

LARMENIER & SACRED HEART CATHOLIC PRIMARY SCHOOL



ADMISSIONS POLICY 2020-21

Larmenier & Sacred Heart Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will always be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its Governing Board 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 Our Lord Jesus Christ.

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 be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The Governing Board is the admission authority and has responsibility for admissions to the school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The Governing Board has set its Published Admissions Number (PAN) at 60 children for the school year which begins in September 2020. Applications for Reception are welcome from families whose child reaches his/her 4th birthday between 1st September 2019 and 31st August 2020.

Pupils with an Education, Health and Care (EHC) Plan

The admission of pupils with an Education, Health and Care (EHC) Plan is dealt with by a separate procedure. Details of this procedure are set out in the Special Educational Needs Code of Practice. If your child has an EHC Plan you must contact your local authority SEN officer. Children with this school named in their EHC Plan will be admitted. The admission of children with an EHC Plan will reduce the number of places available to other children (*see note 1*).

Oversubscription Criteria

Where there are more applications than places, places will be offered to children in the order set out below:

1. Catholic 'looked after' children and previously 'looked after' children (*see notes 2-5*);
2. Baptised Catholic children with a Certificate of Catholic Practice, who are resident in the Parish of Brook Green (*see notes 6, 7 & 13*);
3. Baptised Catholic children with a Certificate of Catholic Practice resident in other parishes (*see notes 6, 7 & 13*);
4. Other baptised Catholic children (*see note 6*);
5. Other 'looked after' children and previously 'looked after' children. (*see notes 2-5*);
6. Children of catechumens and members of an Eastern Christian Church (*see notes 8 & 9*);
7. Any other applicant.

The Governing Board will give top priority within each category (1-7) in the following numerical order:

1. Children who will have a sibling in the school in September 2020 (*see note 10*).
2. The proximity of the child's home to the school.

Tie Break

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 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. If two or more applications are received from the same block of flats, the applicant with the lower door number will be classed as nearest and offered a place because they are likely to be closer to the ground floor and, therefore, the school. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out by the local authority's computerised allocation system.

Multiple Birth Applications

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, triplet etc. applying for a place in the same school year, these siblings will also be admitted.

Application in Previous Years

The school was very heavily oversubscribed with XX applications for admission to the school in September 2019. XX children in category two were admitted and XX children from category 3 who had a sibling/were living nearest to the school were admitted. No applications were admitted from categories 4, 5, 6 or 7. Over the past ten years one appeal has been successful.

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

2015/2016 - 1.4828 miles

2016/2017 - 1.603 miles

2017/2018 - 2.5295 miles

2018/2019 - 1.065 miles

2019/2020 -

Application Procedure

To apply for a place at this school in the normal admission round, you **must** complete and submit an **online application form** to your local authority by **15th January 2020** (paper forms are also available on request). Applicants resident in Hammersmith & Fulham should complete the online application at www.lbhf.gov.uk/eadmissions. You should also complete the school's **Supplementary Information Form (SIF)** and return it to the school in person or by post by **15th January 2020**. If you do not return the completed SIF to the school, the Governing Board will be unable to assess your application fully against the school's oversubscription criteria in the event of more applications being received than places available. This may result in your child being ranked under a lower criterion and it is unlikely that they will be offered a place.

Timetable for Primary School Admission to Reception Classes 2020-2021

- **1st September 2019** - Applications open.
- **15th January 2020** - Closing date for online/paper applications to be returned to the local authority and the school.
- **16th April 2020** - **National Offer Day** - Online applicants will receive an email notification from their local authority during the evening. Applicants who submitted a paper application to their local authority will be sent an outcome letter in the post on this date.
- **30th April 2020** - Final date for parents/carers to accept or decline their school offer.
- **15th May 2020** - Final date for child's name to be put on to the school's waiting list ahead of further offers being made as a result of withdrawals.
- **22nd May 2020** - Final date for parents/carers to submit an appeal to the school.
- **June/July 2020** - Appeals heard by an independent panel.

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

Appeals Procedure

Parents whose application for a place is unsuccessful have the right to appeal the decision. This must be expressed in accordance with the school's Admissions Criteria. 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 should be addressed to the Chair of the Governing Board, c/o Larmenier & Sacred Heart Catholic Primary School, and submitted to the school by **Friday 22nd May 2020**.

Late Applications

Applications received after the closing date will be dealt with after the initial allocation process has been completed. If the school is oversubscribed it is less likely that late applicants will obtain a place.

Deferred Entry within Reception Year

A child is entitled to a full-time school place in the September following his/her 4th birthday. Applicants may defer entry to school up until compulsory school age i.e. the first day of term following the child's 5th birthday. Application is made in the usual way and a deferral until January or April is requested. The place will then be held until the first day of the spring or summer term as applicable. Entry may not be deferred beyond compulsory school age or beyond the year for which the application has been made. Therefore applicants whose children have birthdays in the summer term may only defer until the 1st April 2021. Upon receipt of the offer of a place a parent should notify the school as soon as possible if they wish to defer until the spring or summer term.

