



## STATUTORY CONSULTATION OF ADMISSION ARRANGEMENTS FOR 2019 INTAKE

The Governing Body of Sacred Heart and St Mary's Catholic Primary Schools (Battersea) is aware of its obligation to consult on its Admission Arrangements at least every 7 years (Admissions Code December 2014). The Admissions Criteria for 2019/20 has not changed from previous years. Having taken advice from our local authority and the Diocese we would like to consult on our Admission Arrangements.

St Mary's RC Primary School exists primarily to serve the Catholic community and Catholic children always have priority of admission. However, the Governing Board also welcomes applications from those of other denominations and faiths who support the religious ethos of the school.

From September 2019 St Mary's School is proposing to offer a bilingual (English/Italian) stream.

### Timeframe for Consultation

|                                    |   |
|------------------------------------|---|
| 18 <sup>th</sup> December 2017:    | Opening date of the consultation period                               |
| 31 <sup>st</sup> January 2018:     | Closing date of the consultation period                               |
| By 28 <sup>th</sup> February 2018: | Formal determination of admission arrangements by the Governing Board |
| By 15 <sup>th</sup> March 2018:    | Governing Board to publish their determined admission arrangements    |

15<sup>th</sup> May 2018: Deadline for objections to be submitted to the Schools Adjudicator

1<sup>st</sup> September 2019: Effective date of admissions arrangements

### Who is the consultation for?

The consultation is for:

- a) Parents of children between the ages of two and eighteen;
- b) Other persons in the relevant area who in the opinion of the admission authority have an interest in the proposed admissions;
- c) All other admission authorities within the relevant area (except that primary schools need not consult secondary schools);
- d) The local authority - Wandsworth
- e) Any adjoining neighbouring local authorities where the admission authority is the local authority; and
- f) The Archdiocese of Southwark

### What Happens Next – How to Respond

St Mary's (RC) Primary School is inviting views on its proposed admission arrangements for the 2019 intake. Please send any comments you have (preferably by email) to:

Annabel Clarkson  
Chair of Admissions and Discipline Committee  
St Mary's RC Primary School  
7 St Joseph's Street  
Battersea  
SW8 4EN

Email: [admin@st-mary's-pri.wandsworth.sch.uk](mailto:admin@st-mary's-pri.wandsworth.sch.uk)

Please note that the deadline for comments to be submitted is Midday, 31<sup>st</sup> January 2018. The proposed admission policy and supplementary information forms are attached below:



St. Mary's (RC) Primary School Battersea is a voluntary aided school in the Diocese of Southwark. It is in the trusteeship of the Diocese. The school is conducted by its Governing Board 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 of the parishes of Our Lady of Mount Carmel and St. Joseph (Battersea), Sacred Heart (Battersea) and St. Francis de Sales (Stockwell); and Catholic children from these parishes will always have priority of admission within their relevant category. However, the Governing Board welcomes all applications, particularly from those of other denominations and faiths who support the religious ethos of the school.

From September 2019, St Mary's School is proposing to offer a bilingual (English/Italian) stream.

The school will have two reception classes:

30 children will be admitted to the English only reception class, based on the criteria below;

30 children will be admitted to a reception class in which they will receive a bilingual (Italian/ English) education also based on the criteria below.

Please see the section below under Notes, Admissions Procedure on page 5.

Having consulted with the Local Authority and other admission authorities, the Governors intend to admit into the reception class, in September 2019, up to 60 pupils without reference to ability or aptitude.

Where the number of applications exceeds 60, the Governors will offer places using the following criteria in the order stated:-

1. Looked after Catholic Children, or Previously Looked After Catholic Children; or Looked After Children in the care of Catholic families [see Notes].
2. Baptised Catholic children. Evidence of Baptism will be required.
3. Children enrolled in the catechumenate. Evidence of enrolment in the catechumenate will be required.
4. Other Looked After Children or Previously Looked After Children.
5. Children who are members of Eastern Orthodox Churches. Evidence of Baptism will be required. Evidence of religious attendance provided by a priest, minister or religious leader of a designated place of worship will be required.
6. Children of families who are members of other Christian denominations that are part of Churches Together in England. Evidence of Baptism will be required. Evidence of religious attendance provided by a priest, minister or religious leader of a designated place of worship will be required.
7. Children of other faiths. Evidence of religious attendance by a priest, minister or religious leader of a designated place of worship will be required.
8. Any other children.



