

# Our Lady Immaculate Catholic Primary School Tolworth

## Admissions Policy For September 2011

*It is in your interest to read this document carefully. If there is anything that is unclear, please contact the Clerk to the Governors at the School.*

### Introduction

**The school is established by, and for, the parishioners of Our Lady Immaculate Parish, Tolworth, and St. Catherine of Siena Parish, Chessington and Hook.**

The school exists primarily to serve the Catholic community and Catholic children always have priority of admission. However the Governing Body welcomes all applications. The Governors, after consultation with the Local Authority, intend to admit **60** children to the Reception class each year.

Pupils will be admitted without reference to aptitude or ability. Governors have a non-discriminatory policy in relation to children with special educational needs. The school has installed a lift, an access ramp and toilet facilities to assist children with disabilities. All other needs are discussed on an individual basis.

**If Catholic or non- Catholic children are admitted to the school at any time, it does not guarantee that a place will automatically be offered to siblings.**

The Governing Body has agreed to adopt the common timetable of admissions, applications, closing dates and notification of the outcome of those applications, according to Kingston's primary coordinated admissions scheme. This requires documentation to be sent to both the Home Local Authority and the school within the closing dates.

- A. Parents considering sending their child to the school should complete a Supplementary Information Form (available from both the school and Kingston Council.) Completion of a Supplementary Information Form is not mandatory; however if one is not received, governors will consider the application under the 'any other children' category. The form must be returned to the school office by the date indicated.

The office staff will also need to see Baptismal Certificates. Completion of this form does **not** imply that a place will be available.

- B. All applications to Our Lady Immaculate School will be considered in accordance with the admissions criteria for the school.
- C. A Local Authority Common Application Form must be completed at the appropriate time and returned direct to the Local Authority in which you live.

**It MUST be noted that it is a statutory requirement under the Coordinated Admissions Regulations to make only one offer of a school place to each applicant for a Primary school. Where an applicant qualifies for more than one school the offer will be decided according to the preference order of the schools as stated on the form.**

**The closing date for applications in the normal admissions round is 15<sup>th</sup> January 2011**

**All applicants** will receive a letter from their Local Authority – mailed by first class post on the date agreed in that LA’s primary admissions scheme.

### **Late Applications**

Any applications received after the closing date of **15<sup>th</sup> January 2011** will be considered after all applications received by the closing date.

If there are exceptional reasons why an application is late and parents can provide documentary evidence to support this, such applications may be considered as on-time applications if possible. Each late application will be considered separately and on its own merits.

**In year Applications** For in- year applications see page 4 below.

### **Admission to Reception classes**

<u>Date of Birth</u>	<u>Autumn Term</u>	<u>Spring Term</u>	<u>Summer Term</u>
1 Sept-31 Dec	Full time	Full time	Full time
1 Jan-31 March	*Full time ( <i>optional</i> )	Full time	Full time
1 April-31 Aug	*Full time ( <i>optional</i> )	* Full time ( <i>optional</i> )	Full time

In accordance with the School Admissions Code 2010 provision will be made for all children in the September following their fourth birthday.

\* Parents can request that the date their child is admitted to the school be deferred until later in the school year or until the child reaches compulsory school age in that school year. (i.e. the term in which they have their 5<sup>th</sup> birthday)

Parents may also request that their child attend part time until the child reaches compulsory school age.

Arrangements will be negotiated between the parents and the Headteacher.

**The Governors, in consultation with the Headteacher, will decide on admissions to the school.**

### **In the event of over-subscription, the following priorities will apply:**

1. Baptised Catholic children who are designated as ‘looked after’ by the Local Authority or non Catholic children who are in the care of Catholic families will take precedence over all other applicants. ‘Looked after’ has the same meaning as in section 22 Children Act 1989.

2. Baptised Catholic children, where one or both parents/guardians are members of Our Lady Immaculate Tolworth, or St. Catherine of Siena Chessington and Hook parishes, and who attend Sunday Mass every week in one of those parishes,

*or* live within the boundaries of Our Lady Immaculate or St. Catherine of Siena parishes and attend Sunday Mass every week elsewhere.

