



English Martyrs' Catholic Primary School

Flint Street, Walworth, London SE17 1QD
Tel: 0207 703 4726 Fax: 0207 277 1743
www.englishmartyrsprimary.co.uk
Head Teacher: Mrs H. Appah

Admission Policy and Procedure 2018/2019 DfE number: 210/3341

English Martyrs' School was founded by the Catholic Church to provide education for children of Catholic families. The school is a voluntary aided school in the trusteeship of the Archdiocese of Southwark, 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 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 2018/19.

PUPILS WITH A STATEMENT OF EDUCATIONAL NEEDS (SEND) OR AN EDUCATION HEALTH CARE PLAN (EHC)

The admission of pupils with a statement of SEND or EHC 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. Pupils with a SEND statement or a EHC naming the school, will be admitted without reference to our Admissions criteria.

OVERSUBSCRIPTION CRITERIA

(The criteria will be applied sequentially and should be considered in conjunction with the "notes" and "schedules" to the Policy).

Where the number of applications exceeds 60 the Governors will offer places using the following criteria in the order stated below (criteria 1-7).

1. Looked after Catholic or looked after children in the care of Catholic families and previously looked after children who have become subject to a residence or guardianship order or who have been adopted.
2. Baptised Catholic Children from practising Catholic families who are resident in the parishes of English Martyrs' and St Wilfrid's (Schedule 3) 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, including Orthodox churches (Schedule 1). 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.
5. Children of families who are members of other Christian denominations that are part of Churches together in England (schedule 2). Evidence of Baptism (or equivalent provided by a priest or minister of a designated place or worship will be required).
6. Children who are members of other Christian Churches.
7. Any other applicants.

TIE –BREAK

The following order of priorities will be applied when the applications within any of the above categories exceed the places available and it is necessary to decide between applications.

- a. The attendance of a brother or sister, half-siblings, step, foster and adopted siblings living at the same address at the school at the time of enrolment will increase the priority of an application within each category. Evidence of the relationship may be required.
- b. The governing body will 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.
- c. 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 Governing Body determine 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.
- d. In the event of equally ranking candidates for a place, after the above criteria has been applied, a ballot system of random allocation will be used with each tied candidate's name being entered into the ballot and names then selected randomly by an independent external organisation (The Electoral Reform Services) until a rank of all candidate has been established. If the school is oversubscribed by practising Catholics then, no children from categories 5-7 will be included in the ballot.

HOME ADDRESS

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

ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP OR DEFERRED ENTRY

Most children start school in September after their fourth birthday. However, some parents may have reason to request that their child start school at a different time. If this is the case, parents are still required to make an application for their child's normal age group at the normal time but can also submit a request for admission out of the normal age group at the same time. We would direct parents/carers to look at Southwark website www.southwark.gov.uk/shcooladmissions for further information.

Parents who are seeking a place for their child outside of their normal age group, e.g. 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 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 consider 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 parents' 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.

IN-YEAR (CASUAL) ADMISSIONS

Applications for a place at the school in-year must be made using the Common Application Form (CAF) 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 admissions criteria above to rank the application. 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.

APPLICATION PROCEDURES AND TIMETABLE

The supplementary form and documentation should be submitted to the school by the closing date published by the School on its website by those applicants applying for a faith place. Completion of a Supplementary Form is required to be completed by all parents/carers 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 (criteria 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.

COMPLETING THE COMMON APPLICATION FORM (CAF)

Reception

All parents/carers/Legal Guardians **MUST** complete online a Common Application Form (CAF) www.southwark.gov.uk/schooladmissions by **15th January** as all applications are handled through the Southwark primary co-ordinated admissions process. In addition to the CAF Form, the supplementary form, for all faith applications (see oversubscription criteria) should be completed and sent to the school.

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 until 31st August 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 list. Admitting pupils under the Protocol may require the school to admit above the planned admission number for the relevant year group.

The list will be handed over to the school after **31st August**. Names are normally removed from the list by 31 December.

LATE APPLICATIONS

All late applications will not be considered for a place until after the initial offer of places on offer day. Late applications must be made using Southwark's paper primary application form.

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.

This admissions procedure, although primarily relevant to children for whom a place is sought at the normal age of entry to primary education (year R), will also apply to succeeding years, and be subject to the availability of places.

APPEALS

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with section 85(3) 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/Legal Guardian have the right to make oral representations to the Appeal Panel. An appeal form should be completed when appealing, a copy of this form can be found on our website.

Infant classes are restricted by the legislation to 30 children. Parents should be aware that an appeal against refusal of a place in an infant class may only succeed if it can be demonstrated that:

- a. The admission of additional children would not breach the infant class size limit; or
- b. The admission arrangements did not comply with admissions law or had not been correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or
- c. The panel decides that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

ADMISSION CRITERIA – NOTES

A *'looked after child'* is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

- This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and children's Act 2002 (see section 46 adoption orders).
- Child arrangements are defined in section 8 of the Children Act 1989, as amended by section 12 of the children and Families Act 2014. Child arrangements orders replace residence orders and any residence orders in force prior to 22 April 2014 is deemed to be a child arrangements order,
- Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- Any references to previously looked after children in the School Admissions code 2014 means such children who were adopted (or subject to child arrangement orders or special guardianship orders) immediately having been looked after.

