



## St Paul's Catholic Primary School

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### Admissions Policy and Procedures for admission in 2017 – 2018

St Paul's Catholic Primary School in Thames Ditton is a voluntary aided school in the Diocese of Arundel & Brighton. The school was founded by and is part of the Catholic Church and is in Trusteeship of the Diocese. The school is conducted as a Catholic school in accordance with canon law, the teachings of the Catholic Church and the Trust Deed of the Diocese of Arundel & Brighton. It seeks at all times to be a witness to Jesus Christ.

The school offers a Catholic education. The governors ask parents applying for places for their children to accept and uphold the Catholic character and ethos of the school. The school was set up primarily to serve the Catholic community in Cobham, Thames Ditton and Esher. The relevant parish map(s) can be viewed at the school by arrangement. Although Catholic children have priority of admission, the Governing Body also welcomes applications from those of other denominations and faiths and of none.

Having consulted with the Diocese, Local Authority, other admission authorities and other relevant groups, the Governors intend to admit into the reception class, in September 2017, up to 60 pupils without reference to ability or aptitude.

Children with a Statement of Special Educational Needs (SEN) or an Educational Health and Care Plan (EHCP) naming the school, will be allocated to the school before other applicants are considered. The number of places available in the school will be reduced by the number of children with a statement of educational needs or Educational Health Care Plan that have applied to the school.

#### Oversubscription Criteria:

Where the number of applications for admission exceeds 60, and after the admission of pupils with Statements of SEN or an EHCP naming the school, the Governors will rank applications for the remaining places in the following order :-

- 1 Baptised Catholic looked after or previously looked after children (see note a).
- 2 Baptised Catholic children living within the parishes of Cobham, Esher or Thames Ditton. (see note b)
- 3 Baptised Catholic children living elsewhere. (see note b)
- 4 Other looked after or previously looked after children (see note a).
- 5 Children who are members of Eastern Orthodox Churches (see note b1).
- 6 Children who are members of other Christian denominations that are part of Churches Together in England.
- 7 Children who are members of other Christian denominations
- 8 All other applications

The original or certified copy of the baptism (or dedication) certificate must be handed to the relevant priest (or faith leader) in order for them to complete the Supplementary Information Form (SIF).

If there are insufficient places to admit the whole of any of the 8 groups above, the available places within that group will be ranked using the following criteria:

*Firstly to:* Exceptional cases of social or medical need which can only be met by the child attending St Paul's School and no other. (The evidence which is required is set out in notes c and d).

*Then to:* Siblings of pupils registered at St Paul's at the time of admission. Evidence of relationship may be required. (see note e).

*Then to:* If a further ranking is required, random allocation will be used as a tie break to decide who has the highest priority for admission. The random allocation shall be conducted in such a way that all applications have an equal chance and the identities of the applications are not known to those doing the random allocation. It will be conducted in the presence of at least 2 members of the Admissions Committee (or such body constituted by the Governing Body for the purpose of this allocation) and independently verified.

#### Multiple Births (Twins, Triplets etc)

In the case of such applications, if the implementation of this Admissions Policy leads to one child from a multiple birth being offered a place but not the other(s), then all children from that multiple birth will be offered a place even if the admissions total of 60 has already been reached, provided that an application for that other child/children to be admitted to St Paul's had been made at the same time.

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### **Admission Procedure**

The governing body of St Paul's Catholic Primary School is responsible for determining the admission arrangements of the school, including the priority of admissions to the school when the school is oversubscribed. When the application deadline has closed, the Local Authority (LA) provides to the school a list of all applicants who have applied to the school. The school will then rank the applications in strict accordance with its published admission arrangements and provide the LA with the ranked list. The LA is responsible for coordinating the allocation of places in its area, offering individual places to parents on behalf of the school governors on the common offer date of **18<sup>th</sup> April 2017**.

To apply for a place at this school, you should complete and return the following two forms:

1. The **Common Application Form (CAF)**

All applications for places **must** be made on the Common Application Form which is available either from the Local Authority (where the parent lives) or on that LA's website. For a valid application, the CAF **must** be returned either online or in the paper form **by 15 January 2017**.

