



St George's Primary Catholic Voluntary Academy



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29th October 2019

Proposed Changes for Admission Arrangements for 2021-2022 Academic Year

The governors of St George's Primary Catholic Voluntary Academy are consulting on changes to the admission arrangements for 2021-2022. The following changes are proposed to the Oversubscription Criteria:

- The removal of a requirement for a Certificate of Catholic Practice.
- The removal of the requirement to be a resident in the Parish of St George's, Sudbury for those children with a sibling at the school at the time of admission.
- The removal of specific named Parishes to a more simplified 'resident in other parishes'.
- The addition of criterion 'Any non-Catholic children who have a sibling at the school, at time of admission'.
- The addition of criterion 'Children of other Christian denominations whose application is supported by a baptismal certificate or a letter from their minister confirming membership'.

The consultation period is from Friday 29th November 2019 to Friday 10th January 2020 (6 weeks). If you wish to comment on the proposed changes please email admissions@stgeorges.harrow.sch.uk

Mary Elton

Chair of Governors



Blessed Holy Family
Catholic Academy Trust

St George's Primary Catholic Voluntary Academy

ADMISSIONS POLICY 2021 - 2022

St. George's Primary Catholic Academy was founded by the Catholic Church to provide education for children of Catholic families. 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 be 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.

The Published Admission Number (PAN) for the reception class at St George's is 60. The Governing Body has sole responsibility for admissions to this school and intends to admit 60 children in the school year which begins in September 2021.

Applications are welcome from families whose child reaches his/her 4th birthday between 1st September 2020 and 31st August 2021.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the Trust Deed of the Diocese of Westminster.

Applications will be ranked using the criteria listed below.

In this policy: *applicant* refers to the person making an application on behalf of a child;
candidate refers to the child on whose behalf the application is being made.

OVERSUBSCRIPTION CRITERIA

Where there are more applications than the number of places available, places will be offered according to the following order of priority: -

1. Catholic 'looked after' children and Catholic children who have been adopted or made subject to child arrangements orders or special guardianship orders.
2. Baptised Catholic children, who have a sibling at the school at the time of admission.
3. Baptised Catholic children who are resident in the Parish of St. George's, Sudbury.
4. Baptised Catholic children who are resident in other parishes.
5. Other 'looked after' children and children who have been adopted or made subject to child arrangements orders or special guardianship orders.
6. Any Non-Catholic children who have a sibling at the school, at the time of admission.
7. Children of other Christian denominations whose application is supported by a baptismal certificate or a letter from their minister confirming membership.
8. Any other children

EXCEPTIONAL NEED

The Governing Body will give top priority, after the appropriate category of looked after children, to an application where compelling evidence is provided at the time of application, from an appropriate professional such as a doctor, priest or social worker, of an exceptional social, medical, pastoral or other need of the child, which can only be met at this school.

MULTIPLE APPLICATIONS

Where the final place is offered to a child who has other siblings applying for a place in the same school year, these siblings will also be admitted.

TIE BREAK

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to oversubscription, the places up to the admission number will be offered to those living nearest to the school as measured by the Harrow Local Authority (LA), such measurements being to the front gate of the school.

FAIR ACCESS

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 by both the local authority 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.

APPLICATION PROCEDURE for 2021– 2022

In order to make an application, you **must** complete a **Common Application Form (CAF)** online at www.eadmissions.org.uk. You **should** also complete the **School's Supplementary Information Form (SIF)**. The information on the SIF enables the Governing Body to assess your application fully against the School's criteria in the event of oversubscription. Please return the SIF (in person or by post) to the school, together with all other relevant paperwork required for your application. If you do not complete both of the forms described above and return them by 15th January 2021, the Governing Body will be unable to consider your application against the oversubscription criteria and your child will be ranked under the lowest criterion. It is very unlikely that your child will be offered a place if a SIF is not supplied.

