LARMENIER & SACRED HEART CATHOLIC PRIMARY SCHOOL, HAMMERSMITH

ADMISSIONS POLICY AND CRITERIA - SCHOOL ADMISSIONS 2016-2017

Larmenier & Sacred Heart Catholic Primary School is a Voluntary Aided School, in the trusteeship of Westminster Diocese for the education of baptised Catholic children. Responsibility for the admission of pupils rests with the Governing Body. 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 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 Admissions Number (PAN) for the school is sixty. Applications are invited for September 2016 from parents/carers whose child attains 4 years of age between 01/09/2015 and 31/08/2016. Where there are more applications than places, places will be offered to children in the order set out below:

Oversubscription Criteria’

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. Children baptised* within 12 months of birth from practising Catholic** families who are resident in the parish of Brook Green. (Parish map included in Admissions pack)
3. Children baptised* within 12 months of birth from practising Catholic** families who are resident in other parishes
4. Children baptised after 12 months from the date of birth from practising Catholic** families
5. Other baptised Catholics
6. 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.
7. Catechumens and members of the Eastern Christian Church whose application is supported by a minister of religion.
8. Christians of other denominations whose parents wish them to have a Catholic education and whose application is supported by a minister of religion.
9. Children of other faiths whose parents wish them to have a Catholic education and whose application is supported by a religious leader.
10. Any other applicant.

The Governing Body will give top priority within each category (1-10) in the following numerical order:

1. Children who will have a sibling in the school in September 2016. For the purposes of this policy the word sibling is defined as brothers & sisters, step brothers & sisters, half brothers & sisters, adoptive brothers & sisters.
2. The proximity of the child’s home to the school.
   Where the school becomes oversubscribed within any of the above categories priority will be given to those living nearest to the school. Distance will be measured using the using the shortest ‘straight line’ distance, from the ‘seed point’ (a central point) of the child’s home address (including flats) to the main entrance of the school at 41a Brook Green, Hammersmith, London W6 7BL, using the local authority’s computerised measuring system. For applicants from the same block of flats, or who live the same distance from the school, random selection by the drawing of lots in the presence of an independent witness will be used as the final tie-breaker. In circumstances where a carer or relative has legal guardianship, and is the main carer, a different address will be considered as the main residence. Evidence will be requested to support this arrangement.

* Baptised means Catholic families who have had their child baptised in accordance with current code of Canon Law 867 appended to this document. All applications must be supported by an original Baptismal Certificate, so that it can be checked and photocopied by the school.

** ‘Practising Catholic’ a Catholic child from a practising Catholic family where this practice is verified by a reference from a Catholic priest in the standard format laid down by the Diocese
Applications from twins, triplets or other children from multiple births will be treated with equal priority. 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.

The School was very heavily oversubscribed with??? applications for admission to the school in September
2015. Over the past 3 years no children have been admitted beyond criterion 3 and over the past 10 years 2 appeals have been successful.

APPLICATION PROCEDURE

Common Application Form (CAF) A Common Application Form, (CAF) which may be obtained from and must be returned to the Local Authority in which the candidate is resident, in accordance with the requirements of the Local Authority’s scheme for coordinated admission arrangements. On the form parents can name up to 6 primary schools. Parents need to rank the schools in order of preference. Applicants from residents in Hammersmith & Fulham should complete the CAF on-line where possible at www.lbhf.gov.uk/eadmissions or contact the Tri-borough Admissions Team at Kensington Town Hall, Hornton St W8 7NX or on 020 7745 6434 for a paper form.

Supplementary Information Form (SIF)
The Governors invite you to complete a Supplementary Information Form which is available from the school, the Local Authority and the local authority website. Please complete both the CAF and the SIF by the closing date. It is important to provide a completed SIF with all supporting documentation to the Governors by the closing date to enable them to consider your application fully. Applicants who do not complete a SIF will be ranked at criterion 10 and are unlikely to obtain a place at the school.

