The Good Shepherd Primary School is a Catholic school founded by the Church to provide education for Catholic children. Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the criteria listed below.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At 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. Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the criteria listed below.

The Published Admissions Number (PAN) for the reception class at The Good Shepherd 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 2016. Applications are welcome from families whose child reaches his/her 5th birthday between 1st September 2016 and 31st August 2017.

Parents will be asked to submit proof of the child’s birth, certificate of Baptism (if applicable) and proof of address, together with their application form and priest’s reference (if applicable), which must be signed by their parish priest, or a priest who knows them.

OVERSUBSCRIPTION CRITERIA

Where there are more applications for places than the total of 30 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 from practising Catholic families where this practice is verified by a reference from the parish priest, or a priest who knows them, in the standard form supplied by the Diocese.
4. Other ‘looked after’ children and other children who have been adopted or made subject to child arrangements orders or special guardianship orders, immediately after having been looked after.
5. Children from families practising other Christian faiths in the following order:
   a. the eastern Christian churches (including the Orthodox churches)
   b. the Church of England
   c. other Christian denominations
6. Any other applicants.

SIBLINGS

The attendance of a brother or sister at the school at the time of admission will give top priority of an application within each category, immediately after exceptional needs. In the context of these admission criteria, “sister or brother” means brothers and sisters, step brothers and sisters, half brothers and sisters or adopted brothers and sisters. A sibling relationship does not apply when the older child(ren) will leave before the younger one starts.
EXCEPTIONAL NEED
The Governing Body will give top priority to an application within a category where compelling written evidence is provided by a third party professional (such as a doctor, social worker or priest) at the time of application of a special educational or other need of the child which can only be met at this school.

TIE BREAK
Where the offer of places to all the applicants in any of the categories listed above would lead to oversubscription, places up to the Published Admission Number of 30 will be offered to those whose home is nearest the school. This will be measured using a straight line (as the crow flies) measurement from the child’s home ‘address point’ determined by Ordnance Survey data to the school main entrance gate on Gayford Road as determined by Hammersmith and Fulham Local Authority using its computerised measurement system. “Home” means the address at which the child resides for more than 50% of the year.

The following distances tell you how far from school our furthest admission lived in the specified year of entry:

<table>
<thead>
<tr>
<th>Year</th>
<th>Distance</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013/14</td>
<td>0.4499</td>
</tr>
<tr>
<td>2014/15</td>
<td>0.2614</td>
</tr>
<tr>
<td>2015/16</td>
<td>0.2957</td>
</tr>
</tbody>
</table>

TWINS OR MULTIPLE BIRTHS
Where the final place is offered to a child who has a twin/triplets etc. applying for a place in the same school year, these siblings will also be admitted.

PREVIOUS YEARS
The school is usually oversubscribed by Catholic candidates. It is very unlikely that applicants who are not Catholic will obtain a place. Historically, the Governors have allocated places in Reception class up to the admission criteria 2.

FAIR ACCESS PROTOCOLS
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 Diocese and the Governing Body for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the Published Admission Number of 30.

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 Local Authority (LA) will be informed and the child will be admitted. If more applications are received than there are places available then applications will be ranked by the Governing Body in accordance with the oversubscription criteria. If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a continuing interest list. This continuing interest list will be maintained by the Governing Body in the order of the oversubscription criteria and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the Governing Body will rank the applications so that an offer can be made.

RECEPTION YEAR DEFERRED ENTRY
Applications are invited for September 2016 from families whose child attains 4 years of age between 01/09/15 and 31/08/16. Applicants may defer entry to school up until statutory school age, i.e. the first day of term following the child’s 5th birthday. Application is made in the usual way and then the deferment is requested. The place will then be held until the first day of the spring or summer term. Applicants may also request that their child attend part-time until statutory school age is reached. Parents wishing to defer entry for summer born children should note that entry can only be deferred up until 1st April 2017.
APPLICATION PROCEDURE AND TIMETABLE
The closing date for applications is 15th January 2016. Applications must be submitted by the end of the school day (3.15 pm) to The Admin Officer, The Good Shepherd Catholic Primary School, Gayford Road, London W12 9BY. Applications will be accepted by hand delivery, courier or post and applicants will receive an acknowledgement of receipt of application from the school. Parents will be advised of the outcome of their applications by their Local Authority on 18th April 2016 on the eAdmissions website using their username and password if they have submitted their application online. Applicants will be informed by letter on 18th April 2016.

