

**St. Anthony's Catholic Primary School
Croxley View
Watford
Hertfordshire WD18 6BW
Tel: 01923 226987**

We Grow and Learn with Jesus

Admissions Policy - Reception 2016/2017

St. Anthony's School is a part of the Roman Catholic Diocese of Westminster intended for the education of Catholic children. As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education is fully supported by all families in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

Responsibility for the admission of pupils rests with the Board of Governors.

The Governors intend to admit up to the school's Published Admission Number of 60 pupils into the reception year group in the school year 2016/2017. Consideration will be given and offers of places made, to eligible pupils in accordance with the criteria and order of priority given below.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below. In this policy 'applicant' refers to the parent applying for a place and 'children' refers to the children for whom applications are being made. Applications will be ranked according to the criteria listed below and the supporting notes and definitions. Places will be offered to those children satisfying criterion 1 followed by, if places are available, those children satisfying criterion 2 and so on, until all places have been allocated. Any remaining children will be offered the opportunity to be placed on the school's waiting list in rank order. The waiting list will be maintained, until the end of the academic year of admission, in the order of the oversubscription criteria and not in the order in which applications are received.

The Governors will give top priority, within a criterion, to a child who has a special social, pastoral or medical need which can only be met at St. Anthony's. The Governing body will require compelling, written, professional evidence from the local

church or health authorities and this evidence must be provided by the closing date for applications. Any child with a disability, whose application is successful, is welcome at St. Anthony's – every effort will be made to seek advice and make specific arrangements to accommodate such a child's needs.

Oversubscription Criteria

1. Catholic Children Looked After and Catholic children who have been adopted (or subject to child arrangements orders or special guardianship orders) immediately following being looked after.
2. Practising baptised Catholic children with a sibling in the school at the time of admission.
3. Baptised Catholic children with a sibling in the school at the time of admission.
4. Practising baptised Catholic children who live in the parishes of Holy Rood, Watford and St. Bede's, Croxley Green.
5. Baptised Catholic children who live in the parishes of Holy Rood, Watford and St. Bede's, Croxley Green.
6. Other practising baptised Catholic children.
7. Other baptised Catholic children
8. Other Children Looked After and other children who have been adopted (or subject to child arrangements orders or special guardianship orders) immediately following being looked after.
9. Catechumens and members of an Eastern Christian Church.
10. Christians of other denominations, whose parents wish them to have a Catholic Education and whose application is supported by their minister.
11. Children of other faiths whose parents wish them to have a Catholic Education and whose application is supported by a religious leader.
12. Any other applicants.

Supporting Notes

Where the offer of places to all the applicants in any of the above criteria would lead to oversubscription the following provisions will be applied.

- a) Priority will be given to children of practising Catholic families. Parents of all candidates should fill in a Supplementary Information Form (SIF). Parents of candidates applying under criteria (2), (4), (6) and (9) above should also complete the Westminster Diocese Priest's Reference Form (PRF). The PRF is used to indicate Catholic practice and must be signed by the priest. **The SIF and the signed Part B of the PRF should then be returned to the school.** The SIF and PRF are available from the school. The PRF may also be downloaded from www.rcdow.org.uk/education (N.B. at the time of writing the education pages on the Diocese website are being rebuilt. If you cannot find the PRF on the 'new' education pages on the new website please click on the link to the 'old' website).
- b) In each of criteria (8) to (12) above, priority will be given to children who have a sibling in the school at the time of admission, or, in each of criteria (4) to (12), to the children of, and resident with, a permanent member of the teaching staff who has been employed at the school for two or more years at the time at which the application for admission is made, or to the children of a new appointee to a post at the school, where there is a demonstrable skills shortage for the post in question.
- c) In the event of two or more children meeting the same criteria, and provisions described within these supporting notes, priority will be given to the child who lives the shortest distance from the school. The home to school distance will be measured from the address point of the child's home to the single address point of the school in a straight line as measured by Hertfordshire County Council's GIS system and outlined in the 'Moving On/Under 11's' publications. Applicants can access the Home-to-School online measurement tool via the Admissions and Transport pages on Herts Direct (www.hertsdirect.org/services/edlearn/admissions/nearestsch/).
- d) For those criteria which refer to baptised Catholic children, the child should be baptised by the closing date for applications.
- e) Within each criterion, if the rank ordering process results in the splitting of siblings in the same year, then the remaining siblings will be offered places at the school as 'excepted pupils'. In the event that the siblings are not a result of a multiple birth the applications will be assessed in terms of any exceptional social/pastoral need.

- f) No automatic priority can be given to applicants who have children in the nursery. A completely fresh and full application, as detailed above, must be made

This admissions policy and criteria will be subject to annual review.

Application Procedure 2016-2017

In order to make a valid application for a place at the school for your child you **must** complete the online Hertfordshire LA [or your home LA if living outside Hertfordshire] Common Application Form (CAF). Any application received after the statutory deadline, 15th January 2016, will be treated as a late application. Late applications will not be dealt with until all on-time applications have been considered.

Parents wishing to apply for a place for their child are invited to attend one of our open meetings and tour of the school for prospective parents. (Note: this meeting is not an interview and does not form part of the Admissions process.)

Parents of all candidates **should** also complete the school's own yellow Supplementary Information Form (SIF). Parents of candidates applying under criteria (2), (4), (6) and (9) above should also complete the Westminster Diocese Priest's Reference Form (PRF) - **which needs to be signed by the priest**. These **should** be returned **to the school**, together with a Certificate of Baptism for photocopying, as soon as possible. At the very latest these must be returned no later than the deadline for submission of the Hertfordshire Local Authority (LA) [or their home LA if living outside Hertfordshire] admissions form. If a SIF and PRF are not submitted by the closing date the Governing Body will apply their criteria using only the information submitted online, which may result in the application being given a lower priority.

