

# St Agatha's Catholic Primary School

## Admission Policy 2011- 2012

### 1. General

- a) St Agatha's Catholic Primary School is a voluntary aided [VA] day school in the Archdiocese of Southwark; it is in the trusteeship of the Diocese and is maintained by Royal Borough of Kingston Local Authority [LA]. 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.
- b) This document reflects legal requirements. **It is in your interest to read this document carefully together with the Local Authority Primary School Admissions booklet.**
- c) 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 access ramps and toilet facilities to assist children with disabilities. All other needs are discussed on an individual basis.
- d) The school provides distinctive Christ centred, Catholic education for children aged 3+ to 11 years. At St Agatha's we aim to provide a Catholic education for all our pupils and as 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 whose children attend the school.
- e) St Agatha's Catholic Primary School is a Voluntary Aided [VA] School which 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.
- f) The governor body has responsibility for admissions to St Agatha's school and having consulted with the Local Authority, the Royal Borough of Kingston, and other admissions authorities, intends to admit 60 children to the reception class in the school year that begins in September 2011.
- g) Please note that admission to St Agatha's Catholic Primary School does not guarantee admission to a Catholic Secondary School, who will have their own admission policy.
- h) Parents are reminded that if your child is offered a place this does not guarantee a place for future applications from siblings. The Admissions criteria will be applied in every case.

### 2. Co-ordinated Scheme for Admission Arrangements

Applications are made by the completion of the **COMMON APPLICATION FORM** which can be obtained from your home Local Authority [LA] together with the St Agatha's Catholic Primary School **SUPPLEMENTARY INFORMATION FORM** which will be available from the school when the LA admission booklet is made available.

It is a statutory requirement to make only one offer of a school place to each applicant for a Primary place. 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 **COMMON APPLICATION FORM**.

Please contact a member of the office staff at the school if you need any information or help in applying for admission.

### 3. 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 *[see footnote 1]*
2. Baptised Catholic children and children enrolled in the catechumenate *[see footnote 5]*
3. Other 'Looked After' children
4. Children of families who are members of other Christian denominations *[see footnote 6]*
5. Children of other faiths
6. Any other children

Where the offer of places to all the applicants in any of the categories listed above would lead to oversubscription, the following provisions will be applied.

- I. The attendance of a sibling [see footnote 3] at the school at the time of admission will increase the priority of an application in each category.
- II. For categories 1 and 2 above, the strength of the evidence of commitment to the faith [see footnote 2] as demonstrated by the level of the family's Mass attendance on Sundays will increase the priority of an application in each category. This evidence will be provided by the Supplementary Application Form.
- III. For Category 4 above the strength of the evidence of commitment to the faith by other Christian denominations [see footnote 6] as demonstrated by the level of the family's Church attendance on Sundays will increase the priority of an application in each category. This evidence will be provided by the Supplementary Application Form.
- IV. The governing body may increase the priority of an application within a category where evidence is provided at the time of application of an exceptional social, medical or pastoral need see footnote 7] of the child which makes St Agatha's school particularly suitable for the child in question.
- V. The distance from the child's home [see footnote 4] to the school gate. This will be measured by the Council's geographical information system

**Footnote 1: Definition of 'looked after children'**

*'Looked After Children' has the same meaning as Section 22 of the Children's Act 1989 and means any of those children who are 'looked after' by the local authority or provided with accommodation by them e.g. foster parents. Verification by an appropriate authority [e.g. medical practitioner, education welfare officer, social worker] would be required.*

**Footnote 2: Definition of 'commitment to the faith'**

*In assessing 'commitment to faith' the Governing Body will take into account the frequency of attendance at Mass. Applications will be ranked in the order shown on the Supplementary Form [section 4 A to D] Missing Mass more than once a month would not be deemed as regular practice.*

**Footnote 3: Definition of 'sibling'**

*Children who have a brother or sister, including a step, adopted, half-brother or sister or foster-brother or sister, living at the same address, a child who, is living as part of a 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 and attending the school at the time when the child would be admitted*

