



# Corpus Christi Catholic Primary School

## Admissions Policy 2011-2012

Corpus Christi Catholic Primary School is a voluntary aided school in the trusteeship of the Archdiocese of Southwark. 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 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 permeates 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.

The school exists primarily to serve the Catholic community. However, the Governing Body welcomes applications, subject to the availability of places, from those of other denominations and faiths who support the religious ethos of the school.

The governing body has responsibility for admissions to this school and, having consulted with the local authority and other admission authorities, intends to admit 60 pupils to the Reception class in the school year which begins in September 2011.

### **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. Baptised Catholic 'looked after' children or "looked after" children in the care of Catholic families. Evidence of Baptism is required.
2. Baptised Catholic children and children enrolled in the catechumenate. Evidence of Baptism is required.
3. Other 'looked after' children.
4. Children who are members of Eastern Christian Churches including Orthodox Churches. Evidence of Baptism or reception from the authorities of that Church will be required.
5. Children of families who are members of other Christian denominations. Evidence of membership of the church provided by a minister where the family regularly worships will be required.
6. Any other children.

The following order of priorities will be applied when applications within any of the above categories exceed places available and it is necessary to decide between them:

- i. The attendance of a sibling at the school at the time of admission.
- ii. For categories 2 and 4 above, the strength of evidence of commitment to the faith as demonstrated by the level of the family's Mass attendance on Sundays. This evidence must be provided by the parents or guardians and endorsed by a priest at the church(es) where the family normally worship. Applications will be ranked in the order shown on the Supplementary Form. Firstly attendance at Mass weekly, secondly at least once a month, followed by those who attend less than once a month.
- iii. Exceptional social, medical or pastoral need of the child which make the school particularly suitable. Strong and relevant written evidence showing why this school meets the needs of the child must be provided by an appropriate professional such as a doctor, social worker or priest.
- iv. The distance from the child's home to the school gate. This will be measured by the council's computerised geographical information system, which is consistent for all applicants. The distance from home to school is measured from a point in the property, which is determined by data supplied by Ordnance Survey, to the nearest school gate. The routes used are all paved and lit and are designated public rights of way.

#### NOTES (these notes form part of the oversubscription criteria)

'looked after child' has the same meaning as in Section 22 of the Children's 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).

'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 full communion with the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a priest's reference demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

Reference to other Christian denominations refers to other denominations that are full members of Churches Together in England.

'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.

A sibling is defined as a full or adopted brother or sister or step/half brother or sister living at the same address, a child who is living as part of the family unit by reason of a Court Order or a child who has been placed with foster carers as a result of being 'looked after' by the authority.

Twins, triplets, other multiple births and siblings born in the same academic year:

Where there is one school place available and there is more than one sibling who is eligible for the place, the parent will be asked to decide whether he/she wishes to accept the available place and for which child.

Priority for a Reception place is not given to children who attend the Nursery Class. Parents must complete a separate application for a Reception place

## Admissions procedure

To apply for a place at this school, you must complete and return two separate forms.

### A. If you are a Kingston resident.

1. The **Common Application Form** available from any infant or primary school or from the Schools Admissions Office of the Royal Borough of Kingston (tel: 020 8547 4610) It should be returned to Schools Admissions, Learning and Children's Services, The Royal Borough of Kingston-upon-Thames, Guildhall 2, Kingston-upon-Thames, KT1 1EU. Alternatively you can apply on-line; for more information go to [www.kingston.gov.uk/school\\_admissions](http://www.kingston.gov.uk/school_admissions).

### B. If you are resident in any other London Borough.

A Common Application Form available from the School Admissions office of your home Local Authority. This should be returned to that authority.

2. All applicants applying under Oversubscription Criteria 1, 2, 4 or 5 of this policy (see page 1) should complete the **Supplementary Information and Priest's Declaration Form available from the school. This must be returned to Corpus Christi Catholic Primary School, Chestnut Grove, New Malden, Surrey KT3 3JU. Completion of a Supplementary and Priests Declaration Form is not mandatory; however, if one is not received the Governors will not be able to apply their admission criteria and the application will be considered under the "any other children " category.**

**Note:** the closing date for return of these two forms is **15 January 2011**

You will be advised of the outcome of your application by a common offer date specified by the local authority. This will initially be by letter from the local authority on behalf of the school. If you are unsuccessful (unless your child gained a place at a school you ranked higher on your Common Application Form), you may ask the school for the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

**For your son or daughter to be considered for a place, the Common Application Form MUST be completed and, if applying under Oversubscription Criteria 1, 2, 4 or 5 of this policy (see page 1), the Supplementary Information Form also.** You are advised to make two copies of the forms. You should retain one copy and pass the second copy to the school or your priest, as indicated.

### 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.

In – year (casual) admissions Applications for a place at the school in-year must be made using the common application form of the local authority (LA) where the child resides. This form must be returned to the LA. The school's supplementary form should also be completed 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 LA 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.

