



**St Anselm's Catholic Primary School**

# **Admissions Policy**

2019-20

## **Introduction**

St Anselm's Catholic Primary School is a voluntary aided school in the trusteeship of the Archdiocese of Southwark. The Governing Body is the admissions authority and is responsible for ranking applications received via Wandsworth Council for places in the reception class in respect of children who will be five years old in the forthcoming academic year (1 September – 31 August). The Governing Body returns the applications ranked according to its published admissions criteria so the Council can make offers to parents following the coordination process across the borough.

The Governing Body will rank all applications according to the criteria set out below; first according to the main categories (1-8) and, within each main category, by subsidiary categories (i-iii) as they apply on the closing date for applications.

### **Main categories (in order of priority)**

1. Baptised Catholic Looked After Children\* and previously looked after children who ceased to be so because they were adopted, or because they became subject to a residence order, child arrangements order or a special guardianship order\*
2. Baptised Catholic children\*\* who have one or two parents who are practising Catholics+ and who have a sibling\*\*\* who will be on the roll of the school at the time of admission
3. Baptised Catholic children who have one or two parents who are practising Catholics and who live in the parish of St Anselm's.
4. Baptised Catholic children who have one or two parents who are practising Catholics and who do not live in the parish of St Anselm's.
5. Baptised Catholic children living in the parish of St Anselm's, who are not included in point 3 above.
6. Baptised Catholic children who do not live in the parish of St Anselm's, who are not included in 4 above.
7. All other Looked After Children\* and previously looked after children who ceased to be so because they were adopted, or because they became subject to a residence order, child arrangements order or a special guardianship order\*
8. Children of families who are members of other Christian denominations that are part of Churches Together in England. Verification of practice via the Supplementary Information Form (SIF) and evidence of Baptism (or dedication) provided by a priest or minister of a designated place of worship will be required.
9. Other applicants not meeting points 1-8 above

### Notes

These notes form part of the admissions criteria. Please read them carefully

\*A child looked after is a child in the care of a local authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989. An adopted child is defined by section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. A residence order is defined by section 8 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. A special guardianship order is defined by section 14A of the Children Act 1989.

\*\*A Baptised Catholic child is a child who has been baptised as a Catholic or has been received into Full Communion with the Catholic Church or is baptised into a Church that is in union with the Bishop of Rome

\*\*\*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 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.

\*\*\*\* 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.

+*Catholic practice* is as defined by the Catholic Church in Doctrine and Canon Law, in essence: baptism and attendance at Mass on Sundays and Holy Days of Obligation. The Governing Body requires those parents that wish to be considered under categories 2 and 3 to supply information on the family's religious practice over the last three years via a supplementary form. The Governing Body will then seek verification of that information from the appropriate parish priest(s). Applications without information on religious practice, verified by a priest's reference, cannot be considered under main categories 2 or 3. The school may not engage directly with parents to assess or verify religious practice; this is a matter for parish priests. With reference to attendance at Mass, to be considered for category 2, 3 or 4 the family must have been attending Mass for at least 3 years prior to the closing dates for applications. Applications will be ranked in the order shown on the Supplementary Information Form, ie, families who attend Mass regularly will get priority over families who attend occasionally, who will get priority over families who attend irregularly. The tie break criteria will be applied firstly to families who attend regularly, then families who attend occasionally and then families who attend irregularly.

++ *living in* refers to the permanent home address at which the child lives for the majority of his or her time as at the deadline for applications. Offers of a place at the school may be subject to the verification of address of residence. Delays to verifying address of residence may cause applications to become "late" and therefore considered after the initial round of offers have been made (see below).

### **Tie-breaks**

If there is over subscription in any of the above categories, the Governing Body will allocate places in accordance with the following sub-categories in the order of priority set out below:

- i. **Children who have a sibling attending the school at the time of admission.** (if it is necessary to decide between siblings with equal priority, places will be allocated in each instance by drawing lots before an independent person).
- ii. **Children with a professionally supported acute medical need or exceptional social 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 this 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 criteria.

- iii. **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.)

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

The admissions of pupils with a Statement of Special Educational Needs or with an EHC Plan are 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.

#### **Date of Admission/Deferred Entry**

Children will normally be admitted to the reception year in the September following their fourth birthday.

In line with the Admissions Code, parents can defer their child's entry to the reception year until later in the school year, where they have been offered a place at a school to start before they are of compulsory school age. Where entry is deferred, the school will hold the place for that child and not offer it to another child. However, entry cannot be deferred beyond the beginning of the term after the child's fifth birthday, nor beyond the beginning of the final term of the Reception Year. Parents can also request that their child attends part-time until he/she reaches compulsory school age.

Children will not normally be admitted to Reception prior to the September following their fourth birthday.