3. Baptised Catholic children, where one or both parents/guardians are members of Our Lady Immaculate, Tolworth or St. Catherine of Siena, Chessington and Hook parishes and attend Sunday Mass at least twice a month in those parishes,

*or* live within the boundaries of Our Lady Immaculate or St. Catherine of Siena parishes and attend Sunday Mass at least twice a month elsewhere.

4. Baptised Catholic children, where one or both parents/guardians are members of Our Lady Immaculate, Tolworth or St. Catherine of Siena, Chessington and Hook parishes and attend Sunday Mass at least once a month in those parishes,  
*or* live within the boundaries of Our Lady Immaculate or St. Catherine of Siena parishes and attend Sunday Mass at least once a month elsewhere.
5. Baptised Catholic children, where one or both parents/guardians live outside the above parish boundaries and attend Sunday Mass every week at their own parish church.
6. All other baptised Catholic children.
7. Non Catholic children who are designated as ‘looked after’ by the Local Authority will take precedence over all other non-Catholic applicants.
8. Children who are members of Eastern Orthodox Churches. Evidence of Baptism will be required.
9. Children of families who are members of other Christian denominations, that are part of Churches Together in England. Evidence of Baptism (or dedication) provided by a priest or minister of a designated place of worship will be required.
10. Children of other faiths. Evidence of membership provided by a priest, minister or religious leader of a designated place of worship will be required.
11. Any other children.

**Applications for Priorities 1- 6 and 8 - 10 above MUST be supported by a statement on the supplementary form from the priest, or minister of the parish where the family worship. This form MUST be submitted by the closing date for applications.**

- Notes** - Applications for places for children who are members of a church in full communion with the See of Rome, and which is recognized as such by Church Authority, will be dealt with as belonging to categories 1 - 6 above - depending on their place of residence and evidence of practice as provided by their own priest. Such applications will be supported by that church’s certificate of baptism or certificate of reception provided by the appropriate Church Authority.
- Catechumens will be treated as full members of the Church and placed in the appropriate category. Supporting evidence will be provided by a priest in the normal way.
  - Maps showing the boundaries of the Parishes are held at the school.

**In the event of further over-subscription within Priorities 1- 11 above, the following criteria will be used in the order listed (a) – (d)**

- (a) Sibling in the school at the time of proposed entry. Sibling includes, step and adopted brothers and sisters.
- (b) Pastoral and medical needs which make the school particularly suitable for the child in question. Strong relevant evidence must be provided by an appropriate professional authority e.g. qualified medical practitioner, education welfare officer, social worker or priest. This information **must** be submitted by the closing date for applications.

(c) Applications on behalf of children with Special Educational Need, who are without a statement. The grounds for such an application must be supported by a medical or educational professional and must be submitted at the time of completion of the Common Application Form. This information **must** be submitted by the closing date for applications.

(d) Distance from home to the school. Under this criterion places will be awarded to children in order of those who live nearest to Our Lady Immaculate School measured by the shortest approved walking route from the applicants' home address to the school gate. The task of measurement will be undertaken by Kingston Council's School Admissions Geographical Information System.

### **In-year applications**

Applications in-year for a place at the school must be made using the Common Application Form of the Local Authority in which you live – *ensuring that you include the name of the school on the form as one of your preferences*. This form must be returned to the Local Authority. The school's Supplementary Information Form should also be completed and returned to the school. This will 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 those listed above.

The Local Authority will make an offer of a place at 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.

### **Waiting List**

Parents of children who have not been offered a place at the school (either in the normal admissions round or in-year) may ask for their child's name to be placed on a waiting list. The waiting list will be operated using the same admissions criteria listed above. It will not give priority to children based on the date their application was received or the date on which their name was added to the list.

Placing a child's name on the waiting list does not guarantee that a place will become available. The waiting list will be held until the child no longer requires the place.

This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

### **Appeals**

Parents/guardians unsuccessful in obtaining a place at the school will receive:

- a written reason for the refusal;

- LA guidance relating to the independent appeals process;

Parents/guardians have the right to appeal against the refusal of the Governors to admit their child. The following are available on request at the school office:

- Diocesan guidelines relating to the appeals process;

- A copy of Our Lady Immaculate Admissions Policy;

- An appeal form for return to the 'Clerk of Appeals' at the school.