The SIF, PRF and parish boundary definitions for Holy Rood and St. Bede's are available from the school. The SIF is also available from Hertfordshire LA. Applicants can collect the forms and boundary definitions from the school or contact the school and ask for these to be sent to them. The parish boundary information can also be accessed on the Westminster Diocese website (www.rcdow.org.uk/watford and www.rcdow.org.uk/croxleygreen). The SIF is also available for download from the parents' page on the school website (www.stanthonys.herts.sch.uk/parents_page.html) and the PRF is available for download from the diocesan website (www.rcdow.org.uk/education).

The decision on admission rests with the Governors.

In the event of an application for a place at the school being unsuccessful, children will be offered the opportunity to be placed on the school's waiting list in rank order. The waiting list will be maintained in the order of the oversubscription criteria, not in the order in which applications are received. On the day a place becomes available the school has to rank all, including in-year applicants, against the oversubscription criteria. This means that applicants, originally ranked in the normal admissions round, may be moved down the waiting list. A child will remain on the school's waiting list for a minimum of the academic year of admission, and until a vacancy has arisen and the offer of a place accepted or declined.

Parents will be informed of their right to appeal. At transfer time parents wishing to appeal who applied on line should log onto their online application and click on the link 'register an appeal'. Parents who did not apply on line need to contact the Customer Service Centre on 0300 123 4043 to request an appeal pack. The deadline for submission of an appeal is 27th May 2016.

For in-year applications parents wishing to appeal should contact the school in the first instance.

The timetable for the admissions process is set by Hertfordshire LA and is advertised to parents each year. (The timetable is also advertised within the school at the appropriate time.) The final date for applications is January 15th 2016. Notification letters will be sent out by the LA, on behalf of the governors, on April 18th 2016.

Definitions

'Practising Catholic' means a child from a family who attend Sunday Mass each week and on Holydays of Obligation, where this practice is verified by a reference from a Catholic priest in the standard format prescribed by the Diocese of Westminster. 'Family' includes the Catholic or Catholics who have legal responsibility for the child.

'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic churches. This will normally be evidenced by a Certificate of Baptism in a Catholic Church or Certificate of Reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a child looked after who is part of a Catholic family where a priest's reference demonstrates that the child would have been baptised or received if it were not for their status as a child looked after (e.g. a child looked after in the process of adoption by a Catholic family).

'Sibling' in the context of this admissions policy, means brother or sister, to include adopted brothers and sisters, half brothers and sisters or step brothers and sisters. A sibling relationship does not apply when the older child(ren) will leave before the younger one starts.

'Catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a Certificate of Reception into the Order of Catechumens.

'Eastern Christian Church' includes Orthodox Churches and is normally evidenced by a Certificate of Baptism or Reception from the authorities of that Church.

'Christians', for the purposes of this policy, means a member of one of the churches which are members of 'Churches Together' in Britain and Ireland.

'Resident'. A child is deemed to be resident at a particular address when he/she resides there for at least 50% of the school week.

'Parent' means the adult or adults with legal responsibility for the child.

'Children Looked After' has the same meaning as in Section 22 of the Children Act and means children in the care of a local authority or provided with accommodation by them (e.g. children with foster parents).

Special Educational Needs/Education, Health and Care Plan. The admission of pupils with a Statement of Special Educational Needs (SEN) or Education, Health and Care Plan (EHC) naming the school is dealt with by a completely separate procedure. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has a Statement of SEN, or an EHC plan you must contact your local authority SEN officer.

'Adopted'. An adopted child is a child for whom there is proof of adoption.

'Child Arrangements Order'. A child arrangements order is an order under the terms of the Children and Families Act 2014 which defines it as an order settling the arrangements to be made as to the person with whom the child is to live.

'Special Guardianship Order'. A special guardianship order is an order under the terms of the Children Act 1989 s.14A which defines it as an order appointing one or more individuals to be a child's special guardian(s).

In-Year Admissions refers to applications made outside of the normal admissions round. In these circumstances parents should contact the school direct. Applications made using the HCC In-Year application form will also be considered. If a place is available and there is no waiting list then the governing body will admit the child. If a place is not available at this time applicants can ask for the reasons and will be informed of their right to appeal. The school will notify the local authority of the application and its outcome. Applicants will be offered the opportunity of being placed on our waiting list, which is maintained in the order of the oversubscription criteria and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the governing body will decide who is at the top of the list and inform the local authority that the school is making an offer.

Fair Access Protocols. The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed with the Local authority, by both the Diocese and the governing body, for the current school year. The governing body has this power even when admitting the child would mean exceeding the Published Admission Number.

Reception Year Deferred Entry. Applications are invited for September 2016 from families whose children attain 4 years of age between 01/09/2015 and 31/08/2016. Applicants may defer entry to school up until statutory school age i.e. the first day of term following the child's fifth birthday. Application is made in the usual way and then the deferment can be requested. The place will then be held until the first day of the spring or summer term. Applicants may also request that their child attend part-time until statutory school age is reached. Parents wishing to defer entry for summer born children should note that entry can only be deferred up until 1st April 2017.

Children Educated Outside Their Chronological Age Group. Any application for a child to be educated outside of his/her chronological age group will be considered by governors on an individual basis and a place only offered in exceptional circumstances. However, it must be understood, this means a place in a class one year BELOW the child's chronological age.