**ARCHDIOCESE OF WESTMINSTER/LONDON BOROUGH OF HARROW**

**ST ANSELM'S CATHOLIC PRIMARY SCHOOL**
**Roxborough Park, Harrow-on-the-Hill, Middlesex, HA1 3BE.**

# 2022-2023 ADMISSIONS POLICY FOR THE RECEPTION, INFANT AND JUNIOR CLASSES

**The Governing Body will consider all applications for admission to the school in accordance with this Admissions Policy and Oversubscription Criteria**

The Governing Body intends to admit no more than a total of 60 pupils into its Reception Classes in any school year. This is the Published Admission Number (PAN) for the school. Parents should be aware that the School regularly receives more applications than the number of places available and that the submission of an application does not guarantee the offer of a place at the School.

Applications are invited for September 2022 from families whose child attains 4 years of age between 01/09/2021 and 31/08/2022.

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.

## Making an Application

1. Applicants **must** complete the Local Authority (LA) **"Common Application Form"** (CAF). They **should** also complete a **Supplementary Information Form**. Both of these forms are obtainable from the school office/website, the LA Admissions Service and online at www.harrow.gov.uk/school admissions. The CAF allows you to nominate up to six schools in order of preference. You should submit **only one CAF by the specified date of return.** If you submit more than one CAF the last CAF received will withdraw an earlier submitted CAF.

2. Applicants who do not currently reside in Harrow must obtain the CAF from, and return it to, their own Local Authority.

3. Failure to complete and return **both** the Common Application Form and the Supplementary Information Form by **15th January 2022** may affect the priority accorded to your application by the Governing Body. The supplementary forms should be returned directly to the school office together with the child's catholic baptismal certificate.

   If you are applying to another Catholic school you will be required to complete a set of supplementary papers for each Catholic school.

The local authority will write to you on behalf of the Governing Body with the outcome of your application on **19th April 2022**.

**Certificate of Catholic Practice**

Applicants applying under criterion 2 should submit a Certificate of Catholic Practice (CCP) by the closing date. This certificate is available from the priest at the parish where the family normally worships or from the diocesan website. It is the parent's duty to ensure that the CCP is submitted to the school in good time. The priest will only sign this certificate if he knows you and agrees that you are a practising Catholic family.

**Applications must be submitted no later than the date specified for the return of the LA's CAF.**

## DEFERRED ENTRY

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 is requested. The place will then be held until the first day of the spring or summer term.

N.B. Parents wishing to defer entry for summer born children should note that entry can only be deferred up until 1st April 2023.

## PART-TIME ATTENDANCE

Applicants may also request that their child attend part-time until statutory school age is reached.

## SUMMER BORN CHILDREN

If a parent wishes his/her summer born child to start school in Reception in the September following his/her 5th birthday i.e. a child born between 1st April – 31st August 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 at the time of application. Parents must then submit an application in the usual 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.

## 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, the closing date is **Friday 20th May 2022.**

Unsuccessful applicants may request in writing to be placed on a waiting list maintained for each year group. If a place becomes available this will be allocated in accordance with the School's Admissions Policy and Oversubscription Criteria. Names will remain on the list for the remainder of the academic year. Applicants will need to show, in writing, their continued interest at the end of each academic year.

## EDUCATION, HEALTH AND CARE PLANS (EHC)

The admission of pupils with an Education Health and Care Plan (EHC) 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 an EHC plan you must contact your local authority SEN officer. Children with this school named in their EHC Plan will be admitted to 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 more applications are received than there are places available then applications will be ranked by the governing body in accordance with the oversubscription criteria.

If a place cannot be offered at the time of application, 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 list will be maintained by the governing body in the order of the oversubscription criteria as modified above and not in the order in which the applications are received. Names will be reviewed at the end of each academic year and a letter will be sent to parents whose children are on the list. When a place becomes available the governing body will re-rank the list so that an offer can be made 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.

### The Admission of Children educated outside their chronological age group. (Delayed admission except Reception applications for summer born children)

Parents may request that their child be educated out of his/her chronological age group. Such requests must be made in writing to the Chair of Governors during the autumn term in the year of application. Governors will consider each request on its own merits and permission will only be given in exceptional circumstances. When the application is made, it will be ranked with all the other applications and no further exceptions will be given. A statutory right of appeal will be given upon refusal if no place has been offered in any school year.

### 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 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.

## OVERSUBSCRIPTION CRITERIA

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.

1. Catholic looked after children and Catholic children who have been adopted (or made subject to a child arrangements order or special guardianship orders) immediately following having been looked after.
2. Baptised Catholic children with a Certificate of Catholic Practice. Children must be baptised at the date of application.
3. Other baptised Catholics.
4. Other looked after children and children who have been adopted (or made subject to child arrangements orders or special guardianship orders) immediately following having been looked after.
5. Children of catechumens and members of an Eastern Christian Church.
6. Children of Christians of other denominations whose application is supported either by a certificate of baptism or by a letter from their Minister of Religion confirming membership of the faith community.
7. Children of other faiths whose application is supported by a letter from their religious leader, confirming membership of the faith community.
8. Any other applicants.

