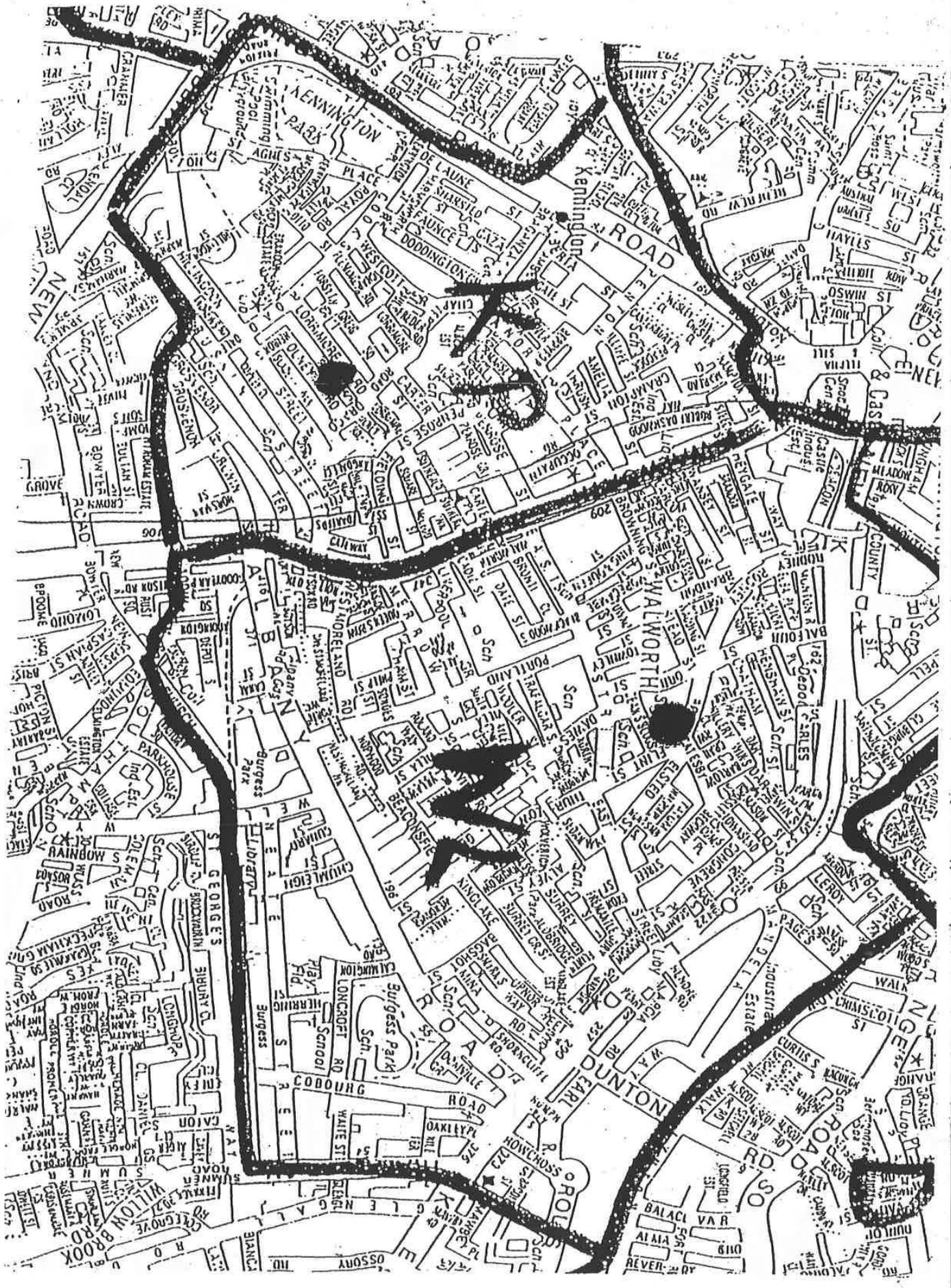
'catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

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

To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will normally require written evidence from an appropriate professional, such as a social worker, doctor or priest.

For the purposes of this policy, parish boundaries are as shown on the attached map. Distances will be measured from the main entrance of the school (in a straight line on a large scale map) by measurements obtained from the LEA

(Map attached)





English Martyrs' Catholic Primary School

Supplementary Form Statement of Catholicity

CHILD'S DETAILS

Surname.....DOB.....

Forenames:
.....Male/Female.....

Ethnic Background.....Languages spoken at home.....

PARENTAL DETAILS

Mother's Name.....

Father's Name.....

Address.....
.....

.....Tele No.....

Date & place of child's baptism.....

Parish/village.....

Present church attended.....

How regularly:
Weekly Most weeks Monthly Several times a year Never

Governors will take into account frequency of mass attendance when determining catholic commitment and practice. If you consider there are valid reasons for Mass attendance to be considered equivalent to weekly, because of illness or other reasons, please state below.

.....
.....

Which priest are you personally known to?.....

.....

Parish priest signature and recommendation.....

Comments.....

Ministers of other faiths please tick box below.

Child is a member of the and attends church w y, most wee

Mor several times a

Signature.....Date.....

Attached to this form is:	Parents √	Office √
Catholicity Form	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Short Birth Certificate (only after a place has been offered)	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Baptismal Certificate	<input type="checkbox"/>	<input type="checkbox"/>
Proof of address	<input type="checkbox"/>	<input type="checkbox"/>

I have received a copy of the Governors' Admissions Policy and understand that completion of this form is not a promise of a place at the school.

Parent's signature..... Please print name.....

Date.....Date Received.....