

Draft Admissions Policy 2022-23

St Augustine's Catholic Primary School



Approved by: Admissions Committee

Date: September 2020

Last reviewed on: October 2019

Next review due by:

ST AUGUSTINE'S CATHOLIC PRIMARY SCHOOL

DRAFT ADMISSIONS POLICY 2022 - 2023

St Augustine's 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 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 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 body 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 body has set its Published Admissions Number (PAN) at 30 children for the school year which begins in September 2022. Applications for Reception are welcome from families whose child reaches his/her 4th birthday between 1st September 2021 and 31st August 2022.

The governing body will admit twins and all siblings from multiple births where one of the children is the last ranked within the school's PAN.

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

The admission of pupils with an Education Health and Care Plan (EHC) is dealt with by a completely separate procedure (this used to be called a Statement of Special Educational Needs). Details of this separate 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 for places than the number of places available, places will be offered according to the following order of priority:

1. Catholic 'looked after' children and previously 'looked after' children (see notes 2-6);
2. Baptised Catholic children with a certificate of Catholic practice, who have a brother or sister at the school at the time of admission (see notes 6, 7 & 10);
3. Baptised Catholic children with a Certificate of Catholic Practice, who are resident within the parish boundaries of St Augustine's Hammersmith (see notes 6, 7, 12 & 13);
4. Other baptised Catholic children with a Certificate of Catholic Practice (see note 6 & 7); (slight change)
5. Other baptised Catholic children (see note 6);

6. Other 'looked after' children and previously 'looked after' children. (see notes 2-5);
7. Children of catechumens and members of an Eastern Christian Church (see notes 8 & 9);
8. Children of other Christian faiths e.g. Church of England (see note 10 - Applicants from Christian denominations may attach a Certificate of Baptism or a Church reference confirming practice). (newly added)
9. Any other children.

Within each of the categories listed above, the provision below will be applied in the following order:

The Governing Body will give top priority, within a category, 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.

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. Whilst the school welcomes applications from all categories, it is usually oversubscribed with Catholic candidates.

Tie break

Where the offer of places to the applicants in any of the categories listed above would exceed the number of places available, the places up to the admission number will be offered to those living nearest to the school as measured in a straight line from the applicant's home address point to the school address point using a computerised mapping system. The measurement will be conducted by the Local Authority (LA) using its 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.

Application Procedure for Entry in September 2022 – July 2023

To apply for a place at this school in the normal admission round, you **must** complete an online application form from your local authority (paper forms are also available on request.) If you are applying under criteria 1, 2, 3, 4, 5, 7 or 8 you should also complete the **School's Supplementary Information Form (SIF)**. Whilst this is not compulsory, 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 the school, 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 **15th January 2022**, the Governing Body will be obliged to consider your application using only the documents available. If you don't return the SIF on time your child may receive a lower ranking because of this and not be offered a place.

You will be advised of the outcome of your application, on or about **16th April 2022**. This information will also be available on line for those who have submitted an online application. Parents should accept or decline the place as soon as possible. If you are unsuccessful (unless your child was offered a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above and you will have right of appeal to an independent appeal

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 should be submitted to the school in writing **by 21st May 2022**.

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 very unlikely that late applicants will obtain a place.

Reception Year Deferred Entry

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 fifth birthday. Application is made in the usual way and then the 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 2023**. 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 (am or pm) 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 is gifted and talented or has experienced problems such as ill-health. In addition, the parents of a summer born child i.e. a child born between 1st April – 31st August, may request that the child be admitted out of his/her normal age group, starting reception at 5 years of age. Any such request should be made in writing to Chair of Admissions (admin@staugustinesrc.lbhf.sch.uk). The governing body 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 body before any admission application for delayed entry is made.** If permission is received then the parents will make their admission application for the year in which they wish their child to start school. No additional priority will be given and applicants will be ranked against the oversubscription criteria with all other applications. **Applications cannot be held over from one academic year to the next.** If permission is refused then parents must make their admission application at the normal time.

Waiting Lists

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 above and not in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year and will be held open until **31st July 2023** unless applicants request in writing to remain on the list. **Inclusion in the school's waiting list does not mean that a place will eventually become available.**

In-Year Applications

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 Miss T Morris, School Business Manager (admin@staugustinesrc.lbhf.sch.uk /020-7385-4333). 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 as set out above. 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 to an independent panel and your child will be placed on the waiting list.

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 local authority 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.

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)

1. **An Education, Health and Care Plan** is 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.. **A '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'**. 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.

5. **'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). 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 be evidenced by a Certificate of Baptism in a Catholic church or a Certificate of Reception into full communion with the Catholic Church. For the purposes of this policy this includes a looked after child in the process of adoption and living with a Catholic family, where a letter from a priest demonstrates that the child would have been baptised were it not for his/her status as a looked after child. For a child to be treated as Catholic, evidence of Catholic baptism or reception in the Catholic Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their parish priest who, after consulting with the diocese will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

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. **'Christian'**: a person who has received Christian baptism and is a believer in Christianity, example - if the family practices at a Church of England church.

11. **'Brother' or 'Sister'** includes:

i. All natural brothers and sisters, half-brother and sisters, adopted brothers and sisters, stepbrothers 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.

12. **A '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.

13. **'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.

14. **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 2021-22.



