



St. James The Great

Roman Catholic Primary and Nursery School
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Admission Arrangements – 2019/2020

St James the Great RC Primary and Nursery School is an academy in the Diocese of Southwark. It is in the trusteeship of the Diocese. 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. The school exists 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 and from those who have no faith who support the religious ethos of the school.

The Governing Body has responsibility for all admissions to the school. Having consulted with the local authority and other admission authorities, they have declared their intention to admit 60 children to the Reception classes formed for intake in September 2019. Places are offered without reference to ability or aptitude. Children will be admitted at the beginning of the school year in which they become five. Please also refer to the section regarding Admission of children below compulsory school age.

Where the number of applications exceeds the published admission number, the Governors will, after the admission of children with a statement of special educational need or EHC plan where the school has been consulted in regard to naming the school, offer places using the following criteria in the order stated:

1. Looked after Catholic children or looked after children in the care of Catholic families and previously looked after Catholic children who have been adopted or who have become the subject of a residence or guardianship order
2. Catholic children. A copy of the child's baptismal certificate or evidence of reception into the Catholic Church must accompany the supplementary information form.
3. Baptised Catholic children of a member of teaching staff, where either the staff member or other parent is a practicing Catholic and where the member of teaching staff has served at the school in a permanent post equivalent to at least 3 days per week for two or more years at the time of application.
4. Children enrolled in the catechumenate. Evidence of enrolment in the catechumenate will be required at the time the supplementary information form is submitted.
5. Other looked after children and other previously looked after children who have been adopted or who have become the subject of a residence or guardianship order.
6. Children who are members of Eastern Orthodox Churches. Evidence of Baptism will be required at the time the supplementary information form is submitted.
7. 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 at the time the supplementary information form is submitted.

8. Children who are members of other faiths. Evidence of membership of the faith provided by a priest, minister or religious leader of a designated place of worship will be required at the time the supplementary information form is provided.
9. Any other children.

Where the number of applications within any of the above categories exceeds the number of places available and it is necessary to decide between applications

- i. For Category 2 above – the strength of evidence of commitment to the faith as demonstrated by the level of the family’s Mass attendance on Sundays over a period of 3 years. This evidence must be endorsed by a Priest at the church/es where the family normally worship and is the responsibility of the parents to provide this information to the school by the date specified for the return of supplementary information forms and supporting documentation. Applications will be ranked in the order shown on the supplementary information form; firstly those whose Mass attendance is regular (ie weekly), then those where attendance is shown as occasional (ie at least once a month), then those where attendance is irregular (ie less than once a month)
- ii. The presence of a sibling on the school roll at the time of admission. Evidence of the relationship may be required.
- iii. Living in the parish of St Andrew’s, Thornton Heath or St Bartholomew’s, Norbury.
- iv. Social, pastoral and medical needs which make the school particularly suitable for the child in question. Strong and relevant evidence from a professional authority (eg qualified medical practitioner, education welfare office, social worker or priest) will be required at the time the supplementary information form is submitted.
- v. Proximity to the school of the child’s home address. Evidence of residence may be required. Distance will be measured in a straight line from the school entrance by the local authority using a geographical computerised system. Where the last remaining place is to be allocated and two or more children are deemed to live at the same distance from the school the place will be decided by the drawing of lots.

Notes

- Catholics include members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome. References to other Christian denominations refers to denominations that are full members of Churches Together in England.
- A sibling means children who live as brother and sister including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters. It does not include other relatives, eg cousins.
- Home refers to the permanent home address at which the child lives for the majority of his/her time and with the parent who is in receipt of child benefit.
- Looked after children are those in the care of a public authority and are in public care. Applications made under this criterion must be accompanied by details of circumstances and professionally supported evidence eg from an appropriate social worker.
- In addition to the Common Application form (CAF) available via the local authority website, the Supplementary Information form (SIF) should be completed and returned to the Admissions Secretary at the school no later than **the closing date published by the local authority which is 15 January 2019**. If the SIF is not completed and returned, the governing body of school will only be able to consider the application after all those where a SIF has been completed.
- Social, pastoral and medical needs are often difficult to determine. It is the child’s needs that will be considered and evidence to support the consideration of the application under this criterion will be required. This may include evidence provided by a priest or minister where admission on pastoral grounds is being sought.

- A map is included with the policy and the red outline marked thereon indicates the boundaries of the parishes of St Andrew's, Thornton Heath and St Bartholomew's, Norbury.