#### **Delayed Admission of Summer Born Children to Reception to the following September<sup>[1]</sup>**

Children will normally be admitted to the reception year in the September following their fourth birthday and the vast majority of pupils are educated within their normal chronological age group. However, if there are exceptional reasons, parents can request that the child is admitted outside his/her age group. Such requests would normally apply to children that are summer born<sup>[2]</sup> and there are significant reasons that would benefit the child's academic, social and emotional development by starting Reception a year later.

Parents considering delaying entry to Reception to the following September discuss this with their preferred schools before making a formal request. The school may wish to discuss how your child's could be met within their actual age group and the impact of being educated with children of a different age group.

If, following this discussion, parents wish to proceed with the request they should apply for a school place in your child's actual age group by the closing date of 15 January 2018 and include a written request with the application. The Council will then write to you to confirm the request has been received and that your current application has been cancelled.

---

<sup>[1]</sup> This is interim guidance on the consideration of requests to be admitted outside a child's normal year group following the government's announcement in September 2015 to make changes to the Admissions Code. This may be superseded by the publication of a new Admissions Code.

<sup>[2]</sup> For admission purposes, summer born children are defined as born between 1 April and 31 August.

It will be necessary to reapply for a Reception place in the following year. There can be no guarantee that there will be a place available at the school as this will depend upon the number of applications and pattern of admissions in that year. If the preferred school(s) are oversubscribed, the application will be considered in accordance with the schools' admission criteria. It is not possible to reserve a place for the following year.

### **Admission of children outside their normal age group to other year groups<sup>1</sup>**

Any request for admission outside of the child's chronological year of entry will be considered in accordance with paragraphs 2.17-2.17B of the Admissions Code.

The governing body, as the admission authority for the school, will consider requests 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. The headteacher's views will also be taken into account. Each case should be supported by a letter from a professional (e.g. GP, Hospital Consultant, Social Worker) that provides the reasons for admission outside of the chronological year group. If the request is approved, the application will then be considered in accordance with the school's oversubscription criteria in the event of oversubscription.

Parents have a statutory right to appeal against the refusal of a place at the school but this right does not apply if they are offered a place at the school but it is not in their preferred age group.

Children will not normally be admitted to Reception prior to the September following their fourth birthday.

**Late applications:** applications received by Wandsworth Council after the relevant deadline are ranked by the school *after* the first round of offers has been made. An application may be deemed "late" by the Council if it is not complete – including verification of address – by the deadline. After the first round of offers has been made, all outstanding applications are ranked on the register of continuing interest according to the admissions criteria.

### **Appeals**

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with the School Standards and Framework Act 1998. Parents should contact the Wandsworth 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).

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.

### **Waiting List**

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.

Signature \_\_\_\_\_

Chair of Governors

Date \_\_\_\_\_

Signature \_\_\_\_\_

Headteacher

Date \_\_\_\_\_



ST ANSELM'S CATHOLIC PRIMARY SCHOOL  
**SUPPLEMENTARY INFORMATION FORM FOR ADMISSION - Reception 2019**



**Return to the School Office by hand by 15<sup>th</sup> January 2019. You will be given a receipt to confirm we have received it.**

19 Tooting Bec Road, London, SW17 8BS

Tel: 020 8672 9227 - Fax: 020 8767 6134

**This form is required in addition to the Common Application Form which must be submitted directly to the local authority where you live. The Prospectus contains important information about the school (including the separate annexes. If you would like to be considered under categories 2-4 or 8 of the admissions criteria then please complete Part 1 and Part 4 of this form. You will also need to have Part 2 or 3 completed or signed by your Parish Priest or Minister. When the form is completed and signed by your Priest or Minister, please return it to the school.**

**PART ONE - To be completed by parent(s) or guardian(s) of all applicants**

Surname of child: \_\_\_\_\_ Forename: \_\_\_\_\_  
 Religion: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Place of Baptism: \_\_\_\_\_ Date of Baptism: \_\_\_\_\_

Mother's /Guardian's name: \_\_\_\_\_ Father's/Guardian's name \_\_\_\_\_

If one parent is Catholic, please identify which one: \_\_\_\_\_

Home Address: \_\_\_\_\_  
*This must be the address where the child normally lives*

Postcode: \_\_\_\_\_

Contact number: \_\_\_\_\_ (Mother/Father/Guardian)

Borough in which you reside: \_\_\_\_\_  
*(eg Wandsworth, Lambeth)*

Are you a practicing Catholic attending Mass? Yes  No

Please indicate which Mass you normally attend (day & time): \_\_\_\_\_

Parish you live in: \_\_\_\_\_ Usual place of worship: \_\_\_\_\_

**Attendance of the family at Mass (please tick)**

How often do you attend Mass?

Regularly *(ie weekly on Sundays or Saturday evenings)*

Occasionally *(ie once or twice a month)*

Irregularly *(ie less than once a month)*


Has the family attended Mass weekly for the past three years? Yes  No

*(If less than three years worship at this parish, please provide evidence of worship from your previous parish with this application)*

**Details of Siblings**

Please state whether the candidate has any siblings at St Anselm's Catholic Primary School

Name(s): \_\_\_\_\_

Please add any other information that you may feel is relevant to this application in relation to the school's admissions policy in respect of an established medical need that may make only St Anselm's School suitable for your child. Strong and relevant evidence must be provided by an appropriate authority (eg qualified medical practitioner or educational psych). Continue on another sheet if necessary.

**Part Two - to be completed by the Parish Priest of the parish you normally attend**

I am satisfied that the child is a baptised Roman Catholic, or has been received into Full Communion with the Roman Catholic Church or is baptised or received into a Church that is in Full Communion with the Church of Rome. YES  NO

The family attend Mass regularly (*ie weekly on Sundays or Saturday evenings*)

The family attend Mass occasionally (*ie once or twice a month*)

The family attend Mass irregularly (*ie less than once a month*)

The family have been attending Mass for at least 3 years

The family are not known to me

Name of Parish Priest: _____  Signature of Parish Priest: _____	Parish Stamp or Seal
---	----------------------

**Part Three - to be completed by a Minister or equivalent leader of worship**

I can confirm that this family are members of our faith community  The family is not known to me

Name of the Minister: \_\_\_\_\_ Denomination/faith \_\_\_\_\_

Parish or faith community: \_\_\_\_\_

Signed: \_\_\_\_\_

Stamp or seal
---------------

**Part Four - to be completed by parents(s) or guardian(s) of all applicants**

I/we have received, read and understood the full details of the admissions policy published on the school's website.

I/we have read and agreed the priest/minister's reference in part 2 or 3.

I/we agree that the information on this form is true and accurate. I/we understand that any false or deliberately misleading information given on this form may render this application invalid, or lead to the offer of a place being withdrawn.

I/we have also completed a 'Common Application Form' from my/our local authority, for admission to a Primary School.

Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

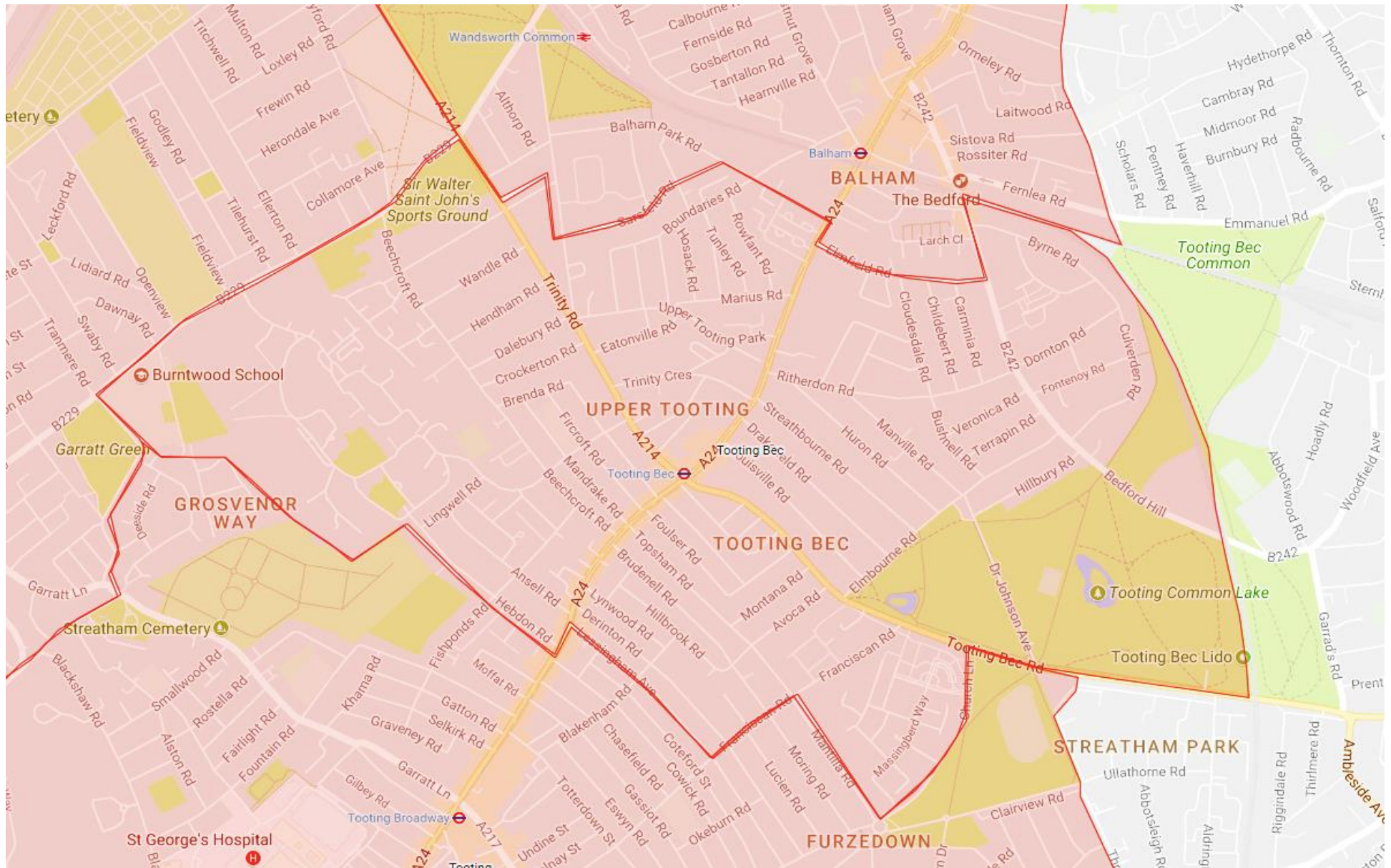
Documents enclosed:

