

St Eugene de Mazenod Catholic Primary School Admissions Policy

Policy produced by the school

Approved by the governors – 30.11.22

Implementation date - 2024/2025

Admission arrangements for year 2024/2025

St Eugene de Mazenod Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its governing body as part of the Catholic Church in accordance with the Diocesan 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 permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

Applications are invited for September 2024 from families whose child attains 5 years of age between 01/09/2024 and 31/08/2025.

The Published Admission Number (PAN) for the school is 30.

The Governing Body is the Admission Authority and as such is fully responsible for all admissions to the school.

Oversubscription criteria

If there are more applications than our published admissions number of 30 places, the Governors will offer places in accordance with the following criteria, listed in order of priority:

1. Catholic looked after children and previously looked after Catholic children (including those adopted outside of England) who have been adopted (or subject to child arrangements orders or special guardianship orders) immediately following having being looked after.
2. Baptised Catholic children with a Certificate of Catholic Practice from the priest at the parish where the family normally worships.
3. Other baptised Catholic children.
4. Other looked after children and other previously looked after children who have been adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after.
5. Catechumens or members of an Eastern Christian Church.
6. Members of other Christian Churches whose practice is supported by either a baptism certificate or a letter from their priest or minister confirming membership of the parish community.
7. Any other children.

Note 1: In each of the above categories, the presence of a brother or sister, foster or half brother or sister or step brother or sister in the school at the time of admission will increase priority within that category.

Note 2: The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admission Number ("PAN")

Tie Breaker

Where all else is equal, higher priority will be accorded to the child living nearest to the school, the distance being measured by a straight line from the front door of child's house to the main entrance of school. Where there are applicants living in flats at the same address, the distance will include the distance from the front door of the flat within the building i.e. the flat nearest to the main door to the building will have priority. This distance is measured by the Local Authority.

Pupils with an Education, Health and Care Plan (EHCP)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Details of this separate procedure are set out in the *Special Educational Needs Code of Practice*. Please ask the school for further information. Pupils with this school named in their EHC Plan will be admitted.

Fair Access

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round, the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Governing Body and the Diocese for the current school year. The Governing Body has the power even when admitting the child would mean exceeding the published admission number.

Admissions for Reception

To apply for a place at this school in the normal admission round, you must complete a Common Application Form (e-admissions form) available from the local authority in which you live. You are also requested to complete the Supplementary Information Form if you wish to apply under the oversubscription criteria 1 to 3 or 5 and 6. This will enable the Governing Body to categorise your application if it is an application under one of the faith based criteria. You should hand in the following forms to the school as follows:

- St Eugene de Mazenod's Supplementary Information Form (SIF);
- Baptismal certificate (if applicable);
- Certificate of Catholic Practice (if applicable).

The Supplementary Information Form (SIF) is obtainable from the school office and school website. You can collect the form from the school office or contact the school and ask for it to be sent to you.

The completed St Eugene's SIF form should be returned along with a copy of the child's baptismal certificate and Certificate of Catholic Practice to St Eugene's School by the closing date which will be 15th January 2024.

If you do not complete both the Common Application Form and SIF and return them by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 to 3 and 5 and 6, and this is likely to affect your child's chance of being offered a place.

The closing date for applications will be 15th January 2024 and notification letters will be sent out by the Local Authority on behalf of the Governors on 15th April 2024. This

information is available from the Camden website www.camden.gov.uk. St Eugene's abides by this timetable.

1.a. if the application for a place in school is unsuccessful you have the right of appeal to an independent appeal panel.

1.b. If you wish to appeal against non-admission please do so in writing to the Chair of the Governing Body, care of the school.

2. Appeals should be lodged by 24th May 2024. Appellants will receive at least 10 school days' notice of their appeal hearing date.

3. In addition to the right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list.

In-Year Admissions

Applications for In-Year admissions are made directly to the school. Where there is no waiting list the local authority will be notified and the child will be admitted. If more applications are received than there are places available then applications will be ranked by the governing body in accordance with the oversubscription criteria, with the following modifications: Catholic children without an offer of a school place elsewhere are given priority immediately after Catholic 'looked after' children; similarly, other children without an offer of a school place are given priority immediately after other 'looked after' children. If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the governing body in the order of the oversubscription criteria as modified above and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the governing body will re-rank the list so that an offer can be made.