**Footnote 4: Definition of 'home'**

*Home will be the child's ordinary place of residence and will be deemed to be a residential property at which the parent or persons with parental responsibility for the child resides at the closing date for receiving applications for admission to the school.*

*Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's ordinary place of residence will be deemed to be that property at which the child resides for the greater part of the week.*

**Footnote 5: Definition of Catechumen'**

*A person undergoing instruction into the Catholic Church prior to baptism and will normally be evidenced by a certificate of reception into the order of catechumens.*

**Footnote 6: Definition of 'Other Christian Denominations'**

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

**Footnote 7: Definition of Social Medical or Pastoral need**

*To demonstrate an exceptional social, medical or pastoral need of the child which can most appropriately be met by St Agatha's school, the governing body would normally require written evidence from an appropriate professional, such as a social worker, doctor or priest.*

**4. Date of Admission to the School for 2011-2012**

If your child is born between 01 September 2006 and 31 August 2007 then they will be able to start reception class in September 2011. This may be full time or part time depending on the term when you child becomes five.

Date of Birth	Autumn	Spring	Summer
01 September to 31 December	Full time	Full time	Full time
01 January to 31 March	Part time	Full time	Full time
01 April to 31 August	Part time	Part time/Full time*	Full time

\* parents of summer born reception children will have the option to send their child either part time or full time at the start of the Spring term.

Later transfers may be permitted as part of a review of Special Educational Needs [SEN] where all parties are in agreement that this will be beneficial for the pupil concerned and where the school feels that it has the resources and ability to meet any identified needs of the child.

## 5. Procedures

**The closing date** for applications in the normal admissions round is 15 **January 2011**

1. To apply for a place at the school parents must complete and return two separate forms by the 15 January 2011. The Common **Application Form [CAF]** which will be available from your home local council. The **Supplementary Information Form** is available by e-mail from the school office [agp@rbksch.org](mailto:agp@rbksch.org) or by phone 020 8546 3879 or Kingston Council; telephone 020 8547 4610 or e-mail [school\\_admissions@rbk.kingston.gov.uk](mailto:school_admissions@rbk.kingston.gov.uk)

You are advised to keep copies of the two forms before you submit them.

2. The **Common Application Form** is returned to your Local Authority and the **Supplementary Information Form** is returned to the school by the same date as indicated in 5.1 above.
3. You will be advised of the outcome of your application by a common offer date as specified by your local authority in their Primary Admission booklet for 2011.
4. The LA will only accept late applications and treat them as equivalent to applications received by the closing date if there are exceptional circumstances to support why the application was late. Late applicants must provide documentary evidence to support why their application is late. Such request must be supported by a professional, for example, a doctor or social worker.
5. Late applications will be treated as published in your LA primary admission booklet. Any late applications made direct to any school on the common application form will be forwarded to the LA immediately. Where a school receives a supplementary form after the closing date the school will inform the LA immediately so it can verify whether a common application form has been received from the parent and, if not, contact the parent and ask them to complete a common application form.
6. A child attending St Agatha's nursery **is not guaranteed a place** for the Reception class and nursery parents must apply in the same way as all other applicants.
7. The office staff will need to see Baptismal certificates. The registration forms and supporting documents **MUST be returned to the school office**. Copies of Baptismal certificates can be obtained from the Parish priest at the church where the Baptism took place.
8. A LA common application form will be sent at the appropriate time to all families registered with us. The **common application form must be returned to your home LA** by the 15 January 2011. Under co-ordinated admission regulations only one offer of a school place will be made to each applicant using the order of the preference stated on the common application form.
9. Appointments to visit the school can be made at any time by contacting the school.
10. There is one intake in September for the Reception class and places are allocated annually. Parents who have registered their child for a Reception place will be sent a common application form at the end of the autumn term prior to their child's admission year. Completed common application forms should be returned to your home LA.
11. Applications received after the closing date will be considered in accordance with your home LA published arrangements where a Common Application Form has been completed. It will not be possible to apply the oversubscription criteria.