2. The school's **Supplementary Information Form (SIF)**.

This is available from the school and the school website and allows the governors to put all applicants in order of priority for admission in line with the published admission policy. Please note that while completion of the SIF is not mandatory, **if a completed SIF is not received, the governing body will only be able to consider the application based on information provided to the Local Authority on the CAF. Unless you are applying under criterion 4, if a completed SIF is not received, this could result in being allocated a lower priority ranking.** The completed SIF must be returned to the school office **by 15 January 2017**.

You are advised to keep copies of the forms for your records, whether completed online/ on paper.

### **Late Applications**

All pieces of paperwork are required on or before the published closing dates referenced above. Late applications (those where it is reasonable that a parent could have submitted an application by the closing date) will only be processed when those applications have been dealt with.

Any late applications will be considered by the Governors' Admissions Committee. 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.

### **Waiting Lists**

If the school is oversubscribed, 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. The Waiting List will be maintained for one academic year. The Waiting List will be ranked in line with the oversubscription criteria each time a vacancy occurs.

### **Appeals**

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with sections 88 and 94 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 Officer at the school address. Parents/Carers have the right to make oral representations to the Appeal Panel.

### **In Year Admissions**

The oversubscription criteria in this admission policy will also apply to applications made outside the normal age of entry to primary education (Reception Year) i.e. during the academic year for Reception and Years 1 to 6.

Please ensure that you contact the school and the Local Authority when making an In-Year application.

### **Offer of a Place**

Allocation letters are posted by the Local Authority on or about **18<sup>th</sup> April 2017** (national offer day). If you applied on-line you can view your school offer online on this date.

### **Visiting the School**

Open Days are advertised on the school's website. However, such visits do not form part of the process of deciding which children are to be offered a place at the school.

### **Giving us the wrong information**

If a parent/carer is found to have supplied false or incorrect information to gain a place at this school, the governing body reserves the right to withdraw any offer of a place even if the child has already started school. An example of false or incorrect information would be the use of an address that is not the child's normal residence.

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**Notes (these form part of the admission arrangements):**

- a) **'Looked after children'** are children who are (a) in the care of the Local Authority (LA), or (b) being provided with accommodation by a Local Authority in accordance with section 22 of the Children Act 1989 at the time an application for a school is made. **'Previously looked after children'** are children who have previously been in the care of a local authority or provided with accommodation by a local authority in accordance with section 22 of the Children Act 1989 and have left that care through adoption, a child arrangements order (in accordance under section 8 of the Children's Act 1989 and as amended by section 12 of the Children and Families Act 2014) or a special guardianship order (in accordance with section 14A of the Children Act 1989).
- b) **'Baptised Catholic'** describes a member whose Church of Baptism is 'in communion with the See of Rome'. The Catholic Church comprises the Latin Rite (Roman Catholics) and the Eastern or Oriental Rite (composed of Catholic (Uniate) Churches—see below). This will be evidenced by a certificate of Baptism in a Catholic Church or certificate of reception into full communion with the Catholic Church.

<b>Eastern or Oriental Rite Catholic Churches in Full Communion with Rome</b>	
ALEXANDRIAN	Coptic, Ethiopian (Gheez)
ANTIOCHIAN	Malankrese, Maronite, Syrian
ARMENIAN	Armenian
CHALDEAN (EAST SYRIAN)	Chaldean, Syro-Malabar
CONSTANTINOPOLITAN (BYZANTINE)	Albanian, Belarusian, Bulgarian, Georgian, Greek (Hellenic), Greek-Melkite, Hungarian, Italo-Albanian, Krizevci, Macedonian, Romanian, Russian, Ruthenian, Slovak (Greek), Ukrainian (Greek)

Notes: 1. Eastern Orthodox Churches, including the Coptic Orthodox, Greek Orthodox and Russian Orthodox Churches, are **NOT** in full communion with the See of Rome. 2. 'Ordinariates' are members of the Latin Rite. 3. Anglicans describing themselves as 'Anglo Catholics', are members of the Anglican Communion and therefore not in communion with the Holy See. Please refer any queries to the Catholic Schools Service.