**(Please note that Notes A and B below form part of the oversubscription criteria)**

**Note A:** The Governing Body will give first priority to an application within a category where compelling evidence is provided at the time of application of an exceptional social or medical need of the child which can only be met at this school.

Any application on these grounds within one of the above admission criteria **must** be made at the time of application and be accompanied by supporting documentation from a social worker or NHS Consultant fully detailing the child's condition or need, which fully states why St Anselm's is the only school where this need can be met. The Governing Body reserves the right to request further information where an application is made on this basis.

**Note B:** In applying each of the above eight oversubscription criteria, priority will then be given to those children who, at the proposed date of admission, will have a

sibling who is baptised Catholic, with a Certificate of Catholic Practice attending St Anselm's Catholic Primary School.

In cases where multiple siblings tie for the last available space, then all will be offered a place, even if this exceeds the planned admission number.

**Tie-breaker**
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, priority will be given to children whose residential address is the shortest distance from the midpoint of St Anselm's Catholic Primary School. Distance is measured in a straight line from home to the centre point of the school site using a computerised mapping system based on ordnance survey data*. In cases where applicants live equidistant from the school and places cannot be offered to both children, the place will be offered using random allocation in the presence of an independent witness.

**'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.

*Please Note that the Governing Body of St Anselm's School uses the distances provided by the Local Authority to make any necessary calculations.

**INTERPRETATION OF TERMS**
**USED IN THE ADMISSIONS POLICY AND OVERSUBSCRIPTION CRITERIA**

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| **Looked after Children** | A 'Looked after child' has the same meaning as in S.22(1) of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them in the 27 exercise of their social services functions (e.g. children with foster parents at the time of making an application to the school.) A previously 'looked after' child is a child who was looked after, but ceased to be so because he or she was adopted or became subject to a child arrangements order or a special guardianship order. |
| **Catholic** | **'**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 of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.'<br>~~'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a Certificate of Baptism in a Catholic church or a Certificate of Reception into full communion with the Catholic Church. For the purposes of this policy this includes a looked after child in the process of adoption and living with a Catholic family, where a letter from a priest demonstrates that the child would have been baptised were it not for his/her status as a looked after child. For a child to be treated as Catholic, evidence of Catholic baptism or reception in the Catholic~~ |

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| | ~~Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their parish priest who, after consulting with the diocese will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.~~ |
| **Parent** | A 'Parent' means all natural parents, any person who is not a parent but has parental responsibility for the child or any adult with legal responsibility for the child. |
| **Sibling** | '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.<br>The child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant. |
| **Certificate of Catholic Practice** | 'Certificate of Catholic Practice' means a certificate issued by the family's parish priest (or the priest in charge of the church where the family attends Mass) in the form laid down by the Bishops' Conference of England and Wales. It will be issued if the priest is satisfied that at least one Catholic parent or carer (along with the child, if he or she is over seven years old) have (except when it was impossible to do so) attended Mass on Sundays and holydays of obligation for at least five years (or, in the case of the child, since the age of seven, if shorter). It will also be issued when the practice has been continuous since being received into the Church if that occurred less than five years ago. It is expected that most Certificates will be issued on the basis of attendance. A Certificate may also be issued by the priest when attendance is interrupted by exceptional circumstances which excuse from the obligation to attend on that occasion or occasions. Further details of these circumstances can be found in the guidance issued to priests: http://rcdow.org.uk/education/governors/admissions |
| **Catechumens** | '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 for a child aged 7 or over. For a child under 7 years of age it will be the certificate of the parent. |
| **Eastern Christians** | 'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a Certificate of Baptism or Reception from the authorities of that Church. |
| **Christians of other denominations** | "Children of other Christian denominations" means: children who belong to other churches and ecclesial communities which, acknowledging 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 credal 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.<br>All members of Churches Together in England and of CYTÛN are |

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| | 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. |
| **Children of other faiths** | "Children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:<br>A religion which involves belief in more than one God, and<br>A religion which does not involve belief in a God. |
| **Adopted** | '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** | '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** | '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. |
| **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. |

**Applications for Reception 2020**

The school was heavily oversubscribed in 2020. We received 251 applications for the 60 places (PAN). The places were allocated as follows:

1 applicant under criterion 1 - Catholic looked after children and Catholic children who have been adopted (or made subject to a child arrangements order or special guardianship orders) immediately following having been looked after.

25 applicants under criterion 2(a) – baptised Catholic children with a Certificate of Catholic Practice with a sibling attending the school

34 applicants in criterion 2(b) – baptised Catholic children with a Certificate of Catholic Practice with no sibling attending the school.

The last child to be offered a place lived 1.11 miles from the school.