12. Applicants will be notified in line with the Local Authority timetable as to whether the Governors are able to offer a place or not. Unsuccessful applicants will be sent details of the appeals procedure and will be placed on an order of priority waiting list using the oversubscription criteria set out in this document.
13. The school admissions officer will keep a waiting list in rank order as identified by the published oversubscription criteria. The waiting will remain in place throughout the academic year. Placing a child's name on the waiting list is not a guarantee that a place will become available. Neither does it prevent parents from exercising their right to appeal against the decision not to offer a place.
14. Parents should note that when the admission criteria has been applied to any new applicants **the rank position of children on the waiting list may change** to reflect a new applicant's position.

## **6. False Information**

- a) Where the Governing Body has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent, which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place will be withdrawn.
- b) Where a child starts attending the school on the basis of fraudulent and intentionally misleading information the place may be withdrawn by the governing body, depending on the length of time that the child has been at the school.
- c) Where a place or an offer has been withdrawn, the application will be re-considered, by the governing body and a right of independent appeal offered if the place is refused.

## **7. Applications outside of the normal admissions round**

Applications outside of the normal admissions round must be made to your home LA and will be dealt with in accordance with your LA in year scheme. Any applications will be considered by the Governors Admission Committee using the criteria set out in this document in section 3. If all places have been filled then parents will be offered the opportunity to place their child on the waiting list in criteria order. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

## **8. 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*. Further help or advice on this can be obtained from the home local authority.

## **8. Appeals against the Governing Body's decision to refuse admission**

1. Parents whose application for a place is 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 the reasons on which the appeal is made.
2. Appeals should be made to the Admission Appeal Clerk at the school address [see below]. Appellants have a right to make oral representations to the Appeals Panel.:

**The Clerk to the Governors**  
**St Agatha's Catholic Primary School**  
**St Agatha's Drive**  
**Kingston upon Thames**  
**Surrey**  
**KT2 5TY**



# St. Agatha's Catholic Primary School

## Supplementary Information Form 2011-2012

*Parents are directed to the relevant Local Authority Primary School Admissions Booklet for more details on the regulations for co-ordinated admission arrangements for Primary schools.*

You should complete your home Local Authority common application form for your child, on which you are asked to name your preferred schools. This form is known as the Common Application Form. This form is returned to your home Local Authority by the 15 January 2011. Each application is individually considered using the school's published admissions criteria. If your child meets the criteria for more than one of your preferred schools, you will be offered a place at your highest preferred school.

When you apply for a place at a Church school you will also need to fill in the supplementary information form provided by that school, because Church schools need additional information to apply their admission criteria fairly. **This supplementary information form needs to be returned to the school** by the 15 January 2011.

It is important for you to complete all the information requested on this form. You are also asked to provide a copy of your child's baptismal and birth certificate. You may provide any other information with this form that you feel would support your application. For example, if you are a member of another Christian faith you may wish to provide a letter from the minister of your local church.

### Section 1: Family Details

Surname:

First Names:

Date of Birth:

Religion:

Home Address:

Contact numbers:

**Section 2: Admission Criteria**

Please indicate which of the following criteria you feel are relevant to your application for a place at St Agatha's Catholic Primary School.

- [a] A Baptised Catholic child with one or both parents practising
- [b] A sibling [both Catholic and non-Catholic] at the time of admission
- [c] A Baptised Catholic child whose parents are not practising
- [d] A child of another Christian faith
- [e] A child who is a member of another World Faith
- [f] All other children
- [g] A looked after child

If you are applying under **[a] in [section 2]** you will need to **complete Section 3** and **section 4** and take this form to your Parish Priest and ask him to sign at **Section 4**

***Section 3 To be completed by the parent***

Name of the church you normally worship at:

Name of the parish priest:

Your signature:

Please print your name:

***Section 4: To be completed by the parent or Guardian and presented for the signature of the Parish Priest of the church you regularly worship at***

***Please tick as appropriate***

The family mentioned in section 1 above;

- A. Regularly worship at our church each Sunday
- B. Attend every few weeks [more than once each month]
- C. Occasionally attend church [less than once each month]
- D. Very rarely attend
- E. Are not known to me

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

Parish priest's signature:

Date: