

# ST BONIFACE RC PRIMARY SCHOOL

## GOVERNORS ADMISSIONS POLICY 2019-2020



*'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. Looked after Catholic children or looked after children in the care of Catholic families and those who ceased to be looked after children because they were adopted, or because they became subject to a residence order, child arrangements order or a special guardianship order (*see notes 1,2 and 3*).
2. Catholic children, a baptismal certificate or evidence of reception into the Catholic Church must accompany the supplementary information form. (*see note 1*)
3. Other looked after children and those who ceased to be looked after children because they were adopted, or because they became subject to a residence order, child arrangements order or a special guardianship order (*see note 2*).
4. Children enrolled in the catechumenate. Evidence of enrolment in the catechumenate will be required.
5. Children who are members of Eastern Orthodox Churches. Evidence of Baptism 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 (or dedication) provided by a priest, minister of a designated place of worship will be required.
7. 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
8. Any other children.

## **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. For category two above, the strength of commitment to the faith as demonstrated by the level of the family's Mass attendance on Saturday evenings or Sundays over a period of at least the past three years. The evidence must be provided by the parents /carers and be endorsed by the priest at the church(es) where the family normally worship. Applications will be ranked in the order shown on the supplementary information form; firstly, those who attend Mass weekly, then once or twice a month etc.
2. Children with a sibling (*see note 4*) on the school roll at the time of admission. Evidence of the relationship may be required.
3. Living in the parish of St Boniface (Tooting), Our Lady of the Assumption (Links Road) or St Joseph's (Colliers Wood).
4. 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.)
5. 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.
6. 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. Reference to other Christian denominations refers to denominations that are full members of Churches Together in England.

**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** 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 2019**.
- 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 2019**.

Parents will be notified of the outcome of their application by their home local authority on **16 April 2019**.

### **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 2019, 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.

## **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.



# St. Boniface RC Primary School

Undine St., Tooting SW17 8PP  
020 8672 5874

## Supplementary Information Form 2019-2020



*This form should be completed when applying for a place at St Boniface School. Please complete part one of the form below and, if you are a Catholic, you will need to make an appointment with your parish priest or the parish priest at the church at which you normally worship. You may need to bring your child's Baptismal certificate with you. The Priest will add his reference in part two and return it to you to sign and give to the school. If you are not a Catholic, please hand the form to a minister or equivalent who will add his or her reference in part 3. Sign the declaration and return to St Boniface School by the closing date.*

### PART ONE

Surname of child: _____		Christian/forename: _____	
Religion: _____		Date of Birth: _____	
Place of Baptism: _____		Date of Baptism: _____	
Mother's or Carer's name: _____		Religion: _____	
Father's or Carer's name: _____		Religion: _____	
Home address: _____			
<small>This must be the address where the child normally lives:</small>			
_____		Postcode _____	
Contact telephone number: _____ (Mother/Father/Carer)			
If Catholic, please indicate which Mass you normally attend (day and time):			
Saturday at _____(time)		or Sunday at _____(time)	
Parish in which you live : (eg St Boniface, Tooting) _____			
Usual place of worship: _____			
How long have you worshipped there? _____ years <i>If less than 3 years worship at this parish, please provide evidence of worship from your previous parish with this application.</i>			
How often do you attend Mass?			
Weekly	<input type="checkbox"/>	Once or twice a month	<input type="checkbox"/>
		Less often	<input type="checkbox"/>
Details of Siblings			
If your child already has an older brother or sister attending St Boniface, who will still be on roll in September of the next academic year, please give details below:			
Names:			
Please add here any other information you may feel is relevant to this application in relation to the school's admissions policy in respect of exceptional medical, social or pastoral needs of your child that make only this school suitable for them. Strong and relevant evidence must be provided by an appropriate professional authority (eg qualified medical practitioner, education welfare officer, social worker or priest). (Continue on a separate 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 a church that is in full communion with Rome.	YES	NO
Is the family known to you?	YES	NO
<i>Please indicate which statement best describes the practice of the family:</i>		
• <b>Regular attendance at Mass</b> (i.e. every Saturday evening or Sunday for a period of at least three years)	<input type="checkbox"/>	
• <b>Occasional attendance at Mass</b> (i.e. twice a month or those who may now be practising regularly but cannot provide evidence of regular practice over a three year period.)	<input type="checkbox"/>	
• <b>Irregular attendance at Mass</b> (i.e. less than once a month)	<input type="checkbox"/>	
How long have the parent(s) attended your church?		
Can you verify the details regarding practice as stated by the family in Part 1 box 3?	YES	NO
If period of worship is less than three years at this parish, please advise that evidence of previous practice is required to be submitted with this form.		
<i>Please comment, if appropriate, only to clarify the Mass attendance above:</i>		
Name of Priest: _____ Name of Parish: _____ (or Ethnic Chaplaincy)		
Address _____		
Telephone: _____		
Signature of Priest: _____ Parish Stamp or Seal:		
Date: _____		

**PART THREE - to be completed only by ministers of other denominations or faiths**

**Parents/carers from other denominations or faiths should hand this form to their minister or equivalent who should complete the section below and return it as soon as possible to the school indicated over.**

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

Name of minister: \_\_\_\_\_ Denomination/faith: \_\_\_\_\_

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

Address: \_\_\_\_\_ Tel.: \_\_\_\_\_

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

**To be completed by Child's Parent/Guardian**

- I have received, read and understood the full details of the admission policy published on the school's website.
- I have read and agreed the contents of the Parish Priest's /Minister's reference (Part 2 /Part 3)

(If you are submitting a form without a Priest's or Minister's reference, please provide a covering letter with reasons why.)

- I agree that the information on this form is true and accurate. I 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.
- For admission to Reception, I have completed a Common Application Form for admission to a primary school from my local authority.

If you are unsure about any part of this form and/or application process speak to the Headteacher before signing and submitting this form.

- This completed form must be returned to St Boniface School by the closing date of **15 January 2019**.

Signature \_\_\_\_\_ Parent/Carer Date: \_\_\_\_\_