

# ST BONIFACE RC PRIMARY SCHOOL

## GOVERNORS ADMISSIONS POLICY 2018-2019



*'As a Catholic School we recognise our call to serve and contribute to our local and parish communities and to appreciate the broader multicultural /faith community in which St Boniface is situated.'*

St Boniface Roman Catholic Primary School 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 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 who support the religious ethos of the school.

Having consulted with the Local Authority, the Diocese and other admission authorities, the Governors intend to admit 50 pupils without reference to ability or aptitude to the Reception class in the school year that begins in September.

### **Oversubscription Criteria**

If the school is oversubscribed, after the admission of pupils with a Statement of Special Educational Needs or Education, Health and Care Plan where the school is named in the Statement or Plan, priority for admission will be given to those children who meet the criteria set out below, in order:

1. Catholic 'looked after children' or Catholic children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order or looked after children in the care of Catholic families (see *notes 1, 2 and 3*).
2. Baptised Catholic children who have one or two parents who are practising (see *notes 1 and 4*) Catholics who live in St Boniface Parish and attend Mass at St Boniface Church (*Maps showing the Parish Boundary can be viewed at the school office, Church and presbytery*).
3. Baptised Catholic children who have one or two parents who are practising (see *notes 1 & 4*) Catholics who are not included in category 2.
4. Baptised Catholic children who live in St Boniface Parish who are not included in Category 2 (see *notes 1 & 5*).
5. Other Baptised Catholic children (see *note 1 & 5*).
6. Other 'looked after children' or children who were previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order (see *note 2*).
7. Children enrolled in the catechumenate. Evidence of enrolment in the catechumenate will be required.
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, minister or religious of a designated place of worship will be required.
10. 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
11. Any other children.

**Attendance at Mass will be verified by a reference from the Parish Priest.**

## **Tiebreakers**

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

1. Children with a sibling (*see note 6*) currently attending the school and who will be at the school at the time of admission.
2. Children with a professionally supported acute medical need or exceptional need for a place at the school, as decided by the Governing Body.  
(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 letters must give the reason 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.)
3. Children of staff employed as teachers in the school  
A maximum of up to three places may be offered to children of teachers who have been employed by the school for at least three consecutive years at the time at which the application for admission to the school is made.
4. Children in order of straight-line distance from home to school, as measured by Wandsworth Council's Geographical Information System.  
(The straight-line measurement used to prioritise applicants for admission to schools in Wandsworth commences in all cases at the location of the property determined by the National Land Planning Gazetteer and terminates at the central point of the school site as determined by Wandsworth Council's Geographical Information System. Measurements by alternative systems and/or to other points will not be taken into account in any circumstances. Where applicants have identical distance measurements, priority amongst them will be determined at random.)

**Note 1** Catholics include members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome

**Note 2** A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989). 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. A child arrangement order is defined by section 8 of the Children Act 1989 as amended by section 14 of the Children and Families Act 2014.

**Note 3** Families are defined as being 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.

**Note 4** Practising means regular attendance at Mass (i.e. weekly attendance at Mass at the Saturday evening vigil Mass or Sunday Mass) over a period of at least three years. Attendance at Mass will be verified by a reference from the Parish Priest.

**Note 5** Baptised Catholic children of families who cannot demonstrate weekly attendance at Mass over a period of at least three years, will be placed in Category 4 or 5 depending on the parish of residence. Applications will be prioritised in relation to frequency of attendance at Mass with those who attend more often ranked higher than those who attend less often or with unknown attendance.

**Note 6** A sibling is defined as:

- a full brother or sister;
- a step/half brother or sister living at the same address;
- a child who is living 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.

