St Benedict's Catholic Primary School
Admissions Policy and Procedures 2019–2020

The Medway Catholic Primary Schools are voluntary aided schools in the Diocese of Southwark. Each 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 Jesus Christ. The schools exist primarily to serve the Catholic community and Catholic children always have priority of admission. However, the Governing Body also welcomes applications from those of other denominations and faiths who support the religious ethos of the school.

Having consulted with the Local Authority and other admission authorities, the Governors intend to admit into the reception class, in September 2019, up to the planned admission number 30 without reference to ability or aptitude.

All applicants need to complete the Medway Catholic Schools Supplementary Information Form (SIF) in addition to the Local Authority Application Form. The supplementary form can be obtained from the school or downloaded from the school's website and must be returned to the school by the closing date for applications.

Where the number of applications exceeds the number of places, the Governors will offer places using the following criteria in the order stated:-

1. **Looked After Catholic Children**. Evidence of Baptism will be required. (Catholics include members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome) (See Note i).

2. **Baptised Catholic Children**. Evidence of Baptism will be required. (Catholics include members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome).

3. **Children enrolled in the Catechumenate** (preparing to become Catholics). Evidence will be required.

4. **Other Looked After Children** (See Note i).

5. **Children baptised or dedicated into other Christian denominations, Churches affiliated to or represented at "Churches Together in England**." Evidence will be required.

6. **Children who are members of other faiths, whose parents wish them to receive a Christian education**. This should be supported by a letter and evidence of their faith will be required.

7. **Any other children**.
The following order of priorities will be applied when applications within any of the above categories exceed the places available and it is necessary to decide between applications.

i. A brother or sister on the school roll at the time of admission. Sibling means children who live as brother/sister in the same house and includes natural siblings, adopted siblings, foster siblings and step siblings. Extended family, for example cousins, living in the same house do not qualify as siblings. Please note that if the older sibling is in Year 6 at the time of application, the link cannot be considered, as they will not be in the school when the younger child would start in September

ii. Social, pastoral and medical needs which make the school particularly suitable for the child in question. Strong and relevant evidence must be provided by an appropriate professional authority (eg qualified medical practitioner, education welfare officer, social worker or priest).

iii. The child of a member of staff employed at the school for a minimum of 20 hours a week and where the member of staff has been employed at the school for 2 or more years at the time of application.

iv. Distance from home to school. The distance calculated is the shortest available walking route between the child's home and school using roads and footpaths **known** to the mapping layer used by the Student Services Admissions Team within the Geographical Information Software (GIS).

The start point -The centre point of the nearest road or footpath known to the GIS to the seed point of the child's home (The seed point is a grid reference for the property taken from Ordnance Survey mapping data). This may not always be the postal address road, in rare circumstances where an alternative road or footpath is actually nearer to the seed point of the property this will be used.

The end point -A pre-defined centre point of the road adjacent the school site or a pre-defined centre point within the school site. The same end point is used for all distance calculations to the school concerned.

The distance -The distance calculated is the shortest available walking route known to the Medway GIS using the centre point of streets and other available walking routes. The Medway GIS may not know all footpaths that are in existence and certain new roads may not be known. Where a footpath or new road is not known to the GIS an alternative route will be used. Where a child's home is situated on a new road the distance calculation will begin from the nearest available known road plotted in the GIS. New developments may be subject to this.
In certain cases it may not be possible to calculate a distance where the entire route is deemed as a walking route. In these circumstances the distance calculated is used purely to prioritise an application for admission. There is no expectation that the walk should be taken.

Tiebreaker ~

In the unlikely event that two or more children in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place.

NOTES

i. Looked after children are children who are (i) in the care of a local authority, or (ii) being provided with accommodation by a local authority in the exercise of their social services functions (as defined in Section 22(1) of the Children Act 1989) at the time of making the application for a school.
Previously looked after children are children who were looked after, but ceased to be so because they were adopted (under the terms of the Adoption and Children Act 2002, Section 46) or became subject to a residence order or special guardianship order (under the terms of the Children Act 1989, Section 8 and Section 14A).

Please note that the School may ask for a copy of the adoption/residence order to Validate this criterion.

ii. Pupils with a Statement of Special Educational Needs or Education, Health and Care (EHC) Plan. The admissions of pupils with a Statement of Special Educational Needs or with an EHC Plan are dealt with by a completely separate procedure. The procedure is integral to the making and maintaining of statements and EHC plans by the pupil's home local authority. Details of this separate procedure are set out in the SEND code of practice. Pupils with a statement or EHC plan naming the school will be admitted without reference to the above criteria.

