

## ST BONIFACE RC PRIMARY SCHOOL CONSULTATION NOTICE

### Consultation Notice on the proposed Admission Arrangements for 2024/25 St Boniface RC Primary School, Undine Street, London SW17 8PP

Over a number of years the Governing Body have been considering how to make St Boniface RC Primary School more financially viable. There are a number of factors currently impacting on the financial viability of the school:

#### School Structure

St Boniface is a **1 ½ form entry school** – this means that the Reception intake is 45 pupils. This is the number of pupils that the school can accommodate due to its physical size (including the playgrounds). The cohort of 45 is too big for one class and has to be split into 2 classes (22 + 23). This is an expensive model and has a financial impact on the school.

#### Decreasing Income

A drop in pupil numbers reduces the amount of income a school receives. The number of primary school aged children has been falling across London for a number of years. Contributory factors include a decrease in the birth rate, Brexit, the Covid pandemic and increase in house/rental costs. Some family situations have changed considerably and a significant number of families have moved out of London. Wandsworth is a borough that has been particularly affected and Tooting, with its high number of primary schools, currently has an excess of primary school places. There are more primary school places than needed and as a result many schools, including St Boniface have places available across year groups.

#### Increasing Costs

Increasing utility bills and HR costs are also impacting significantly on school budgets.

The Governors of St Boniface are therefore proposing that from September 2024 the Reception intake will be reduced to 30 pupils – 1 form entry (1 Reception class). This is a much more financially viable school structure going forward. Over time, it will also remove the need for mixed year group classes further up the school.

Attached to this notice is a copy of our Arrangements for Admissions for 2024/25 with supporting documentation.

**Nursery Parents** joining in September 2023 should note that if they wish to apply for Reception in 2024, they will do so under the new admission arrangements.

This consultation is for the attention of:

- a) parents of children between the ages of two and eleven years old
- b) other persons in the area who have an interest in the proposed arrangements
- c) all other admission authorities within the local area
- d) the local authority – Wandsworth
- e) any adjoining neighbouring local authorities
- f) any relevant faith bodies (e.g. the local diocese)

The consultation period is open for 6 weeks from **19 December to 31 January 2023** and comments should be submitted in writing to:

Marielle Brewster  
Chair of Admissions  
St Boniface RC Primary School  
Undine Street  
London SW17 8PP

Alternatively you can email your comments to the school's email address: [admin@stboniface.wandsworth.sch.uk](mailto:admin@stboniface.wandsworth.sch.uk)

Following the consultation period all submitted comments will be considered at a governors' meeting and the final arrangements will be published on the school website after **28 February 2023**.

# St Boniface R C Primary School

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Headteacher: Mrs L Platts • Deputy Headteacher: Mrs L Whitwell

## ST BONIFACE RC PRIMARY SCHOOL

### GOVERNORS ADMISSIONS POLICY 2024 - 2025

'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 30 pupils without reference to ability or aptitude to the Reception class in the school year that begins in September 2024.

#### **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*)

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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*) and children who appear (to the admissions authority) to have been in state care outside of England and cease to be in state care outside of England as a result of being adopted
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 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.

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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.)

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**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 2024**.



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- 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 2024**.

Parents will be notified of the outcome of their application by their home local authority on

**16 April 2025.**

## **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

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the end of June 2024, 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 Wednesday 16<sup>th</sup> October from 9:00 am to 10:30 am. 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 2024, 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.

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## Supplementary Information Form

This form should be completed when applying for a place at St Boniface school.

If you are Catholic, please ask your parish priest to sign. If you are not Catholic, please hand the form to a minister or equivalent who will add their reference. If you do not practise any religion, we still welcome your application to our Catholic school.

All parents must sign the declaration and return to St Boniface School by the closing date.

### **PART ONE – completed by the parent:**

Surname of child: \_\_\_\_\_ Christian/Legal Forename: \_\_\_\_\_

Religion: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Place of Baptism: \_\_\_\_\_ Date of Baptism: \_\_\_\_\_

Parent or carer's name: \_\_\_\_\_ Religion: \_\_\_\_\_

Parent or carer's name: \_\_\_\_\_ Religion: \_\_\_\_\_

Home address & postcode: \_\_\_\_\_

This must be the address where the child normally lives.

Email and mobile (of parent or carer): \_\_\_\_\_

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 their names and details below:

\_\_\_\_\_  
*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, Our Lady of Assumption Links Rd): \_\_\_\_\_

Usual place of worship (eg St Josephs Colliers Wood, Christ the King Balham) : \_\_\_\_\_

How long have you worshipped there? \_\_\_\_\_ Years. If less than 3 years worship, please provide evidence of worship from your previous parish with this application.

How often do you attend Mass, please circle one:

Weekly?

Once or twice a month?

Less often?



## **PART TWO – completed by your Catholic Parish Priest:**

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 How long have the parent/child attended your church? \_\_\_\_\_

Please indicate which statement best describes the practice of the family:

- 1• Regular attendance at Mass (i.e. every Saturday evening or Sunday for a period of at least three years)
- 2• Occasional attendance at Mass (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.)
- 3• Irregular attendance at Mass (i.e. less than once a month) \_\_\_\_\_

Can you verify the details regarding Mass attendance as stated by the family in Part1? 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.

**Please comment, if appropriate, only to clarify the Mass attendance above:**

Name of Priest: \_\_\_\_\_ Name of Parish: \_\_\_\_\_  
(or Ethnic Chaplaincy)

Parish Address and Telephone (if not St Boniface): \_\_\_\_\_

Signature of Priest: \_\_\_\_\_ Date: \_\_\_\_\_

Parish Stamp or Seal:

## **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.

Please circle one below:

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

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

Parish/Community Address and Telephone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **To be completed by child's parent/guardian:**

I have received, read and understood the full details of the admissions 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 an online 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 2024.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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).

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