

**ADMISSION POLICY FOR ST. CECILIA'S CATHOLIC PRIMARY SCHOOL**  
**For Admission Year 2010/2011.**

**Background Information**

St. Cecilia's is a Voluntary Aided Primary School in the Archdiocese of Southwark. It was built to serve the local Catholic community, in particular, the children of practising Catholic families in the parishes of St. Cecilia's, St. Matthias and St. Christopher. *A copy of a map showing the Parish Boundaries is available from the school office.*

A substantial amount of funding for the upkeep of the school is donated by regular churchgoers in these parishes through their regular weekly contributions at Mass.

The Catholic community support the school because they value a distinctive Catholic Education for their children. For the remainder of this policy, the word Catholic refers to the Catholic faith.

Parents elect to apply for this school in order to ensure that the Catholic values and way of life are passed on to their children at home, in the parish and at school.

Governors have full regard for these factors in the framework of this policy.

**Governors will consider the allocation of places in the school:**

1. As part of the intake process for Nursery (rising 4s).
2. As part of the intake process for the Reception classes (rising 5s).
3. As individual cases where existing pupils move away and create spaces for others on the waiting lists or where pupils move into the area and make a late application to R-Y6.

**APPLICATION FOR PLACES AT THE NURSERY**

Before the Governors can consider the allocation of places, the application process has to be complete.

1. An application form should be completed by parents. These are available from the school office.
2. A copy of the child's shorter Birth and Baptismal Certificates must be produced for inspection at the school.
3. The application should be supported by a priest's reference. The school will send the Supplementary Form to the parents with the Application Form. Parents should take Supplementary Form to the Parish Priest as soon as possible with a stamped envelope addressed to the school so that the priest can return it to the school. Parents should return the Application Form to the school direct.
4. For children with dates of birth between 1<sup>st</sup> September 2006 and 31<sup>st</sup> August 2007 parents must have completed parts 1, 2 and 3 above by 31<sup>st</sup> January 2010 for inclusion in the September 2010 intake. An application will not be considered until all parts are returned.

**N.B. A PLACE IN THE NURSERY DOES NOT GUARANTEE A PLACE IN THE MAIN SCHOOL.**

## **APPLICATION FOR PLACES IN RECEPTION**

Parents of children born between 1<sup>st</sup> September 2005 and 31<sup>st</sup> August 2006 must complete the Local Authority Common Application Form (CAF) and return it to Sutton Local Authority by 4<sup>th</sup> December 2009 for consideration for the September 2010 intake. The CAF is available in Sutton's Starting School booklet or online at [www.sutton.gov.uk/education/admissions](http://www.sutton.gov.uk/education/admissions). If you are applying for a place at St Cecilia's you must put the school as one of the preferences on the CAF.

You should also complete the St Cecilia's School Supplementary Form to enable the Governors to apply the admissions criteria. The Supplementary Form is available from the school and online at [www.sutton.gov.uk/education/admissions](http://www.sutton.gov.uk/education/admissions) and should be returned direct to the school by 4<sup>th</sup> December 2009 with a copy of the child's Baptismal Certificate.

If a parent names the school on Sutton's CAF but does not return the Supplementary Form and supporting information to the school by the due date, it will not be possible to consider the application fully, and is likely to result in the applicant being ranked beneath other applicants.

If a parent completes a Supplementary Form but does not name the school on Sutton's CAF, it will not be treated as a valid application.

Late applications will be considered in accordance with Sutton's coordinated scheme.

## **APPLICATION FOR PLACES AT ANY OTHER TIME**

After the start of the academic year applications for mid-term admissions and waiting lists will be managed in accordance with Sutton's coordinated scheme for mid-term admissions.

Before the Governors can consider the allocation of places, the application process has to be complete.

1. An application form should be completed by parents. These are available from the school office.
2. A copy of the child's shorter Birth and Baptismal Certificates must be produced for inspection at the school.
3. The application should be supported by a priest's reference. The school will send the Supplementary Form to the parents with the application form. Parents should take this to the Parish Priest as soon as possible with a stamped envelope addressed to the school so that the priest can return it to the school.
4. Parents should complete parts 1, 2 and 3 above as soon as possible. An application will not be considered until parts **1 and 2** are returned. If part 3 is not returned it will not be possible to consider the application fully and is likely to result in an application being given lower priority than others.

## **OVERALL FACTORS TO BE OBSERVED BY GOVERNORS IN THE ALLOCATION OF PLACES.**

1. The Governors intend to admit 60 children into F2 (Reception) for the academic year 2010/2011.
2. The maximum number of pupils in the nursery will be 52 divided into two 1/2 day classes with no more than 26 pupils in each.
3. The maximum class size in Key Stage 1 is 30 pupils and in Key Stage 2 is 32 pupils.
4. Governors will automatically place the names of all unsuccessful candidates and late applications on to a waiting list. After one year, if parents still require a place, they should re-apply.