'Catholic' means a member of the Roman Catholic Church of the Ordinate and the Latin and Oriental Rite Churches that are in union with the Bishop 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. A full list is attached at Schedule 1.

'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 priest in the standard format laid down by the diocese. Governors will take into account frequency of mass attendance when determining catholic commitment and practice. Applications evidencing most frequent attendance will be prioritised above those showing less regular attendance at mass.

'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.

Members of denominations falling within Churches Together in England (Schedule 2), 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

“Parishes of English Martyrs’ and St Wilfrid’s” are shown on the map at Schedule 3.

SCHEDULE 1

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

Alexandrian

Coptic Catholic Church

Ethiopian Catholic Church (‘Gheez rite’) (Includes Eritrean Catholic Church)

Antiochean (West Syrian)

Syrian Catholic Church

(Syro-) Maronite Catholic Church

Syro-Malankar Catholic Church

Armenian

Armenian Catholic Church

Chaldean (East Syrian)

Chaldean Catholic Church

Syro-Malabar Catholic Church

Constantinopolitan (Byzantine)

Albanian (Byzantine) Catholic Church

Belarussian Catholic Church
Bulgarian (Byzantine Catholic Church
Georgian Catholic Church
Greek (Hellenic) Catholic Church
Greek-Malakitite Catholic Church
Hungarian (Byzantine) Catholic Church
Italo-Albanian (Byzantine) Catholic Church
Church of the Byzantines of the Diocese of Krizevci (Krizevci Catholic Church)
Macedonian Catholic Church
Romanian (Greek) Catholic Church
Russian Catholic Church
Ruthenian (Byzantine) Catholic Church
Slovak (Greek) Catholic Church
Ukrainian (Greek) Catholic Church

SCHEDULE 2

Members of Churches Together in England

Members of Churches Together in England
Antiochan Orthodox Church
Baptist Union of Great Britain
Cherubim and Seraphim Council of Churches
Church of England
Church of God of Prophecy
Church of Scotland (in England)
Congregational Federation
Coptic Orthodox Church
Council of African and Caribbean churches UK
Council of Oriental Orthodox Christians Churches
Ichthus Christian Fellowship
Independent Methodist Church
International Ministerial council of Great Britain
Joint Council for Aglo-Caribbean Churches
Lutheran Council of Great Britain
Mar Thoma Church
Methodist Church
Moravian Church
New Testament Assembly
New Testament church of God
Oecumenical Patriarchate
Redeemed Christian Church of God
Religious Society of Friends
Roman Catholic Church
Russian Orthodox Church (Moscow Patriarchate and Oecumenical Patriarchate)
Salvation Army
Seventh Day Adventist Church (NOT a full member – only an observer)
Transatlantic Pacific Alliance of Churches
United Reformed Church
Wesleyan Holiness Church

SCHEDULE 3

Map Parishes of English Martyrs' and St Wilfrid's



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PLEASE PRINT CLEARLY

Supplementary Form (see oversubscription criteria) To BE COMPLETED FOR FAITH PLACES ONLY

CHILD'S DETAILS

Surname..... Forenames:.....

Known As: DOB..... Male/Female.....

Ethnic Background.....

Sibling(s) name /year group attending English Martyrs' School.....

Please indicate here if the child is "looked after", adopted or subject to a Residence/Child Arrangements Order – Please attach supporting documents with this form

PARENTAL DETAILS- This can be completed by one parent

Full Names of

Mother/Carer/Legal Guardian

Name 1.....

Address..... Full Post Code.....

Telephone number.....Mobile Number

Email address.....

Father/Carer/Legal Guardian

Name 2.....

Address..... Full Post Code.....

Telephone numberMobile Number.....

Email address.....

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

Parish in which you live.....

Church attended/ Religion of child and parent, both if they differ

Child.....Parent.....

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. Applications evidencing most frequent attendance will be prioritised above those showing less regular attendance at mass. 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.

.....
 Parish Members Verification: **I verify that this family is known to me and the information regarding mass attendance is correct.**

Priest's NameParish.....

Parish Priest's signature:.....

Church Stamp:

Ministers of other faiths please tick box below.

Child is a member of the faith and attends church weekly, most weeks,

Monthly, several times a year

Minister's Signature.....Date.....

Is there any other information which the school should be aware of and which may support your child's application (medical history/special educational needs or education health care plan/special circumstances (Admissions Criteria)) Please attach an additional sheet to this application if so required.

Please return this form (statement of Catholicity) to the school office **TOGETHER WITH ALL DOCUMENTS LISTED BELOW** for photocopying

Attached to this form is:	Parents √	Office √
Long Birth Certificate (only required after a place has been offered)	<input type="checkbox"/>	<input type="checkbox"/>
Baptismal Certificate/Certificate of Reception into Full communion with the Catholic Church or other evidence of baptism	<input type="checkbox"/>	<input type="checkbox"/>
Proof of address (i.e. recent council tax bill With at least on parent's name shown or a utility bill less than 3 months old)	<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.

I/we have read and understood the attached Admissions Policy for the school. A place in the reception class is not guaranteed until a written offer has been received from the local authority (on behalf of the Governors). For all other year groups the offer letter will be signed by the head teacher.

Parent/Carer/Legal Guardian's signature.....

Please print name.....

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