LATE APPLICATIONS

Applications received after the closing date will be dealt with after the initial allocation process has been completed. If the school is oversubscribed it is very unlikely that late applicants will obtain a place.

NURSERY CHILDREN

Attendance at the nursery **does not** guarantee a place in reception. Parents of children attending St George's Dragons nursery **must** make a fresh application for reception.

RIGHT OF APPEAL

If you are unsuccessful you may ask us for the reasons for the refusal of a place. These reasons will be related to the oversubscription criteria listed in the policy and you will have the right of appeal to an independent panel. Should you wish to appeal please contact the school as soon as possible for an appeal form on which you must list your reasons for making an appeal. Appeals must be submitted to the school in writing by Friday 21st May 2021.

WAITING LIST

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This list will be maintained in order of the oversubscription criteria set out in the policy and not in the order in which applications are received or added to the list. Names will be removed from the list on 31st August 2022, unless applicants request in writing to remain on the list.

PUPILS WITH AN EDUCATION, HEALTH AND CARE PLAN (EHC)

The admission of pupils with an Education, Health and Care Plan (EHC) is dealt with by a completely separate procedure. (This used to be called a Statement of Special Educational Needs). Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has an EHC plan you must contact your local authority SEN officer. Children with this school named in their EHC Plan will be admitted.

CHANGE OF DETAILS

If any of the details on either of your forms changes between the date of application and the receipt of the letter of offer or refusal, you **must** inform the School and the local authority immediately. If misleading information is given or allowed to remain on either of your forms, the Governing Body reserves the right to withdraw the place, even if the child has already started at the School.

IN-YEAR ADMISSIONS

Applications for In-Year admissions are made directly to the school. If a place is available and there is no waiting list the child will be admitted. If there is a waiting list, then applications will be ranked by the Governing Body in accordance with the oversubscription criteria. If a place cannot be offered at this time, then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the Governing Body 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 re-rank the list and make an offer to the person at the top of the list. The local authority will be informed of the offer as soon as it has been accepted.

RECEPTION YEAR DEFERRED ENTRY

Applicants may defer entry to school up until compulsory 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 deferral is requested. The place will then be held until the first day of the spring or summer term as applicable. Applicants may also request that their child attend part-time until compulsory school age is reached. Entry may not be deferred beyond compulsory school age or beyond the year of application, therefore applicants whose children have birthdays in the summer term may only defer until the 1st April 2022.

ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP

If a parent wishes his/her child to be educated outside his/her normal age group, i.e. a child born between 1st April – 31st August 2014 being admitted to Reception at 5 years of age, they should make the school aware of this by writing a letter to the Chair of Governors by 15th January 2021. Parents must then submit an application in the normal way. This application will be treated in the same way as all other applications and there is no guarantee that an offer will be made.

NOTES (these notes form part of the oversubscription criteria)

'Looked after child' has the same meaning as in S.22 of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them (e.g. children with foster parents at the time of making an application to the school).

'Adopted'. An adopted child is any child who has been formally adopted, having previously been in care and whose parent/ guardian can give proof of this.

'Child Arrangements Order'. A Child Arrangements order is an order under the terms of the Children Act 1989 s.8 settling the arrangements to be made as to the person with whom the child is to live. Children 'looked after' immediately before the order is made qualify in this category.

'Special Guardianship Order'. A special guardianship order is an order under the terms of the Children Act 1989 s.14A appointing one or more individuals to be a child's special guardian(s). A child 'looked after' immediately before the order is made qualifies in this category.

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

'Sibling' means brother or sister, to include adopted brothers and sisters, half, step or foster brothers and sisters. A sibling relationship does not apply when the older child will leave before the younger one starts.

'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 a Certificate of Reception into the full communion with the Catholic Church.

For the purposes of this Policy this includes a looked-after child who is part of a Catholic family and in the process of adoption, where a priest's letter demonstrates that the child would have been baptised or received were it not for their status as a looked-after child.