APPLICATION FORMS
All applications for admission to the Reception class should be made using the two forms listed below or the application will not be complete:

1. The School’s Supplementary Information Form (SIF) and the Diocese of Westminster Priest’s Reference Form for those applying under Criterion 2
2. The Common Application Form of the home Local Authority (CAF)

The information on the SIF enables the Governing Body to assess your application fully against the school’s criteria in the event of oversubscription. The Governing Body request that proof of address be in the form of a utility bill and not any older than three months. Original copies of the priest reference will only be accepted with a parish stamp or seal.

If you do not complete the SIF and CAF described above and return them by the closing date, the Governing Body may be unable to consider your application fully and it is very unlikely that your child will get a place at the school.

The School’s Supplementary Information Form and the Common Application Form for Hammersmith & Fulham Local Authority (LA) will be available at the school office from mid November 2015. The Common Application Form and the School’s Supplementary Information Form are also obtainable from the LA and from the LA’s website. The diocesan Priest’s Reference Form and guidelines are also available from the diocesan website at www.rcdow.org.uk/education. You can collect the forms from the school or contact the school and ask them to be sent to you.

The School’s Supplementary Information Form should be returned to the school by the end of the school day (3.15 pm) on 15th January 2016. The Common Application Form (CAF) should be returned to the Local Authority which you reside by 15th January 2016.

Applications arriving after the 15th January 2016 will be dealt with after all initial offers have been made.

Parents will be advised of the outcome of their applications by their LA on 18th April 2016. Unsuccessful applicants will be advised of their right of appeal to an independent appeal panel.

APPEALS PROCEDURE
Parents of children whose applications are unsuccessful for a place at The Good Shepherd Catholic Primary School may ask for reasons for the refusal of a place. These reasons will be related to the oversubscription criteria listed in the Policy and parents have the right of appeal to an independent panel. Parents who wish to appeal should contact the school for more information.

CONTINUAL INTEREST LIST
In addition to their right of appeal, unsuccessful applicants will be offered the opportunity to be placed on a continual interest list. This continual interest 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. The list will be maintained only until the end of the academic year to which the application applies.

PUPILS WITH A STATEMENT OF SPECIAL EDUCATIONAL NEEDS/EDUCATION, HEALTH AND CARE PLAN (EHC)
The admission of pupils with a Statement of Special Educational Needs or 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 a Statement of SEN or EHC plan you
must contact your Local Authority SEN officer. Children with this school named in their Statement of SEN or EHC Plan will be admitted.

**CHILDREN EDUCATED OUTSIDE THEIR CHRONOLOGICAL AGE GROUP**

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 Chair of Governors during the autumn term in the (academic) year of application, giving reasons and compelling professional evidence.

**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.

**CHANGE OF DETAILS**

If any of the details on the forms you have completed change 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 you move after the 12th February 2016 your address will not be updated as the process for allocating places will have already started. We are able to send correspondence to your new address but your application will be processed using the address you submitted at the close of applications. If misleading information is given or allowed to remain on your forms, the Governing Body reserves the right to withdraw the place, even if your child has already started at the school.

**DEFINITIONS**

“**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 carers).

“**Parent**” means the person or persons who have legal responsibility for the child.

“**Catholic**” means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purpose of this policy this includes a looked-after child who is part of a Catholic family where a priest’s reference 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).

“**Practising Catholic**” means a Catholic child from a practising Catholic family where this practice is verified by a reference from their parish priest, or a priest who knows them, in the standard format supplied by the Diocese.

“**Christian**” means a member of a Church which belongs to ‘Churches Together in Britain and Ireland’.

“**Family**” normally includes the Catholic or Catholics who have legal responsibility for the child (or, where the family is one practising another faith, the adult(s) who practise that faith who have legal responsibility for the child).

‘**Adopted**’. An adopted child is a child who is adopted under the terms of the Adoption and Children Act 2002 s.46 (adoption orders).

‘**Child Arrangements Order**’ A residence order is an order under the terms of the Children Act 1989 s.8 which defines it as an order settling the arrangements to be made as to the person with whom the child is to live.

‘**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**’ means brother or sister, to include adopted brothers and sisters, half brothers and sisters or step brothers and sisters. A sibling relationship does not apply when the older child(ren) will leave before the younger one starts.
‘Eastern Christian Church’ includes Orthodox Churches, and is normally evidenced by a Certificate of Baptism or Reception from the authorities of that Church.

‘Resident’ – A child is deemed to be resident at a particular address when he/she resides there for more than 50% of the school week.