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

1. The strength of evidence of commitment to the faith as demonstrated on the supplementary form. Applicants will be ranked in the order shown on the Supplementary Form. Firstly, those who attend Mass weekly then fortnightly etc.
2. A sibling on the school roll at the time of admission. Evidence of the relationship may be required.
3. Children with a professionally supported acute medical need or exceptional social need for a place at the school, as decided by the Governing Body. (Evidence will be required see notes on Supporting Documentation).
4. Children who live in the parishes of Our Lady of Mount Carmel and St. Joseph (Battersea), Sacred Heart (Battersea) and St. Francis de Sales (Stockwell). (Proof of residence will be required; see notes)
5. Distance from home to school. Proximity of the applicant's home to the school which will be determined by straight line distance measured using the Local Authority's Geographical Information System. Should there be more than one child with the same distance the decision will be made using random allocation. (Proof of residence will be required)

## Notes

**a)Catholic Children:** In the context of school admissions Catholic children are defined as Children who are baptised or received into the Catholic Church, children baptised or received into the Eastern Churches in union with Rome and children of members of the Ordinariate [see Notes]. Reference to other Christian denominations refers to denominations that are full members of Churches Together in England.

**b)Family:** The child's natural or adoptive parents or officially designated carers. It would not include grandparents or other relatives unless they are officially designated carers.

**c)Home:** 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 their associated Child Benefit.

**d)Looked After Children:** A Looked After Child is a child in the care of the Local Authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989. A Previously Looked After Child is a child who has was looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). An adopted child is defined by Section 46 of the Adoption and Children Act 2002. A residence order is defined by Section 8 of the Children Act 1989. A special guardianship order is defined by Section 14A of the Children Act 1989.



**e)Sibling:** A full brother or sister, a step/half brother or sister living at the same address, a child who is living at the same address as part of the family, by reason of a court order, or a child who has been placed with foster carers as a result of being looked after by a Local Authority.

**Admissions procedure:** Parents/carers who wish to apply for place at St Mary's must list the school in the Common Application Form (CAF) supplied by the Local Authority.

- Those who wish their child to be considered for a religious place at the school must complete a religious supplementary information form available from the school.
- Those who wish their child to be considered for the bilingual class must complete a bilingual supplementary information form. Those who do not wish to be considered for a place in the English only class, must indicate this on the supplementary form. Applicants not offered a place in the bilingual class will be considered for the English only class. Applicants may choose to apply for a religious place and a bilingual place.
- The relevant supplementary information form/s should be completed and sent to the school no later than the closing date published by the Local Authority. This should be done even if the CAF is completed online. If the supplementary information form/s is not completed, the Governing Board of the school will only be able to consider the application after all applicants who have completed a supplementary information form. You are advised to make two copies of the forms. With a religious supplementary information form, you should retain one copy and pass the second copy to the school or your priest, as indicated.

Offers of places will be sent to parents on the common offer date as notified by the Local Authority.

**Nursery pupils:** Pupils currently attending the Saint Mary's Nursery do not have the automatic right of a place in the school's Reception class. Parents of children in the Nursery must follow the application procedure and places will be awarded by the local authority under Pan London arrangements.

**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 same admissions 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. It is possible that when a child is directed under the local authority's fair access protocol they will take precedence over those children already on the list.

**Late applications:** Any late applications will be considered by the Governors' Admission Committee, in the event of there being any available places using the above criteria. If all places have been filled, 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 section 85(3) 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. Parents/Carers have the right to make oral representations to the Appeal 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;
- c) or 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.

**Evidence of acute medical grounds or exceptional social grounds:** Applications made on acute medical grounds must be supported by a current letter from a specialist health professional. Applications made on exceptional social grounds must be supported by a current letter from a social worker or other care professional working with the family. The letter must give reasons why the child's condition or circumstances make it necessary for the child to attend the school and the difficulties that would be caused if they had to attend an alternative school. If this information is not provided by the application closing date, the application will not be considered under this criterion.

**In-year applications:** This admissions procedure, although primarily relevant to children for whom a place is sought at the normal age of entry to primary education (Year R), applies also to succeeding years, subject to availability of places.

**Distance from Home:** For admission from September 2013 onwards, the distance used to prioritise applications for school places in all Wandsworth schools is measured in a straight-line between the applicant's home and the centre of the school site. All measurements will be calculated by Wandsworth Council's Geographical Information System. No other measurements will be taken into account.