# **OUR LADY IMMACULATE CATHOLIC PRIMARY SCHOOL**

399 Ewell Road Surbiton  
Surrey KT6 7DG  
020 8399 9854



## **Supplementary Information Form 2011**

Completion of this Supplementary Form will enable Governors to apply the admissions criteria to your application. **Please return this form to Our Lady Immaculate School by 15<sup>th</sup> January 2011**

**Section A** To be completed by parent/carer **Section B** Ask the priest of the parish where you go to Mass to complete this section. *If you regularly attend more than one church please advise the priest when submitting this form, with documentary evidence as described below\**

**Section C** Ask the priest/minister of your church/place of worship to complete this section.

You **must also** complete a 'Common Application Form' for the Local Authority in which you live (available from the School or from the Local Authority) ensure that you include the name of this school as one of your preferences on the form. Send the Common Application Form to your Local Authority.

### **A. To be completed by the parent or carer:**

Surname of child ..... Date of birth .....

Christian/forename(s) of child..... Male/Female

Religion..... Parish.....

Date and place of Baptism.....

*(Copy of Baptism certificate is required and must be produced)*

Brother / Sister who will be on the school roll in September 2011, or at the time of entry of the above child.

<u>Name</u>	<u>Date of Birth</u>	<u>Present Class</u>
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Parents' names .....

Parents' religions/denominations .....

Home address .....

.....Postcode.....

Daytime phone no(s).....

Parent's Signature .....

### **If appropriate, please supply on a separate sheet -**

*Any other information you may feel is relevant to this application in relation to the school's admissions policy e.g.*

- *medical need representations that need to be supported by documentary evidence as described in the policy.*

- *a letter from the second parish you attend regularly, confirming attendance level. \**

**B. To be completed by the Priest of the Parish where you go to Mass.**

***Which category best describes the Mass attendance of the applicants?***

**A.** Baptised Catholic children, where one or both parents/guardians are members of Our Lady Immaculate Tolworth, or St. Catherine of Siena Chessington and Hook parishes, and who attend Sunday Mass every week in one of those parishes,

*or* live within the boundaries of Our Lady Immaculate or St. Catherine of Siena parishes and attend Sunday Mass every week elsewhere.

**B.** Baptised Catholic children, where one or both parents/guardians are members of Our Lady Immaculate, Tolworth or St. Catherine of Siena, Chessington and Hook parishes and attend Sunday Mass at least twice a month in those parishes,

*or* live within the boundaries of Our Lady Immaculate or St. Catherine of Siena parishes and attend Sunday Mass at least twice a month elsewhere.

**C.** Baptised Catholic children, where one or both parents/guardians are members of Our Lady Immaculate, Tolworth or St. Catherine of Siena, Chessington and Hook parishes and attend Sunday Mass at least once a month in those parishes,

*or* live within the boundaries of Our Lady Immaculate or St. Catherine of Siena parishes and attend Sunday Mass at least once a month elsewhere.

**D.** Baptised Catholic children, where one or both parents/guardians live outside the above parish boundaries and attend Sunday Mass every week at their own parish church.

**E.** Very rarely attend Mass. (Less than once a month.)

**F.** Not known to me.

**A          B          C          D          E          F**          *(circle only one letter and sign below)\*\**

**C. To be completed by the Priest / Minister of other denomination or faith.**

The applicant is a member of.....

.....

.....

*(complete name of Church/Place of worship and sign below) \*\**

**Priest or Minister who has completed section B or section C above - \*\***

Name \_\_\_\_\_

Signature \_\_\_\_\_

Church /Address \_\_\_\_\_

\_\_\_\_\_ Stamp/seal \_\_\_\_\_

Telephone Number \_\_\_\_\_

Date \_\_\_\_\_

**For Administration Purposes:**

Date acknowledgement sent .....

Date of Baptism ..... Baptism Certificate seen and details verified by.....