St Augustine’s Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. 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.

The Published Admissions Number (PAN) for the Reception Class at St Augustine’s 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 4th birthday between 1st September 2015 and 31st August 2016.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the criteria listed below.

In this Policy applicant refers to the person making an application on behalf of a child; candidate refers to the child on whose behalf the application is being made.

OVERSUBSCRIPTION CRITERIA
Where there are more applications than the number of 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 order or special guardianship orders.
2. Baptised Catholic children, from practising Catholic families, who attend Mass on a weekly basis and who have a sibling at the school at the time of admission.
3. Baptised Catholic children from practising Catholic families who attend Mass on a weekly basis and who are resident in the Parish of St. Augustine’s, Hammersmith.
4. Baptised Catholic children from practising Catholic families who are resident in another parish and who attend Mass on a weekly basis.
5. Other baptised Catholic children.
6. Other looked after children and other children who have been adopted (or subject to child arrangements orders or special guardianship orders), immediately following having been looked after.
7. Catechumens and members of an Eastern Christian Church.
8. Christians of other denominations whose application is supported by their Minister of Religion.
9. Children of other faiths whose application is supported by their Religious Leader.
10. Any other children.

**EXCEPTIONAL NEED**
The Governing Body will give top priority after the appropriate category of looked-after children, to an application where compelling evidence is provided at the time of application, from an appropriate professional such as a doctor, priest or social worker, of an exceptional social, medical, pastoral or other need of the child, which can only be met at this school.

**MULTIPLE APPLICATIONS**
Where the final place is offered to a child who has other siblings applying for a place in the same school year, these siblings will also be admitted.

**APPLICATIONS IN PREVIOUS YEARS**
For the past three years the Governing Body has been unable to offer places to any applicants beyond oversubscription criterion 4. As the school is usually oversubscribed by Catholic candidates, it is very unlikely that applicants who are not Catholic will obtain a place.

**TIE BREAK**
Where the offer of places to all the applicants in any of the sub-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 as measured by the Local Authority (LA).

**FAIR ACCESS**
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 Governing Body and the Diocese for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

**IN-YEAR ADMISSIONS**
Applications for In-Year admissions are made directly to the school. If a place is available and there is no waiting list the child will be admitted. If there is a waiting list, 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 waiting list. This waiting 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 decide who is at the top of the list and make an offer.

**RECEPTION YEAR 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 deferral is requested. The place will then be held until the first day of the spring or summer term as applicable. Applicants may also
request that their child attend part-time until statutory school age is reached. Entry may not be deferred beyond statutory school age or beyond the year of application. Applicants whose children have birthdays in the summer term should be aware that, if they wish to defer until the following September, they will need to apply again and that there may no longer be spaces in Year 1.

SUMMER BORN CHILDREN
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.

ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP
Under para 2.17 of the School Admissions Code 2014 parents may request that their child be educated out of his/her chronological age group. Such requests must be made in writing to the Chair of Governors during the autumn term in the year of application i.e. Sept – Dec 2015 for entry in September 2016. Governors will consider each request on its own merits and permission will only be given in exceptional circumstances. Each case will need to be supported by a professional (e.g. GP, social worker) that gives the reason for admission outside of the chronological age group. When the application is made, it will be ranked with all the other applications and no further exceptions will be given. A statutory right of appeal will be given upon refusal if no place has been offered in any school year.

APPLICATION PROCEDURE
2016 - 2017

In order to make an application, you must complete a Common Application Form (CAF) from your Local Authority and return it to them. You should also complete the School’s Supplementary Information Form (SIF). The information on the SIF enables the Governing Body to assess your application fully against the School’s criteria in the event of oversubscription. Please return the SIF (in person or by post) to St Augustine’s Catholic Primary School, Disbrowe Rd, London, W6 8QE together with all other relevant paperwork required for your application.

If you do not complete both of the forms described above and return them by date TBA, the Governing Body will be unable to consider your application fully and it is very unlikely that your child will be offered a place. Applications received after the closing date will be dealt with after the initial allocation process has been completed.

Applicants applying under criteria 2, 3 or 4 must submit a Priests’ Reference Form (PRF) by the closing date. This form is available from the school or from the Diocesan website at

www.rcdow.org.uk/schools/governors/admissions

The Local Authority will write to you on behalf of the Governing Body with the outcome of your application on or about date TBA. This information will also be available online. Parents/carers should accept the place as soon as possible.
RIGHT OF APPEAL
If you are unsuccessful you may ask us for the reasons for the refusal of a place. These reasons will be related to the oversubscription criteria listed in the Policy and you will have the right of appeal to an independent panel. Should you wish to appeal please contact the School as soon as possible for an appeal form on which you must list your reasons for making an appeal. Appeals must be submitted by date TBA

WAITING LIST
In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This list will be maintained in order of the oversubscription criteria set out in the Policy and not in the order in which applications are received or added to the list. Names are removed from the list after one year, unless applicants request in writing to remain on the list.

PUPILS WITH A STATEMENT OF SPECIAL EDUCATIONAL NEEDS/EDUCATION, HEALTH AND CARE PLAN
The admission of pupils with a statement of Special Educational Needs/Education, Health and Care Plan 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/Education, Health and Care Plan you must contact your local authority SEN officer.