## **Admission procedures:**

### **To apply, the following forms need to be completed:**

The **Common Application Form** supplied by your home local authority which can be completed online. Wandsworth residents should apply online at [www.eadmissions.org.uk](http://www.eadmissions.org.uk), or use the link from the council's website at [www.wandsworth.gov.uk/admissions](http://www.wandsworth.gov.uk/admissions). If you cannot apply online, paper forms available from the admissions section of your local authority will be available. **The closing date for application is 15 January 2018.**

A **Supplementary Information Form**, available from the school and school website, should also be completed. Completion of this form is not mandatory; however, if one is not received the Governors will not be able to apply their admission criteria and the application will be considered under the 'any other children' category. The form needs to be completed and returned to the school by **15 January 2018.**

Parents will be notified of the outcome of their application by their home local authority on **16 April 2018.**

### **Admission of children below compulsory school age and deferred entry to school**

The governors will provide for the admission of children in the September following their fourth birthday. Parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year. Parents can request that their child attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

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

In exceptional circumstances, parents may request a place for their child outside of their normal age group. The request should be in writing to the Chair of Governors and should set out the reasons why this would be in the best interests of the child.

**Appeals:** Parents whose applications for places are unsuccessful have a right to appeal to an Independent Appeal Panel. Parents wishing to pursue this right of appeal should contact the Wandsworth Education Appeals Service ([educationappeals@wandsworth.gov.uk](mailto:educationappeals@wandsworth.gov.uk) or 020 8871 7554). Information on the deadline for appeals will be available on the council's website at [www.wandsworth.gov.uk/admissionsappeals](http://www.wandsworth.gov.uk/admissionsappeals).

**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.

**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, which will be maintained until the end of June 2019, 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..

**Arrangement for visits for parents considering applying for the school:** An open morning and guided tour of the school at work is held for parents interested in a place for their child at St Boniface on a Wednesday in November from 9:00am to 10:30am. After this date, parents should contact the school and make an appointment to visit the school. Visits to the school do not form part of the formal admissions process..

## **Pupils with a Statement of Special Educational Needs or Education, Health and Care Plan**

The admission of pupils with a statement or EHCP is dealt with by a completely separate procedure. Details of this separate procedure are set out in the Special Educational Needs Code of Practice.

**Late Applications:** Any late applications will be considered by the Governors` Admissions Committee after the initial offer day of 16 April 2018, 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 of offer a place.

### **ADMISSION TO THE NURSERY CLASS**

- The Governors will admit 26 full time equivalent (FTE) places to the nursery.
- Children in the nursery are entitled to fifteen hours free provision per week.
- Priority for places in the nursery class is given to children who will be turning four during the school year which runs from September to July.
- If the nursery is oversubscribed, applications for places will be subject to the Governors` Admissions Policy with priority given to Wandsworth residents within each category.
- Children in the Nursery Class do not get priority for Reception Class places. All parents must reapply and be considered equally with all other applicants.
- Parents do not have the right to appeal against any refusal by the Governors to admit their child.

#### **Full Time Places (9.00am to 3.10pm)**

- Full time places are limited depending on availability once all part time places have been allocated.
- Some working parents may be eligible to claim for the additional fifteen hours per week. The eligibility criteria is set out in the Local Authority `Choosing Early Education in Wandsworth` handbook.
- Depending on availability, parents who are not eligible for the additional funded fifteen hours may top up the free part time sessions at a cost of £15 per session.

#### **Procedures:**

To apply for a place in the nursery, please complete the Supplementary Information Form which is available from the website.

Part of the application form requires a Priest`s reference to verify practice. Applicants need to phone and make an appointment to see the Priest of the parish normally attended. Part one should be completed and signed and brought to the meeting. The Parish Priest will complete his reference with the applicant who should then sign and return the completed form to the school.

The closing date for Nursery applications is the closing date published by Wandsworth Local Authority.

### **IN YEAR ADMISSION ARRANGEMENTS**

Application for in year admissions must be made to Wandsworth Council on the Council`s in year application form. The Council will refer the application to the school which will inform the applicant whether or not a place can be offered and advise the Council of the outcome. In order to rank applicants, a **Supplementary Information Form**, available from the school, should also be completed. Completion of this form is not mandatory; however, if one is not received the Governors will not be able to apply their admission criteria and the application will be considered under the `any other children` category. The form needs to be completed, signed and returned to the school.