**Parish boundaries:** Details of the boundaries of the parishes of Our Lady of Mount Carmel and St. Joseph (Battersea), Sacred Heart (Battersea) and St. Francis de Sales (Stockwell) are displayed on the individual parish noticeboards.

**Supporting Documentation:** Copies of the child's baptismal certificate or equivalent evidence as appropriate for other faiths, are required.

Parents are also required to provide a copy of a current council tax bill and a current utility bill (issued within the previous 3 months).



For previously looked after children a copy of the adoption order, residence order or special guardianship order, and a letter from the local authority, that last looked after the child, confirming that he/she was looked after immediately prior to that order being made, is required.

Applications for children of UK service personnel (UK Armed Forces) and Crown Servants returning from overseas must be accompanied by an official letter that declares a relocation date and a unit postal address or quartering area address, together with evidence of the intention to take up residence at that address.

**All necessary supporting documentation must be provided at the time of application. Failure to do so will mean that the governors will not be able to fully consider the application and will result in a lower priority being allocated.**

**Personal Ordinariate:** Baptised children of parents who are members of the Ordinariate established under The Apostolic Constitution Anglicanorum Coetibus of November 4th 2009 are to be given equal preference to that offered to children baptised in a Catholic church. It is important to note that these children may have been baptised in the Church of England.

#### **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 a completely 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.

#### **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.

#### **Admission of children outside their normal age group**

Parents who are seeking a place for their child outside of their normal age group, eg, the child has experienced problems such as ill health 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 child concerned. 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.

Federation of Sacred  
Heart and St Mary's  
Battersea

**ST MARY'S (RC) PRIMARY SCHOOL  
ADMISSIONS POLICY (2019/2020)**



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.

**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 admission number for the relevant year group.



*Respect, Learn and Achieve!*

# **St Mary's R.C. Primary School**

7 St Joseph's St, Battersea. SW8 4EN  
Tel: 020 7622 5460 Fax: 020 7622 4922  
Email: admin@st-marys-pri.wandsworth.sch.uk



Executive Headteacher: Mr J Brading BA Hons  
Associate Headteacher: Mrs C Mitchell BA Hons

## **Religious Supplementary Information Form**

|   |
|---|
| Child's Forename _____ Surname _____  |
| Religion/Denomination: (eg Roman Catholic) _____ Boy <input type="checkbox"/> Girl <input type="checkbox"/> |
| Date and place of Baptism (if applicable): _____ *  |
| Parents'/Guardians' names: _____  |
| Parents'/Guardians' religions/denominations: _____  |
| Home address: _____   |
| Postcode: _____   |
| Contact numbers: _____  |

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

|   |
|---|
| I confirm that the information we have given on this form is accurate and truthful:   |
| If Catholic, indicate which Mass you normally attend:<br>Saturday at _____ time      Sunday at _____ time<br>Parish in which you live (eg Sacred Heart, St Vincent de Paul) _____<br>Usual place of worship (if different): _____<br>How long have you worshipped there? _____ Years<br>How often do you attend Mass? <input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly <input type="checkbox"/> Occasionally |

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

|  |  |                                |  |
|--|--|--------------------------------|--|
| I am satisfied that the child is a baptised Catholic   |  | Yes <input type="checkbox"/>   | No <input type="checkbox"/>                              |
| Parent/Guardian  | Child  |                                |  |
| Are the parents 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"/> |
| Weekly attendance at Mass  | <input type="checkbox"/>                                 | Weekly attendance at Mass      | <input type="checkbox"/>                                 |
| Fortnightly attendance at Mass   | <input type="checkbox"/>                                 | Fortnightly attendance at Mass | <input type="checkbox"/>                                 |
| Monthly attendance at Mass   | <input type="checkbox"/>                                 | Monthly attendance at Mass     | <input type="checkbox"/>                                 |
| Occasional attendance at Mass  | <input type="checkbox"/>                                 | Occasional attendance at Mass  | <input type="checkbox"/>                                 |
| Not known  | <input type="checkbox"/>                                 | Not known                      | <input type="checkbox"/>                                 |
| How long have the parent(s) attended your Church?  |  |                                |  |
| Comment (if appropriate) regarding the points above: If you consider that there are valid reasons for Mass attendance to be considered equivalent to weekly because of illness or other reasons, please state this below |  |                                |  |

|  |  |
|--|--|
| Priest's name: _____<br>Parish (or ethnic chaplaincy) _____<br>Address: _____<br>Tel: _____<br>Priest's signature: _____ Date: _____ | <div style="border: 1px solid black; padding: 10px; min-height: 100px;">         Parish stamp or seal       </div> |
|--|--|

