



At St George's, God calls us by name to love,  
learn and achieve together, safe in the palm of His hands.

*'I have called you by your name; you are mine' / Isaiah 43*

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## ADMISSIONS POLICY 2017-18

St. George's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its Governing Body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Jesus Christ.

Whenever there are more applications than places available, priority will always be given to Catholic applicants, in accordance with the oversubscription criteria listed below. Where places are available, applications will be considered from families of other faiths. All applicants are required to declare their positive support for the aims and ethos of the school.

The Governing Body has sole responsibility for admissions to this school and intends to admit 30 pupils to the reception class in the school year which begins September 2017.

Admission to St George's Catholic Primary school is in accordance with the determined admission arrangements. If the number of applications outnumbers the admission limit applications are allocated in accordance with the School Admission Criteria and therefore not all applications will be successful.

Within category 10, priority will be given to applicants that have completed and returned the supplementary information form (SIF) in line with the admissions procedures. This is likely to result in the application being placed in a category lower than it might otherwise merit.

### **Oversubscription Criteria**

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

1. Looked after children from Catholic families and children who were looked after but ceased to be so because they were adopted by Catholic families (or became subject to a residence order or special guardianship order.).
2. Baptised Catholic children of practising Catholic parent(s) whose practice is verified by a Catholic priest and who live in the Parish of St. George and the English Martyrs.
3. Baptised Catholic children of practising Catholic parent(s) whose practice is verified by a Catholic priest but who do not live in the Parish of St. George and the English Martyrs.
4. Other Baptised Catholic children who live in the parish of St. George and the English Martyrs.
5. Other Baptised Catholic children not living in the parish of St. George and the English Martyrs.
6. Catechumens and their children seeking Baptism and members of other Eastern Christian churches.

7. Any other Looked after children and children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
8. Baptised (or equivalent) children of another Christian faith who attend church regularly and whose application is supported by their minister.
9. Baptised (or equivalent) children of another Christian faith
10. Any other applicants.

The Parish Priest or Minister of Religion is required to complete and sign the appropriate reference form and return it to the school

In categories 2, 3, 4, 5, 8,9 and 1(if applicable), the child's Baptismal Certificate (or appropriate certificate) must accompany the completed application form.

Children who have siblings already attending the school at the time of enrolment take precedence in each category. It must not be assumed that a child will be allocated a place simply because a brother or sister presently attends.

In the event of two or more applications for the same place, preference will be given to those living in the parish, as shown on the map available from the school. If, after this consideration, there is oversubscription in any one category, "straight line" distance will be used to measure the distance between the pupil's home and the nearest pupil entrance to the school. If the pupil's home is a flat, the distance will be measured to the main external entrance of the building. If the same distance is shared by more than one pupil, and only one place is available, the place will be awarded on the basis of a computerised random allocation process (supervised by someone independent of the Governing Body). Distances will be measured using the Local Authority's computerised measuring system.

The admission of pupils with a Statement of Special Educational Needs follows a different procedure. Please contact the Local Authority for details.

### **Application Procedures and Timetable**

Admissions information will be sent to parents/carers by Southend Borough Council during September 2017. If information has not been received by the end of September parents / carers should contact the Council's Pupil Access Team (01702-215007).

**The Single Application Form application form must be returned to the Council by the closing date of 15<sup>th</sup> January 2018.**

If you have registered your child's name with St. George's, a Supplementary Information Form will be sent to you. This, together with a school handbook, is available on request. If you are a practising Catholic, ask your priest for a completed Certificate of Practice.

**The Supplementary Information Form, Certificate of Practice forms and Baptismal/other relevant certificate must be submitted to the school by 22<sup>nd</sup> January 2018.**

These documents enable our Governing Body to place applications in priority according to this school's oversubscription criteria.

Parents will be advised of their applications by the Local Authority during April 2018. Unsuccessful applicants will be advised of their right of appeal to an independent panel. Details of this can be obtained from the school office. In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on the waiting list.

### **Mid year applications**

Parents will complete a supplementary information form and hand it to the office to be put on the waiting list. The waiting list will hold names of children wishing to attend the school, but for whom there is no space, from Reception to Year 6. The waiting list will be maintained in order of the oversubscription criteria and not in the order in which applicants are received or added to the list. When a space is available in any of the year groups, the school will refer to the waiting list for that year group and offer the place to the child in the highest category. If there is more than one child, they will be ranked according to any siblings and then distance from school. The parent will then follow the local authority admission process. The Governing Body has sole responsibility for admissions to this school and will only admit a maximum of 30 children per class in EYFS, Key Stage 1 or Key Stage 2. This is due to the size of the classrooms limiting the number to 30.

### **Important Notes**

- "Looked after child" has the same meaning as in section 22 of the Children Act 1989, and means any child in the care of the local authority or provided with accommodation of them (e.g. children with foster parents).
- Siblings are considered to be an older brother or sister, half-brother or half -sister, step - brother or step-sister, adopted brother or sister, living at the same address, who attends the school at the time of application with a reasonable expectation that he or she will still be attending at the time of the proposed admission.
- In the exceptional situation where one twin or one or two triplets are refused a place, in order to keep family members together, the additional pupil(s) will be admitted even if this results in the admission limit for the year group being exceeded. This child will count as an excepted pupil for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.
- "Catholic" means a member of a church in 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.
- A 'Practising Catholic' is a person who observes the Church's precept of attending Mass each Sunday and on Holy Days of Obligation. The Governing Body will expect this practice to have been verified by a Catholic Priest using the Certificate of Practice completed by the Parish priest.
- "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.
- 'Equivalent' is interpreted as a recognised reception into a Christian faith by the authorities of that church

- Additional clarification with regards to planned baptisms ~ Where evidence has been provided to prove regular Christian practise and they have formally booked the child's baptism, the committee will class this as equivalent. Supporting evidence from the priest, or minister of religion, must substantiate the information provided by the parents.

**This Policy is subject to annual review.**

**Last reviewed February 2016**