Admissions procedure

Offers of places will be sent to parents by the Local Authority on the common offer date as notified.

Appeals

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with section 85(3) of the School Standards and Framework Act 1998. Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be made to the Admissions Appeal Clerk at the school address. Parents/Carers have the right to make oral representations to the Appeal Panel.
Infant classes are restricted by legislation to 30 children. Parents should be aware that an appeal against refusal of a place in an infant class may only succeed if it can be demonstrated that:

a. The admission of additional children would not breach the infant class size limit; or
b. The admission arrangements did not comply with admissions law or had not been correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or
c. The panel decided that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

Admission of children below compulsory school age

The governors will provide for the admission of all children in the September following their fourth birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year; parents may also request that their child attends part-time until the child reaches compulsory school age.

Admission of children outside their normal age group.

Parents who are seeking a place for their child outside of their normal age group, eg, the child has experienced problems such as ill health or the parents of a summer born child preferring not to send their child to school until the September following their fifth birthday, may request that they are admitted out of their normal age group – to reception rather than year 1.

Parents who are seeking a place for their child outside of their normal age group, eg, the child has experienced problems such as ill health or the parents of a summer born child preferring not to send their child to school until the September following their fifth birthday, may request that they are admitted out of their normal age group – to reception rather than year 1.

Where the governors agree to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to the age group to which pupils are normally admitted to the school the local authority will process the application as part of the main admissions round, (unless the parental request is made too late for this to be possible) and on the basis of the determined admission arrangements, including the application of oversubscription criteria where applicable. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

In-year (casual) admissions

From the 1st January 2018 parents need to apply to the school rather than the LA for in-year admissions. Applications for a place at the school in-year must be made using the supplementary form to enable the governors to rank the application, in the event of there being more than one application for a place. The governors will use the same criteria to rank the application as that listed above. The offer of a place at the school will be made by the school on behalf of the governors. In the event of the governors deciding that a place cannot be offered parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

Waiting Lists

Parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list. The waiting list, which will be maintained until 31st December, will be operated using the same admissions criteria listed above. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place. It is possible that when a child is directed under the local authority's fair access protocol they will take precedence over those children already on the list.

Fair Access Protocol

The school participates in the local authority's Fair Access Protocol to allocate places to vulnerable and other children in accordance with the School's Admission Code 2014. Admitting pupils under the protocol may require the school to admit above the planned admission number for the relevant year group.

ADMISSION TO CATHOLIC SCHOOLS IN MEDWAY 2019-20 SUPPLEMENTARY FORM

If you are expressing a preference for a place for your child at a Catholic School in Medway, you should complete this supplementary form

- If you are applying to more than one Catholic School you will need to complete a separate supplementary form for each school.
- **If you do not complete this form** the governors will not be able to place your application in the correct category.
- Remember – you **must** also complete the Common Application Form.

Please also read the Schools Admission Policy for your preferred school(s) and your local Authority Booklet before completing the form. These will explain where and by what date to return the form.

Surname of child:				
Forename(s)		Date of birth	/ /	
Parent(s) / carer(s)				
Name of school child is attending.			Male	
			Female	
Home address Evidence required by a council tax or utility bill		Postcode		
Telephone		Mobile		
Email				
Has the child any sisters or brothers who will be attending the preferred school at the proposed time of admission? **Please tick YES or NO**		YES	NO	
If **YES** give name(s) and date(s) of birth				

PLEASE TURN OVER AND COMPLETE PAGE TWO

Please read the relevant School's Admissions Policy noting in particular, any faith definitions. Now complete the following by ticking the box which applies to your child.

	ALL APPLICANTS *Please tick the relevant box*	✓	**EVIDENCE REQUIRED **** *Please enclose evidence with this form*
1	My child is a baptised Catholic		An original baptism certificate
2	My child is enrolled in a recognised course of preparation leading to Catholic Baptism		A written statement from a Catholic priest verifying that the child is preparing for baptism Ask the priest to sign and stamp the letter with the parish stamp
3	My child is baptised or dedicated in another Christian denomination which belongs to 'Churches Together In England' See approved list for details		An original baptism certificate or dedication certificate
4	Children of other faiths whose parents wish them to receive a Christian education		Supported by a letter from faith leader

***Governors may request extra supporting evidence if the written documents that are produced do not clarify the fact that a person was baptised or received into the Catholic Church, (e.g. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not.) if you have difficulties in producing written evidence of baptism or reception into the Church, you should contact your Parish Priest.*

This data on this form will only be used within the School admissions system, and will not be divulged to any third party outside the School in accordance with current Data Protection legislation.

Your name(s) in BLOCK CAPITALS		
Your signature(s)		
Date		

Office use		