TIMETABLE FOR PRIMARY SCHOOL ADMISSION TO RECEPTION CLASSES 2016

- 1 September 2015-Applications open
- 15th Jan 2016 Closing date for application forms to be returned to the Education Department and the School
- 18th April 2016 – Decision letters are sent to parents by first class post; those parents who applied on line can get their decisions from 5pm by logging onto the on-line admissions site.
- 3rd May 2016– Final date for parents to respond to their offer.
- 27th May 2016- Final date for parents to submit an appeal
  Final date for child’s name to be put on a waiting list
- June/July 2016 - Appeals heard by an independent panel.

Unsuccessful applicants will be given reasons related to the over subscription criteria as listed above.

Late Applications
Any application received by the school after the closing date, 15th Jan 2016 will be considered late and will be processed after the offer date 18th April 2016. Should an application be received late for an exceptional reason, (e.g. death in the immediate family or recent arrival in the country) it will be considered. The reason(s) for late applications should be supported by documented evidence.

Appeals Procedure
Parents whose applications for places are unsuccessful have the right to appeal the decision. This must be expressed in accordance with the Governors’ Admissions Criteria. In the first instance the appeal must be addressed to the Chair of the Governing Body, c/o Larmenier & Sacred Heart Catholic Primary School, within fifteen working days of the mailing date of the decision letter.

Waiting Lists
If you wish your child’s name to be put on a waiting list please write to the Admissions Officer within fifteen working days of the mailing date of the decision letter. This waiting list will be maintained in order of the oversubscription criteria set out above for the academic year 2016-2017. Placing your child’s name on the waiting list does not affect a parent’s right to appeal.
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. Where this school is named in a Statement of SEN or EHC Plan the child will be admitted.

In-Year Admissions
Applications for In-Year admissions are made in the same way as those made during the normal admissions round. If a place is available and there is no waiting list then 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, [with the following modifications: Catholic children without an offer of a school place elsewhere are given priority immediately after 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; similarly, other children without an offer of a school place are given priority immediately after 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]. 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 waiting list. This waiting list will be maintained by the governing body in the order of the oversubscription criteria [as modified above] 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 decide who is at the top of the list and an offer will be made.

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.

Deferred Entry
Applicants may defer entry to school up until statutory school age i.e. the first day of term following the child’s fifth 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. Entry may not be deferred beyond statutory school age or beyond the year of application. Parents of children with birthdays in the summer term should be aware that, if they wish to defer, they will need to apply for a Year 1 place for the following September and that if the school is oversubscribed they are very unlikely to obtain a place. Parents wishing to defer entry for summer born children should note that entry can only be deferred up until 1st April 2017.

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.

Notes (these notes form part of the oversubscription criteria)
‘Parent’ – is the person or persons who have legal responsibility for the child

‘Looked after child’ has the same meaning as in section 22 of the Children Act 1989, and means any child in care of a local authority or provided with accommodation by them (e.g. children with foster parents).

‘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. A child ‘looked after’ immediately before the order is made qualify in this category.
‘Adopted’. An adopted child is a child who is adopted under the terms of the Adoption and Children Act 2002 s.46 (adoption orders).

‘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).

‘Residency’- For the purpose of this admissions policy residency is defined as the address at which a child resides for more than 50% of the week.

‘Proof of Address’- to ensure that the admissions policy is applied fairly, we reserve the right to request further documentation if there is a question concerning the validity of the address. If we find that a place was offered on the basis of false information supplied by the parent we reserve the right to withdraw the place, even if the child has started school.

‘Catholic’ means a member of a church in full communion with the See of Rome. This includes 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’ a Catholic child from a practising Catholic family where this practice is verified by a reference from a Catholic priest in the standard format laid down by the Diocese.

‘catechumen’ means a member of the catechumenate of the Catholic Church. This is normally evidenced by a certificate of reception into the order of catechumens.