## **ADMISSION CRITERIA FOR SELECTION**

Governors will allocate places available in the following order:

1. Looked after Catholic children or looked after children in the care of Catholic families.
2. Baptised Catholic children or children enrolled in the catechumenate who have a priest's reference stating that they attend Mass on a weekly basis and who have a brother or sister in St Cecilia's at the time of admission.
3. Baptised Catholic children or children enrolled in the catechumenate who are resident in the three parishes of St. Cecilia's, St. Matthias' and St. Christopher's and who have a priest's reference stating that they attend Mass on a weekly basis.
4. Baptised Catholic children or children enrolled in the catechumenate who are resident in other parishes for whom St. Cecilia's is the nearest Catholic School who have a priest's reference stating that they attend Mass on a weekly basis.
5. Baptised Catholic children or children enrolled in the catechumenate who are resident in the three parishes of St. Cecilia's, St. Matthias' and St. Christopher's or who are resident in other parishes for whom St. Cecilia's is the nearest Catholic School who have a priest's reference stating that they attend Mass at least once a month.
6. Baptised Catholic children or children enrolled in the catechumenate, not so far accounted for.
7. Other looked after children.
8. Children who are members of Eastern Christian Churches including Orthodox Churches. Evidence of Baptism or reception from the authorities of that Church will be required.
9. Children of other Christian denominations whose application is supported by a minister of their religion.
10. Children of other faiths whose application is supported by their religious leader.
11. Any other applicants.

## **FURTHER CONSIDERATIONS FOR SELECTION**

When the school is oversubscribed, the Governors will apply the following priority selection to any one group:-

- A. The governing body may increase the priority of an application within a category where evidence is provided at the time of application of an exceptional social, medical or pastoral need of the child which makes the school particularly suitable for the child in question.
- B. Those applicants who have a sibling in the school at the time of admission.
- C. Applicants who live nearest to the school measured from the school's front gate using the Local Authority's Geographical Information System (GIS).

### **Waiting List**

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 as above. Any offer of a place is conditional on the parents' current address. Placing a child on the waiting list does not guarantee that a place will become available. The reception class waiting list will be maintained for the Autumn term after which the school will write to parents asking if they wish to continue on the school's waiting list.

### **Appeals**

Parents who wish to appeal against the Governors decision not to admit their child to St Cecilia's Catholic School can appeal against the decision of the governors to an Independent Appeals Panel, which the governors have established under the terms of the relevant Education Act. Parents should bear in mind that the School Standards and Framework Act 1998 limits the circumstances in which an appeal panel can uphold an appeal for the admission of a child to a school, as schools are bound to comply with the duty to limit Infant class sizes.

Details of the appeals procedure are obtainable from the Clerk to the Governors at the school address.

### **NOTES (these notes form part of the oversubscription criteria)**

'looked after child has the same meaning as in Section 22 of the Children's 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).

'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 full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child 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 looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

Reference to other Christian denominations refers to other denominations that are full members of Churches Together in England.

Eastern Christian Churches including Orthodox Churches refers to those Churches which are not in communion with the Holy See but possess valid orders and sacraments.

'catechumen' means a member of the catechumenate of a Catholic church. This will normally be evidenced through the parish priest, for example with a letter confirming enrolment.

A sibling is defined as a full brother or sister or step/half/adopted brother or sister living at the same address, a child who is living as part of the family unit by reason of a Court Order or a child who has been placed with foster carers as a result of being 'looked after' by the authority. Sibling priority will only be considered when a child has a brother or sister at St Cecilia's at the proposed date of admission. Siblings in Year 6 at the time of an application to start school will not qualify.

To demonstrate an exceptional social, medical or pastoral need of the child which can be most appropriately met at this school, the governing body will normally require written evidence from an appropriate professional, such as a social worker, doctor or priest.

The child's home address excludes any business, relative's or childminder's address, and must be the applicant's normal place of residence. The address to be used for the initial allocation of places to F2 (Reception) will be the child's address at the closing date for application. Changes of address up to 22nd January 2010 may be considered if there are exceptional reasons behind the change, such as if a family has just moved to the area, or has returned from abroad. The address to be used for waiting lists, after the initial allocation, will be the child's current address. Any offer is conditional upon the child living at the appropriate address on the relevant date. Parents have a responsibility to notify the Local Authority and the School of any change of address. All distances will be measured **in a straight line** by a computerised Geographical Information System. All measurements will be made from the school's front gate.