



Sacred Heart 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 Sacred Heart (Battersea), St. Vincent de Paul (Clapham Common) and St. Mary Magdalene (East Hill); 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.

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 Sacred Heart (Battersea), St. Vincent de Paul (Clapham Common) and St. Mary Magdalene (East Hill). (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:** In addition to the Common Application Form (CAF) supplied by the Local Authority, the Supplementary Information Form available from the school, the school's or Wandsworth local authority websites, should be completed and sent to The Admissions Officer at the school not later than the national closing date which is 15 January 2019. This should be done even if the CAF is completed online. If the Supplementary Information Form 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. 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 which is 16 April 2019.

**Nursery pupils:** Pupils currently attending the Sacred Heart 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, which will be maintained until 31 December 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.

**Late applications:** Any late applications will be considered by the Governors' Admissions 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 Sacred Heart (Battersea), St. Vincent de Paul (Clapham Common) and St. Mary Magdalene (East Hill) 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 4<sup>th</sup> 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.

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.

Federation of Sacred  
Heart and St Mary's  
Battersea

**SACRED HEART RC PRIMARY  
SCHOOL (BATTERSEA)  
ADMISSIONS POLICY (2019/2020)**



**Federation of Sacred Heart Battersea and St Mary's RC School (Religious  
Supplementary Information Form)**

Please complete and sign the form below and if you are Catholic, hand it to your Priest or the Parish Priest at the Church at which you normally worship. He will add his reference in Part 2. If you are not Catholic, please hand the form to your priest, minister or faith leader who will add his or her reference in Part 3.

Child's Forename \_\_\_\_\_ Surname \_\_\_\_\_

Religion/Denomination: (eg Roman Catholic) \_\_\_\_\_ Boy  Girl

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:

Saturday at \_\_\_\_\_ time      Sunday at \_\_\_\_\_ time

Parish in which you live (eg Sacred Heart, St Vincent de Paul) \_\_\_\_\_

Usual place of worship (if different): \_\_\_\_\_

How long have you worshipped there? \_\_\_\_\_ Years

How often do you attend Mass?     Weekly     Fortnightly     Monthly     Occasionally

Federation of Sacred Heart and St Mary's Battersea

**SACRED HEART RC PRIMARY SCHOOL (BATTERSEA)**  
**ADMISSIONS POLICY (2019/2020)**



**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: \_\_\_\_\_  
Parish (or ethnic chaplaincy) \_\_\_\_\_  
Address: \_\_\_\_\_  
Tel: \_\_\_\_\_  
Priest's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parish stamp or seal

**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       The family is not known to me

Name of minister: \_\_\_\_\_  
Parish or faith community: \_\_\_\_\_  
Address: \_\_\_\_\_  
Signed: \_\_\_\_\_

Church stamp or seal

Please circle below

Weekly Mass    Monthly Mass    Occasional Mass    Not Known