Part-time Attendance

Applicants may also request that their child attend part-time until compulsory school age is reached. Upon receipt of the offer of a place a parent should notify the school as soon as possible if they wish to take up a part-time place.

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside his/her normal age group, e.g. if the child has experienced problems such as ill-health. In addition, the parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of his/her normal age group, starting Reception in the September following his/her 5th birthday. Requests for an application to be considered for Reception entry for the following year will need to be made by the closing date of when the child would normally be expected to apply, i.e. 15th January 2020. Any such request should be made in writing to the Chair of Governors, via the school postal address or by email admin@larshrc.lbhf.sch.uk. The Governing Board will make its decision based on the circumstances of each case and in the best interests of the child, taking into account school organisation issues and the views of the parents and any professionals involved. Parents must have received the agreement of the Governing Board before an application for delayed entry is made. Where the Governing Board has agreed to process an application out of year, then the current application will be withdrawn and the parent will be advised to formally re-apply in the next academic year. The application will be assessed as normal against the school's published admissions criteria. No age-related priority will be given. Applications cannot be held over from one academic year to the next. There is no right of appeal against the decision to refuse a request for late entry, however, applicants retain the general right of appeal against a decision not to offer a school place that has been refused for the year group applied for.

Waiting Lists

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. Requests to be placed on the waiting list should be made to the school in writing by 15th May 2020. This list will be maintained in order of the oversubscription criteria set out above and not in the order in which applications are received. Waiting lists for admission will operate throughout the school year and will be held open until 31st July 2021 unless applicants request in writing to remain on the list beyond that date. Inclusion in the school's waiting list does not mean that a place will eventually become available.

In-Year Admissions

An application for admission can be made for any child at any time outside the normal admissions round. Applications should be made directly to the school by contacting the School's Admissions Officer in person, by email admin@larshrc.lbhf.sch.uk or via school postal address. 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 Board in accordance with the oversubscription criteria as set out above. If a place cannot be offered at this time then you may ask the school for the reasons, you will be informed of your right of appeal to an independent panel and your child will be placed on the waiting list.

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 Board 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 Board for the current school year. The Governing Board has this power even when admitting the child would mean exceeding the published admission number.

Nursery Children

For children currently attending the school's Nursery, application to the Reception classes of the school must be made in the normal way to the home local authority. Attendance at the Nursery does not guarantee a place in Reception.

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 or false information is given or allowed to remain on either of your forms, the Governing Board reserves the right to withdraw the place, even if the child has already started at the school.

Notes (these explanatory notes form part of the oversubscription criteria)

1. *'Education, Health and Care (EHC) Plan* - A plan made by the local authority under S.37 of the Children and Families Act 2014, specifying the educational provision required for a child.
2. *'Looked after Child'* has the same meaning as in S.22(1) of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents at the time of making an application to the school.) A previously 'looked after' child is a child who was looked after, but ceased to be so because he or she was adopted or became subject to a child arrangements order or a special guardianship order.
3. *'Adopted'* - An adopted child is any child who has been formally adopted, having previously been in care and whose parent/ guardian can give proof of this.
4. *'Child Arrangements Order'* - 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.
5. *'Special Guardianship Order'* - 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). A child 'looked after' immediately before the order is made qualifies in this category.
6. *'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. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.
7. *'Certificate of Catholic Practice'* means a certificate issued by the family's parish priest (or the priest in charge of the church where the family attends Mass) in the form laid down by the Bishops' Conference of England and Wales. It will be issued if the priest is satisfied that at least one Catholic parent or carer (along with the child, if he or she is over seven years old) have (except when it was impossible to do so) attended Mass on Sundays and holydays of obligation for at least five years (or, in the case of the child, since the age of seven, if shorter). It will also be issued when the practice has been continuous since being received into the Church if that occurred less than five years ago. It is expected that most Certificates will be issued on the basis of attendance. A Certificate may also be issued by the priest when attendance is interrupted by exceptional circumstances which excuse from the obligation to attend on that occasion or occasions. Further details of these circumstances can be found in the guidance issued to priests: <http://rcdow.org.uk/education/governors/admissions>.
8. *'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 for a child aged 7 or over. For a child under 7 years of age it will be the certificate of the parent.
9. *'Eastern Christian Church'* includes Orthodox Churches, and is normally evidenced by a Certificate of Baptism or Reception from the authorities of that Church.

10. *'Brother'* or *'Sister'* includes:
 - i. All natural brothers and sisters, half-brother and sisters, adopted brothers and sisters, step brothers and sisters, foster brothers and sisters, whether or not they are living at the same address, and
 - ii. The child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.
11. *'Parent'* – means all natural parents, any person who is not a parent but has parental responsibility for the child or any adult with legal responsibility for the child.
12. *'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.
13. *'Parish Boundaries'* – for the purposes of this Policy, parish boundaries are as shown on the attached map and will be applied to the admission arrangements for 2020-2021.
14. *'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 you are unable to provide the required proofs of residency as stated in the SIF, please write to the School Admissions Committee explaining your reasons at the time of application. If we find that a place was offered on the basis of misleading or false information, we reserve the right to withdraw the place, even if the child has started school.