Diocese of Westminster

Supplementary Information Form 2022 – 2023



St Augustine's Catholic Primary School

Disbrowe Road, Hammersmith, London, W6 8QE

Child's Details

Child's Surname:	
Child's First Name:	
Home Address:	Date of Birth:
	Postcode:

Parent/Carer Details

Parent/Carer's Name:	
Address (if different from above):	
Telephone Number:	
E-mail:	

Sibling Details

Sibling/s attending school at time of admission:	
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NOTE: When completing the Common Application Form, it is important that you provide details of any siblings (brothers or sisters) who will be attending St Augustine's Catholic Primary School at the proposed time of admission. If this information is not provided, the admission authority of St Augustine's may not be able to place the application within the correct criteria.

Religious Status of child (please indicate by placing a tick in the appropriate box – please note that a tick should be indicated in only a single box)

Please complete the table overleaf

Details of Religion

Criteria	Tick Box	Evidence [insert details in accordance with the Notes below]
1. Catholic with a Certificate of Catholic Practice		
2. [Other] Catholic		
3. Catechumen		
4. Member of an Eastern Christian Church		
5. Member of other Christian denomination Applicants from Christian denominations may attach a Certificate of Baptism or a Church reference confirming practice.		
6. Member of other faith		
Catholic Parish in which your child lives:		
Church where child was baptised and date of baptism (Baptism certificate required)		
Name and position of priest supplying Certificate of Catholic Practice (where appropriate)		

Please note:

- Where applicable parents can obtain a Certificate of Catholic Practice from the parish in which they worship or from the Diocese of Westminster website
- Applications from Catechumens of a Catholic Church may attach 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.
- Applicants from Eastern Christian Churches including Orthodox Churches may attach a Certificate of Baptism or Reception from the authorities of that church.
- You **must** complete your local authority's application form online or on paper by the closing date. If you do not do this you will not be offered a place.

Checklist:

Have you enclosed:

- Copy of baptism certificate (where necessary)
- Certificate of Catholic Practice (where necessary)
- Evidence of exceptional need (where necessary)

Have you completed your local authority's online or paper application form?

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: 15th January 2022

The school is committed to protecting the information provided by parents/carers and using it only for the purpose for which it was obtained. For information on the school's Privacy Notice please see overleaf.

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 governors may withdraw any offer of a place even if the child has already started school.

Signed.....

Date.....

In compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked you to provide on this form.

1. Being a Catholic education provider, we work closely with the School's Diocesan Authority, the School's Trustees, the Local Authority, the Catholic Education Service and the Department for Education, and may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions.
2. The person responsible for data protection within our organisation is a trained Data protection officer at Turn it on and you can contact them with questions relating to our handling of the data. You can contact them by email: dpo@turniton.co.uk or by telephone 01865597620 (option 3)
3. We require the information we have requested for reasons relating to our functions as the admission authority of the School.
4. It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR).
5. To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
6. It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the GDPR).
7. If the application is successful, the information you have provided on this form will be migrated to the School's enrolment system, and the data will be retained and processed on the basis of the School's fair processing notice and data protection policies which apply to that data.
8. If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the School's data retention policy.
9. To read about your individual rights you can refer to the School's fair processing notice and data protection policies.
10. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by contacting Miss T. Morris at admin@staugustinesrc.lbhf.sch.uk. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioner's Office via their website at: ico.org.uk

ADMISSIONS PRIVACY NOTICE FOR ST AUGUSTINE'S CATHOLIC PRIMARY SCHOOL

St Augustine's Catholic Primary School is a data controller for the purposes of the Data Protection Act 2018 and is committed to dealing with your information safely and securely. We need to collect and share information in order to fulfil our obligations as an admission authority. We take our responsibility to protect your data seriously and we will use it in accordance with the legal requirements of the Data Protection Act 2018.

We will comply with the School Admissions Code, which has the force of law. In respect of in-year admissions, the Hammersmith & Fulham LA/St Augustine's Catholic Primary School is the admissions authority for this school. The information you provide to us on your Supplementary Information Form (SIF), any supporting papers or appeal documentation you provide will be used to:

- Process your application
- Consider Admission Appeals

We may also use this data for the following purposes:

- Forward planning as part of school budget, forecasting and reorganisation proposals
- To assist in the development of policy proposals
- For the prevention and/or detection of crime or fraud
- For research and statistical purposes when we will ensure that statistics are developed in such a way that individual children cannot be identified

In order to administer admissions to this school the following information may be collected by us:

- Name and date of birth
- Address where the child ordinarily lives at the time of application, which will be used for distance calculation purposes
- Supplementary information i.e. information on religious affiliation and status
- Parent name and contact details
- Details of baptism and/or Catholic practice
- Information on parish of residence.

Agencies we will share the information with:

- The Department for Education, to comply with statutory data collections
- The LA, to verify the information provided so that the admission scheme/process can be accurately administered
- Admission Appeal panels
- The Schools Adjudicator, in response to any objections raised
- In Year Fair Access Panel, where applicable, to enable them to appropriately place complex admissions
- The Local Government and Social Care Ombudsman, when investigating maladministration of school admissions and admission appeals.

School Retention Policy:

The information listed above will be retained securely by the school for 8 years, after which it will be destroyed.

For further information please refer to the Privacy Policy on the School website or contact:
Miss T Morris on 02073854333 or admin@staugustinesrc.lbhf.sch.uk