‘Christian’ is a member of a church which belongs to ‘Churches Together in Britain & Ireland’

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

BAPTISM Canon 867. §1 Parents are obliged to see that their infants are baptised within the first few weeks. As soon as possible after the birth, indeed even before it, they are to approach the parish priest to ask for the sacrament for their child, and to be themselves duly prepared for it. §2 If the infant is in danger of death, it is to be baptised without any delay.

**If your child is in the Nursery Class, this does NOT guarantee admission to the school. It is necessary to complete a SEPARATE application form to be considered for admission to Reception.**

ADMISSIONS CRITERIA 2016-2017
# Larmenier and Sacred Heart Catholic Primary School

## Supplementary Information Form 2016-2017

### Child's Details

<table>
<thead>
<tr>
<th>Child's First Name:</th>
<th>Date of Birth:</th>
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<tr>
<th>Home Address:</th>
<th>Proof of residence will be required</th>
<th>Postcode:</th>
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### Parent/Carer Details

1st Parent/Carer's name:

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<tr>
<th>Address:</th>
<th>Telephone number:</th>
<th>Other Contact Details</th>
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</table>

2nd Parent/Carer's name:

<table>
<thead>
<tr>
<th>Address:</th>
<th>Telephone number:</th>
<th>Other Contact Details</th>
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### Details of Religion

<table>
<thead>
<tr>
<th>Catholic</th>
<th>Other Christian</th>
<th>Other faith</th>
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<tr>
<th>Religion of child: (Please tick)</th>
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<tr>
<th>Religion of 1st Parent: (Please tick)</th>
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<th>Religion of 2nd Parent: (Please tick)</th>
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**Catholic Parish you live you**

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<tr>
<th>Church where child was baptised and date of baptism: (baptismal certificate required-if applicable)</th>
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**Church you currently attend:**

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<th>Name of priest supplying reference religious leader supplying reference (where appropriate):</th>
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</table>
Name of applicant’s brothers or sisters at this school who will still be attending at date of admission and current class:

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<tr>
<th>NAME</th>
<th>CLASS/YEAR GROUP</th>
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Is your child 'looked after' by the Local Authority, adopted or subject to a ‘child arrangements order’ or special guardianship order, having previously been ‘looked after’? (Please circle your response)

YES  NO

Documentation to be submitted together with this Information Form please tick in appropriate □

- Proof of date of birth
- Original Baptismal Certificate (If Applicable)
- Supporting documentation if child has an exceptional Need
- Priest’s/Minister’s Reference
- Proof of Residence
  - You will need to provide 2 Proofs of residence
    - e.g. current year’s council tax bill and utility bill dated within 3 months
    - OR Council rent book for the current year and current utility bill dated within 3 months
    - OR 2 current utility bill dated within 3 months

I have submitted the CAF to my Local Authority □ (please tick)

I confirm that I have read and understood the Admissions Policy and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that should any information I have given prove to be inaccurate that the governors may withdraw any offer of a place even if the child has already started school.

Signed…………………………………………………………. Date………………………………

Please Note

- Where applicable parents can obtain a priest’s reference form from the school or from the Diocese of Westminster website at [www.rcdow.org.uk/Education](http://www.rcdow.org.uk/Education) Follow Guidance & Policy Documents, Admissions: Guidance notes and reference form for priests.
- Applicants from other Christian denominations and other faiths may attach a reference from their minister or religious leader.
- You must complete your local authority’s Common Application Form and return it to the council offices by the closing date. If you do not do this you will not be offered a place.

When fully completed please return all documentation to:

The Secretary for Admissions
Larmenier and Sacred Heart Catholic Primary School
41a, Brook Green., Hammersmith, London W6 7BL
Telephone: 020 8748 9444          FAX: 020 8741 0959

FOR OFFICIAL USE ONLY

Date Application received by the School ……………………………………
SIF2016-2017