CHANGE OF DETAILS
If any of the details on either of your forms changes 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 misleading information is given or allowed to remain on either of your forms, the Governing Body reserves the right to withdraw the place, even if the child has already started at the School.

NOTES (these notes form part of the oversubscription criteria)
‘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 at the time of making an application to the school).

‘Adopted’. An adopted child is any child who has been formally adopted and whose parent/guardian can give proof of adoption.

‘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 who were ‘looked after’ immediately before the child arrangements order is made qualify for this category.

‘Special Guardianship Order’. A special guardianship order is an order under the terms of the Children Act 1989 S.14A appointing one or more individuals to be a child’s special guardian(s). Children who were ‘looked
after’ immediately before the special guardianship order was made qualify for this category.

‘Parent’ means the adult or adults with legal responsibility for the child.

‘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.

‘Catholic’ means a member of a Church in full 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 a Catholic child from a practising Catholic family, who attend Mass on a weekly basis, where this practice is verified by a reference from a Catholic priest in the standard format laid down by the Diocese. ‘Family’ includes the Catholic or Catholics who have legal responsibility for the child.

Whether the child and their Catholic parent or parents are practising members of the Catholic Church as described above is determined by reference to the current Codes of Canon Law. Please see notes on Catholic practice below

‘Catechumen’ means a child who is 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.

‘Christian’ for the purposes of this policy, means a member of one of the Churches affiliated to ‘Churches Together in Britain and Ireland’.

‘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.

Parish Boundaries – for the purposes of this Policy, parish boundaries are shown on the attached map.

‘Distance from school’ means distance as measured by a straight line, from the front door of the child’s residential address (including flats) to a point at the school. If distances are identical, the Governing Body will draw lots in the presence of an independent witness, in the event that two or more such applicants are applying for the one remaining place.

NOTES ON CATHOLIC PRACTICE

Extracts from the Code of Canon Law, promulgated by Pope John Paul II on 25th January 1983.
**MASS ATTENDANCE**

**Canon 1246.** Sunday, on which by apostolic tradition the paschal mystery is celebrated, is to be observed in the universal Church as the primary day of obligation. The following feast days are also to be observed as holydays of obligation: the Nativity of Our Lord Jesus Christ, the Assumption, the Apostles Peter and Paul and All Saints. The feast of Epiphany, Ascension and Corpus Christi are celebrated on the nearest Sunday.

**Canon 1247.** On Sundays and other holydays of obligation, the faithful are obliged to participate in the Mass. They are also to abstain from such work or business that would inhibit the worship to be given to God, the joy proper to the Lord’s Day, or the due relaxation of mind and body.
Diocese of Westminster Catholic Primary Schools
Supplementary Information Form 2016 – 2017

St Augustine’s Catholic Primary School
Disbrowe Road, Hammersmith, London, W6 8QE

Child’s Details

<table>
<thead>
<tr>
<th>Child’s surname:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Child’s Christian or other first name:</td>
<td>Date of Birth:</td>
</tr>
<tr>
<td>Home Address:</td>
<td></td>
</tr>
</tbody>
</table>

Proof of residence will be required

Postcode:

Parent/Carer Details

<table>
<thead>
<tr>
<th>Parent/Carer’s name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Telephone number:</td>
<td></td>
</tr>
<tr>
<td>Alternative contact details:</td>
<td></td>
</tr>
<tr>
<td>Name:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Telephone number:</td>
<td></td>
</tr>
</tbody>
</table>

Details of Religion

<table>
<thead>
<tr>
<th>Religion of child: (Please tick)</th>
<th>Catholic</th>
<th>Other Christian (name of denomination e.g. Methodist)</th>
<th>Other faith</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catholic Parish you live in:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Church where child was baptised and date of baptism: (baptism certificate required)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Church you currently attend:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name and position of priest or other religious leader supplying reference (where appropriate):</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Is your child ‘looked after’ by the Local Authority, adopted having previously been ‘looked after’ or subject to residency or special guardianship orders?

Yes  No

Name of brothers or sisters at this school who will still be attending at date of admission:

If your child has exceptional medical, pastoral or social needs that can only be met by attendance at this school please indicate here. (Professional evidence will be required).

Yes  No

The Governing Body reserves the right to make enquiries regarding an applicant’s religious practice and to seek verification of any information given on this Supplementary Form, or on any other form, letter or document associated with the application.

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 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 the Local Authority's Common Application Form and return to the council offices by the closing date. If you do not do this you will not be offered a place.

Checklist:

Have you enclosed:  
- Copy of baptismal certificate
- Proof of residence i.e. council tax bill or utility bill dated within the last three months
- Priest’s Reference Form (where necessary)
- Proof of date of birth
- Evidence of exceptional need (where appropriate)

Have you completed the Hammersmith and Fulham Common Application Form and returned it to Schools Admissions Section, Children's Services, Hammersmith Town Hall, King Street, Hammersmith, W6 9JU

Please return this Supplementary Information Form to Miss T Morris (SBM) St Augustine’s Catholic Primary School, Disbrowe Road, Hammersmith, London, W6 8QE

Closing Date: Date TBA