- c) **Exceptional medical need:** This will apply only where the needs of the child would be met by the child attending **St Paul's School and no other**. These may be considered at the time of the application for a school place. Any such Exceptional Need application must be specified on the Supplementary Information Form and evidence attached. Each such application must include at least one letter from a registered health professional which conclusively demonstrates that the needs of the child can only be met by attending **St Paul's School and no other**. Governors will make their decision based on the medical evidence provided by the child's medical consultants. Governors will consult the LA's medical advisers and only agree to a priority placement if the medical advisers consider it necessary for the child to attend this school. Governors will also take into account any information on exceptional medical need that is provided by the Local Authority from the Common Application Form.
- d) **Exceptional social need:** This will apply only where the needs of the child would be met by the child attending **St Paul's School and no other**. These may be considered at the time of the application for a school place. Any such Exceptional Need application must be specified on the Supplementary Information Form and evidence attached. Each such application must include at least one letter from a relevant professional (such as a social worker, doctor, educational psychologist or priest) which conclusively demonstrates that the needs of the child can only be met by attending **St Paul's School and no other**. The governors will consider only the evidence submitted to them and in making their decision will take into account the ability of the school to meet the individual's needs and the effect on the overall school community. Governors will also take into account any information on exceptional medical/social need provided by the Local Authority from the Common Application Form.
- e) **Siblings:** For admission to this school, a sibling is defined as a brother or sister (i.e. another child of the same parents, whether living at the same address or not), or a half-brother/ half-sister or a step-brother/ step-sister or an adoptive or foster brother/ sister, living at the same address. A child will be given sibling priority if they have a sibling at the school at the time of the child's

admission. Governors will also take into account any information on siblings that is provided by the Local Authority from the Common Application Form.

- f) **Home Address:** A child's home address is considered to be a residential property that is the child's only/main residence and not an address that is sometimes used due to certain domestic/special arrangements. The address must be the pupil's home address that applies at the closing date for applications and which is either owned by the child's parent, parents, or guardian OR leased or rented by the child's parent, parents or guardian under a lease or written rental agreement. If parents live separately but share responsibility for the child, and the child lives at two different addresses during the week, the 'home address' will be regarded as the one at which the child sleeps for the majority of weekday nights. If it is equal shared custody, it will be up to the parents to agree which address to use. If two addresses are provided, the Local Authority will decide which address should be used as the main residence for the purpose of processing the application as they only accept one current address. Parents/Carers must notify the school about any address changes during the application deadlines to ensure all applications are treated in the same way.
- g) **Parents/carers/family members:** The terms 'parent' or 'carer' are used for all persons who legally have responsibility for the child.
- h) **Deferred entry:** Admission authorities are required to provide for the admission of all children in the September following their fourth birthday. The parent/carer has the following options where the governing body has offered such a child a place at the school.  
The parent/carer can decide either:  
(i) That the child starts school full-time in the September following their fourth birthday with their natural academic cohort; or  
(ii) To 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 for which it was made; or  
(iii) That the child starts school on a part-time basis until later in the school year but not beyond the point at which they reach compulsory school age.
- h) **Admission of children outside their normal age group:** Parents may seek a place for their child outside the normal age group. The school is responsible for making the decision on which year group a child should be admitted to and decisions will be made on the basis of the circumstances of the case and in the best interests of the child concerned. More information on educating children out of their chronological year group is available at [www.surreycc.gov.uk/admissions](http://www.surreycc.gov.uk/admissions).

Parents **must** make an application for their child's normal age group at the usual time. They **should also** submit a request for admission out of the normal age group at the same time directly to the school, stating clearly why they feel admission to a different year group is in the child's best interest and provide evidence to support this.

When informing the parent of the school's decision on the year group the child should be admitted to, the school will set out clearly the reasons for the decision. The parent will receive the response to their request in good time to allow them to make an informed decision, and before national offer day. If the school agrees that an out of year group placement would be appropriate, the parent would have to apply again in the following year in order for the child's application to be considered according to the admission criteria for the school, alongside other applicants. Parents do not have the right of appeal if they have been offered a place and it is not in the year group they would like.

- i) **Infant Class sizes:** Current infant class legislation spells out that infant classes (Reception, Year 1 and Year 2) must not contain more than 30 pupils with a single school teacher. Additional children may only be admitted under very limited exceptional circumstances.

- j) **Children with Statements of Special Educational Needs (SEN) or an Educational Health and Care Plan (EHCP) naming the school:** *These children are admitted under a separate procedure. Children with a SEN or EHCP naming the school will be allocated to the school before other applicants are considered and that the number of places available will be reduced by the number of children with a statement that has named the school.*

**Reminder :**

**Have you remembered to complete:** 1) the LA's Common Application Form (CAF) and  
2) the School's Supplementary Information Form (SIF)?

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