## **Appeals**

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with sections 88 and 94 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. Appellants have the right to make oral representations to the Appeal Panel.

## **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 will be operated using the 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. The waiting list will be kept until the end of the Autumn term 2011, after which parents will be asked whether they wish their child's name to remain on the list.

## **Pupils with a Statement of Special Educational Needs**

The admission of pupils with a Statement of Special Educational Needs is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining statements by the pupil's home local authority. Details of this separate procedure are set out in the *Special Educational Needs Code of Practice*.

## **Late Applications**

Any applications received after the closing date will only be considered after all those received by the closing date. If all places have been filled, parents will be offered the opportunity of placing their child's name on the waiting list and their names will be added in criteria order. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.



# Corpus Christi Catholic Primary School

(Archdiocese of Southwark)

## Supplementary Information and Priest's Declaration Form

This form should be completed when applying for a place. Please complete and sign the form below and, if you are Catholic, hand it to your parish priest or the parish priest at the church at which you normally worship. He will add his reference in Part 2. If you are not a Catholic, please hand the form to your priest, minister or faith leader who will add his or her reference in Part 3.

**NB You must also complete and return a Common Application Form to the School Admissions office, of the Local Authority in which you reside.**

### PART 1 (To be completed by all parents or carers)

Surname of child: \_\_\_\_\_ Date of birth: (dd/mm/yy) \_\_\_\_\_

Christian/forename(s) of child: \_\_\_\_\_

Religion/Denomination: (eg Roman Catholic) \_\_\_\_\_ Boy  Girl

Date and place of Baptism (if applicable): \_\_\_\_\_

Evidence of Baptism is required (eg Baptismal Certificate)

Parents' names: \_\_\_\_\_

Parents' religions/denominations: \_\_\_\_\_

Home address: \_\_\_\_\_

Postcode \_\_\_\_\_

Contact numbers: Home \_\_\_\_\_ Work \_\_\_\_\_ Mother/Father/Carer) \_\_\_\_\_

E mail address: \_\_\_\_\_

If **Catholic**, indicate which Mass you normally attend: Saturday at \_\_\_\_\_ (time)

or Sunday at \_\_\_\_\_ (time)

Parish in which you live (eg St. Joseph's, New Malden or St. Pius X, Norbiton) \_\_\_\_\_

Usual place of worship (if different): \_\_\_\_\_

How long have you worshipped there? \_\_\_\_\_ years

How often do you attend Mass?  weekly  at least once a month  less often

Details of other children in the family who will still be attending Corpus Christi Catholic Primary School at the time of admission

Name	Date of Birth	Year Group
_____	_____	_____
_____	_____	_____

Please attach here any other information you may feel is relevant to this application in relation to the school's admissions policy in respect of exceptional medical, social or pastoral needs of your child that make only this school suitable for them. Strong and relevant evidence must be provided by an appropriate professional authority (eg qualified medical practitioner, education welfare officer, social worker or priest).

I confirm that the information we have given on this form is accurate and truthful:

Signed: \_\_\_\_\_ Parent/carers Date: \_\_\_\_\_

**PART 2 (To be completed by Catholic priests only)**

A. For all schools:

I am satisfied that the child is a baptised Catholic

Yes  No

B. For schools requiring evidence of practice:

<u>FAMILY</u>	<u>CHILD</u>
Is the family known to you? Yes <input type="checkbox"/> No <input type="checkbox"/>	Is the child known to you? Yes <input type="checkbox"/> No <input type="checkbox"/>
Regular attendance at Mass (i.e. weekly) <input type="checkbox"/>	Regular attendance at Mass (i.e. weekly) <input type="checkbox"/>
Occasional attendance at Mass (i.e. at least once a month) <input type="checkbox"/>	Occasional attendance at Mass (i.e. at least once a month) <input type="checkbox"/>
Irregular attendance at Mass (i.e. less than once a month) <input type="checkbox"/>	Irregular attendance at Mass (i.e. less than once a month) <input type="checkbox"/>
How long have the parent(s) attended your church? _____	

If you consider there are valid reasons for Mass attendance to be considered equivalent to weekly, because of illness or other reasons, please state below.

Priest's name: \_\_\_\_\_ Parish (or ethnic chaplaincy): \_\_\_\_\_

Address: \_\_\_\_\_ Tel.: \_\_\_\_\_

Parish stamp or seal

Priest's signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PART 3 (To be completed only by priests/ministers of other denominations or faiths)**

**Non-Catholic parents/carers from other denominations or faiths should hand this form to their priest/minister or faith leader who should complete the section below and return it as soon as possible to the school indicated over.**

I confirm that this family are members of our faith community  The family is not known to me

Name of minister: \_\_\_\_\_ Denomination/faith: \_\_\_\_\_

Parish or faith community: \_\_\_\_\_

Address: \_\_\_\_\_ Tel.: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**To the priest, minister or other faith leader:**

Please ensure this form is completed and returned to the Admissions Secretary at Corpus Christi School by.