'Children of other Christian denominations' means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no creedal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

'Catechumen' means a child or parent who is a member of the catechumenate of a Catholic Church. This will be evidenced by a Certificate of Reception into the Order of Catechumens for a child aged 7 or over. For a child under 7 years of age it will be the certificate of the parent.

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

**Diocese of Westminster
Catholic Primary Schools
Supplementary Information Form
2021 – 2022**



Name of School: ST GEORGE'S PRIMARY CATHOLIC VOLUNTARY ACADEMY

Child's Details

Child's surname:	
Child's first name:	
Home Address:	Date of Birth:
	Postcode:

Parent/Carer Details

Parent's name:	
Address (if different from above):	
Telephone number:	

Details of Religion

Religion of child: (Please tick)	Catholic	Other Christian (name of denomination)	Other faith
Catholic Parish you live in:			
Church where child was baptised and date of baptism: (baptism certificate required)			
Name and position of priest supplying Certificate of Catholic Practice (where appropriate)			
Names of any brother/sister at this school			

I confirm that I have read and understood the Admissions Policy and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that should any information I have given prove to be inaccurate that governors may withdraw any offer of a place even if the child has already started school.

Signed.....

Date.....

Please note:

- Where applicable parents can obtain a Certificate of Catholic Practice from the parish where they worship or from the Diocese of Westminster website.
- Applicants from other Christian denominations and other faiths may attach either a certificate of baptism or a letter from their minister or religious leader, confirming membership of that faith community.
- You **must** complete the Common Application Form online at www.eadmissions.org.uk online by the closing date. If you do not do this you will not be offered a place.

Checklist:

Have you enclosed?

Copy of baptism certificate (where necessary)

Certificate of Catholic Practice (where necessary)

Proof of home address (current council tax or utility bill)

Evidence of exceptional need (where necessary).

The school is committed to protecting the information provided by parents / carers and using it only for the purpose for which it was obtained. For information on the school's Privacy Notice, please see the information below.

**ADMISSIONS PRIVACY NOTICE FOR
ST GEORGE'S PRIMARY CATHOLIC VOLUNTARY ACADEMY**

St George's Primary Catholic Voluntary Academy is a data controller for the purposes of the Data Protection Act 2018 and is committed to dealing with your information safely and securely. We need to collect and share information in order to fulfil our obligations as an admission authority. We take our responsibility to protect your data seriously and we will use it in accordance with the legal requirements of the Data Protection Act 2018.

We will comply with the School Admissions Code, which has the force of law. In respect of in-year admissions, the School is the admissions authority for this school. The information you provide to us on your Supplementary Information Form (SIF), any supporting papers or appeal documentation you provide will be used to:

- Process your application
- Consider Admission Appeals

We may also use this data for the following purposes:

- Forward planning as part of school budget, forecasting and reorganisation proposals
- To assist in the development of policy proposals
- For the prevention and/or detection of crime or fraud
- For research and statistical purposes when we will ensure that statistics are developed in such a way that individual children cannot be identified

In order to administer admissions to this school the following information may be collected by us:

- Name and date of birth
- Address where the child ordinarily lives at the time of application, which will be used for distance calculation purposes
- Supplementary information i.e. information on religious affiliation and status
- Parent name and contact details
- Details of baptism and/or Catholic practice
- Information on parish of residence.

Agencies we will share the information with:

- The Department for Education, to comply with statutory data collections
- The LA, to verify the information provided so that the admission scheme\process can be accurately administered
- Admission Appeal panels
- The Schools Adjudicator, in response to any objections raised
- In Year Fair Access Panel, where applicable, to enable them to appropriately place complex admissions
- The Local Government and Social Care Ombudsman, when investigating maladministration of school admissions and admission appeals.

School Retention Policy:

The information listed above will be retained securely by the school for 8 years, after which it will be destroyed.

For further information please refer to the Privacy Policy on the School website or contact: Carl Kugaswaran, our Data Protection Officer.