Baptismal Certificate

Proof of address



St Anselm's Parish, Tooting Bec



Tooting Bec Parish Boundary

23rd October 1964

North: From the northern end of Aboyne Road the boundary runs north-eastwards along Burntwood Lane to Trinity Road, then southwards along and including Trinity Road to Broderick Road and along and including Broderick Road, southwards along and excluding St. James Drive, along, Sarsfield Road and Balham Park Road, across Balham High Road and along Elmfield Road and Bedford Hill to the railway line between Balham Station and Streatham Common Station.

East: Thence east and south-eastwards along and including this railway line to the point where it is crossed by Tooting Bec Road.

South: Thence westwards along Tooting Bec Road to Church Lane, south and south-west along Church Lane to Mantilla Road, north-west along and excluding Mantilla Road to Franciscan Road, south-west along Franciscan Road to Lessingham Road; then north-west along Lessingham Road to Upper Tooting Road, south-west along Upper Tooting Road to Hebden Road, northwards along and including Hebden Road to the southern boundary of Springfield Hospital.

West: Thence along the southern and western boundaries of Springfield Hospital to Aboyne Road, then along and excluding Aboyne Road to Burntwood Lane.

The boundary runs along the middle of all roads, paths and rivers unless otherwise stated.

Signed ..... *Alfred J. Gillard* ..... Date ..... *3rd November 1964* .....

**Roads in the Tooting Bec Parish:** Some roads are partly within the parish boundary and partly out of it. See map and document above for clarification.

Ansell Road	Dafforne Road	Hillbrook Road	Price Cl
Appledore Close	Dalebury Road	Hillbury Road	
Avoca Road	Derinton Road	Holderness Road	Ravenfield Road
	Dornton Road	Holmbury Ct	Ritherdon Road
Balham Park Road	Drakefield Road	Hosack Road	Romberg Road
Balham High Road	Dr Johnson Avenue	Huron Road	Rowfant Road
Barring Square			Ryde Vale Road
Bedford Hill	Eatonville Road	Langroyd Road	
Beechcroft Road	Elderfield Pl	Lessingham Road	Sainfoin Road
Blakenham Road	Elmfield Road	Lingwell Road	Sarsfeld Road
Boundaries Road	Elmbourne Road	Lisle Cl	Stapleton Road
Brandreth Road		Louisville Road	St James Drive
Brenda Road	Fircroft Road	Lynwood Road	Streathbourne Road
Brierley Road	Fishpond Road		
Brodrick Road	Flowersmead	Macmillan Way	Terrapin Road
Brudenell Road	Fontenoy Road	Mandrake Road	Tooting Bec Road
Burntwood Lane	Foulser Road	Manus Road	Topsham Road
Bushnell Road	Foxbourne Road	Manville Road	Trinity Creasant
Byrne Road	Franciscan Road		Treherne Ct
		Marius Road	Trinity Road
Carminia Road	Gateside Road	Massingberd Way	Tunley Road
Cheriton Square	Gearing Cl	Montana Road	
Chetwode Road	Glenburnie Road	Molyneux Dr	Upper Tooting Park
Childebert Road	Groomfield Cl	Morven Road	
Church Lane			Veronica Road
Cloudesdale Road	Hebdon Road	Nevis Road	
Cornford Grove	Hendham Road	Netherfield Road	Wandle Road
Crockerton Road	Henry Doulton Dr		Wheatlands Road
Culverden Road	Heslop Road	Osward Road	Wontner Road