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

|  |  |  |  |
|--|--|--|--|
| I confirm that this family are members of our faith community <input type="checkbox"/> |  | The family is not known to me <input type="checkbox"/>   |  |
| Name of minister: _____  |  | <div style="border: 1px solid black; padding: 10px; min-height: 100px;">         Church stamp or seal       </div> |  |
| Parish or faith community: _____   |  |  |  |
| Address: _____   |  |  |  |
| Signed: _____  |  |  |  |
| Please circle below  |  |  |  |
| Weekly Mass    Monthly Mass    Occasional Mass    Not Known                            |  |  |  |

Comment regarding the points above (please attach letter if required).

To the priest, minister or other faith leader: Please return the completed form to the school.

# St Mary's RC Primary School

Application for a Bilingual Italian/English Reception Place in  
September 2019

Please complete this form using black ink

I have read the notes overleaf and wish to apply for a bilingual Italian/English place for my child.

## 1. Details of child

|                           |  |            |                          |      |                          |               |
|---------------------------|--|------------|--------------------------|------|--------------------------|---------------|
| Family name               | <input type="text"/>   | First name | <input type="text"/>     |      |                          |               |
| Date of Birth             | <input type="text" value="DD / MM / YYYY"/>                          | Boy        | <input type="checkbox"/> | Girl | <input type="checkbox"/> | (please tick) |
| Child's permanent address | <input type="text"/><br><input type="text"/><br><input type="text"/> |            |                          |      |                          |               |
|                           | Postcode <input type="text"/>  |            |                          |      |                          |               |

## 2. Details of parent(s) or carer(s) with whom child lives

|             |                      |                |                          |
|-------------|----------------------|----------------|--------------------------|
| Family name | <input type="text"/> | Telephone No.  | <input type="text"/>     |
| Initials    | <input type="text"/> | Mr/Mrs/Miss/Ms | <input type="checkbox"/> |
| Family name | <input type="text"/> | Telephone No.  | <input type="text"/>     |
| Initials    | <input type="text"/> | Mr/Mrs/Miss/Ms | <input type="checkbox"/> |

If my application for a place in the bilingual reception class is unsuccessful, I wish to be considered for a place in the other reception class at St Mary's School, where pupils are taught in English only\*

Yes  No  (please tick)

I confirm that I have included St Mary's School in the list of schools I have applied for on my local council's application form.

Signature of parent/carers  Date

### Data Protection Act 1998.

WARNING: The Authority is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form within its Authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

Please return this form by 15 January to:  
The Admissions Officer  
St Mary's RC Primary School  
7 St Joseph's Street  
Battersea. SW8 4EN

## **Applying for a place in the bilingual Reception class in September**

Please read these notes carefully.

### **How do I apply for the bilingual Reception class?**

To apply for a place in the bilingual Reception class you must do the following:

1. Include St Mary's school as a preference on your local council's Common Application Form and return the form to your local council by 15 January.
2. Complete this form.
3. Send this form to The Admissions Officer, St Mary's RC Primary School, 7 St Joseph's Street, Battersea. SW8 4EN by 15 January.

If you do not do all of the above, your child will not be considered for a place in the bilingual Reception class.

### **What are the admission criteria for the bilingual Reception class?**

If there are more applications than places available for the bilingual class, children will be admitted in accordance with the school's admission policy.

\* Applicants refused a Reception place at St Mary's Primary School will have the right to appeal to an independent panel against the decision. **However, the Panel cannot decide whether a successful appellant should be placed in the bilingual class or the English only class.** Parents/carers who wish their child to be considered for the bilingual class only should bear this in mind if they decide to appeal.

\*\* Please refer to the 'Choose a Wandsworth Primary School' brochure for further information.

**Parents/carers of children admitted to the bilingual class, should be aware that the Headteacher reserves the right to move a child from the bilingual class to the English only class and vice versa, where he considers this to be in the child's best interests, and subject to the class size not exceeding the admission number.**

**PLEASE NOTE THAT PARENTS/CARERS WISHING TO APPLY FOR A RELIGIOUS PLACE AT THE SCHOOL NEED TO FILL OUT A RELIGIOUS SUPPLEMENTARY FORM WHICH CAN BE FOUND ON THE SCHOOL'S WEBSITE.**