Appeals

Parents whose applications are unsuccessful may appeal to an independent appeals panel set up in accordance with section 94 of the Schools 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 Appeals Clerk at the school address. Parents/Carers have the right to make oral representations to the Appeals Panel. Infant classes are restricted by the 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 decides 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 may request that the admission date is deferred until later in the school year or until the child reaches compulsory school age in that school year. Parents may also request their child attends part-time until the child reaches compulsory school age.

Admission of children outside their normal age group

Parents who are seeking admission for their child outside their normal age group, eg the child has experienced health problems 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. Governors will make decisions on the circumstances of each case and in the best interests of the individual child. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group, and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They will also take into account the views of the school's head teacher. When informing a parent of the decision which year group the child should be admitted to, the governors will set out clearly the reasons for their decision. 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.

Pupils with a Statement of Special Educational Needs or Education, Health and Care (EHC) Plan

The admission of pupils with a Statement of Special Educational Needs or with an EHC plan is dealt with by an entirely 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.

Waiting Lists

Where an application has been unsuccessful the parent may ask that their child's name be added to the waiting list. The school holds waiting lists for all year groups, operated using the same criteria listed above. There is no guarantee that adding a child's name to a waiting list means that a place will become available. Unless requested otherwise by the parent, the school will retain the child's name on the waiting list until the end of the year in which the child is scheduled to leave primary education. Adding a child's name to the waiting list does not mean that the family cannot exercise their right to appeal the decision not to offer a place.

Late Applications

Any late applications will only be considered should places be available once all on-time applications have been processed. If places are not available to late applications, parents have the right to add their child's name to the waiting list. Adding a child's name to the waiting list does not mean that the family cannot exercise their right to appeal the decision not to offer a place.

In Year Admissions

Children, including siblings, whose parents apply for places other than at the Reception intake stage will be placed on the waiting list for the relevant school year, in an order to be determined by the criteria and guidelines stated, as any vacancy occurs. Information can be provided to parents about the order of priority of applications being held at a particular time but no guarantee can be given that higher priority applications will not be received by the time a place becomes available. Families wishing to apply for in-year admission should contact school office or visit the school's website for further information about the process.

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 Admission Code 2014. Admitting pupils under the protocol may require the school to admit above the planned number for the relevant year group.

Oriental Rite (or Eastern Catholic) Churches in union with the See of Rome

Alexandrian

Coptic Catholic Church

Ethiopian Catholic Church ('Gheez rite') (Includes Eritrean Catholic Church)

Antiochean (West Syrian)

Syrian Catholic Church

(Syro-)Maronite Catholic Church

Syro-Malankar Catholic Church

Armenian

Armenian Catholic Church

Chaldean (East Syrian)

Chaldean Catholic Church

Syro-Malabar Catholic Church

Constantinopolitan (Byzantine)

Albanian (Byzantine) Catholic Church

Belarussian Catholic Church

Bulgarian (Byzantine) Catholic Church

Georgian Catholic Church

Greek (Hellenic) Catholic Church

Greek-Melakite Catholic Church

Hungarian (Byzantine) Catholic Church

Italo-Albanian (Byzantine) Catholic Church

Church of the Byzantines of the Diocese of Krizevci (Krizevci Catholic Church)

Macedonian Catholic Church

Romanian (Greek) Catholic Church

Russian Catholic Church

Ruthenian (Byzantine) Catholic Church

Slovak (Greek) Catholic Church

Ukrainian (Greek) Catholic Church

Ethnic Chaplaincies

Albanian

South London Caribbean Assn

Croatian

Ethiopian

Belarussian

Chinese

Czech

Filipino

Brazilian

Congolese

Eritrean

French (and all French speaking Nationals)

German	Ghanaian	Goan
Hungarian	Iraqi Chaldean	Iraqi Syriac
Irish	Italian Mission	Kerala (Latin Rite)
Kerala (Syro-Malabar Rite)	Korean	Latin American
London Caribbean	Lebanese (Maronite Rite)	Lituanian
Maltese	Nigerian	Palistinian (Melkite Rite)
Polish	Portuguese	Romanian
Slovakian	Slovenian	Spanish
Sri Lankan (Sinhalese language)	Sri Lankan (Tamil language)	Syro-Malabar
Traveller, Gypsy & Roma communities)	Vietnamese Zimbabwean	Zambian

Members of Churches Together in England

A full up to date list of Churches that are members of Churches Together in England (CTE) can be access from the CTE website – <http://cte.org.uk>