CHILDREN EDUCATED OUTSIDE THEIR CHRONOLOGICAL AGE GROUP (except Reception applications for summer born children)

Parents may apply for their child to be educated outside his/her chronological age group i.e. a year behind or a year ahead. Application should be made to the Chair of Governors at the time of application and any supporting evidence should be submitted at the same time. Governors will consider each case on its own merits and permission will only be given in exceptional circumstances.

CERTIFICATE OF CATHOLIC PRACTICE

Applicants applying under criteria 2 should submit a Certificate of Catholic Practice (CCP) by the closing date. This certificate is available from the priest at the parish where the family normally worships or from the diocesan website. It is the parent's duty to ensure that the CCP is submitted to the school in good time. You will need to get a Certificate of Catholic Practice form signed for each Catholic school that you are applying to.

RECEPTION YEAR DEFERRED ENTRY

Applicants may defer entry to school up until compulsory school age i.e. the first day of term following the child's fifth birthday. Application is made in the usual way and then the deferral is requested. The place will then be held until the first day of the spring or summer term as applicable. Applicants may also request that their child attend part-time until compulsory school age is reached. Entry may not be deferred beyond compulsory school age or beyond the year for which the application has been made. Therefore, applicants whose children have birthdays in the summer term may only defer until the 1st April 2024.

SUMMER BORN CHILDREN

If a parent wishes his/her summer born child to start school in Reception in the September following his/her 5th birthday i.e. a child born between 1st April – 31st August being admitted to Reception at 5 years of age, they should make the school aware of this by writing a letter to the Chair of Governors at the time of application. Parents must then submit an application in the normal way. This application will be treated in the same way as all other applications Notes (these notes form part of the over-subscription criteria)

“Looked after child” has the same meaning as in Section 22 of the Children 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).

“**Adopted**”. An adopted child applies to all children with proof of adoption.

“**Child Arrangements Order**”. A Child Arrangements Order is an order under the terms of the Children Act 1989 s.8 which defines it as an order settling the arrangements to be made as to the person with whom the child is to live.

“**Special Guardianship Order**”. A Special Guardianship Order is an order under the terms of the Children Act 1989 s.14A which defines it as an order appointing one or more individuals to be a child’s special guardian(s).

“**Parent**” is the person or persons who have legal responsibility for the child.

“**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 the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest 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).

For a child to be treated as Catholic, evidence of baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the laws of the Church.

“**Certificate of Catholic Practice (CCP)**” means a certificate given by the family’s parish priest (or the priest in charge of the church where the family normally worships) in the form laid down by the Bishops’ Conference of England and Wales. It will be issued if the priest is satisfied that at least one Catholic parent or carer (along with the child, if he or she is over seven years old) have (except when it was impossible to do so) attended Mass on Sundays and holy days of obligation for at least five years (or, in the case of a child, since the age of seven, if shorter). It will also be issued when the practice has been continuous since being received into the Church if that occurred less than five years ago. It is expected that most Certificates will be issued on the basis of attendance. A Certificate may also be issued by the priest when attendance is interrupted by exceptional circumstances which excuse from the obligation to attend on that occasion or occasions. Further details of these circumstances can be found in the guidance issued to priests

<http://rcdow.org.uk/education/governors/admissions/>

“**Sibling**” refers to

- (i.) all natural brothers and sisters, half brothers and sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address: and
- (ii.) the child of a parent’s partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is subject of the application.

“**Home Address**” is defined as the address at which the child usually lives with a parent or carer, and will be the address provided in the Common Application Form (“CAF”). Where parents have shared responsibility for a child, and the child lives for part of the week with

each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

“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.

“Eastern Christian Church” includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

“Children of other Christian denominations” means children who belong to other churches and ecclesial communities which, acknowledge God’s revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God’s will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.