



“Christ’s ministry, as recounted in the Gospels, and the values he promoted through his teachings are fundamental to the life of our school in fulfilling its purpose as a Catholic institution.”

**Admissions Policy Reception
Intake 2018-2019**

Admissions procedure

In addition to the Common Application Form (CAF) supplied by the Local Authority, the Supplementary Information Form (available from the school and from the local authority), should be completed and sent to the admissions secretary at the school not later than the closing date published by the Local Authority. This should be done even if the CAF is completed online. If the Supplementary Information Form is not completed, the governing body of the school will only be able to consider the application after all applicants who have completed a Supplementary Information Form. You are advised to make two copies of the forms. You should retain one copy and pass the second copy to the school or your priest, as indicated. Offers of places will be sent to parents by the Local Authority on the common offer date as notified. The school also notifies parents of offers at the same time.

Admission number: 30

St Aidan's Catholic Primary School is a voluntary aided school in the Archdiocese of Southwark. It is in the trusteeship of the Diocese. 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. The school exists primarily to serve the Catholic community and Catholic children always have priority of admission. However, the Governing Body also welcomes applications from those of other denominations and faiths who support the religious ethos of the school.

Having consulted with the Local Authority, the Diocese and other admission authorities, the Governors intend to admit into the reception class, in September 2019, up to 30 pupils without reference to ability or aptitude. Where the number of applications exceeds 30 the Governors will offer places using the following criteria in the order stated, after the admission of children with a statement of special educational need which names the school have been admitted:



Ranking Criteria

1. Looked after Catholic children or looked after children in the care of Catholic families and previously looked after Catholic children who have been adopted or who have become the subject of a residence or guardianship order.
2. Baptised Roman Catholic children, being brought up in accordance with the teaching and practice of the Catholic Church, who have one or both Catholic Parents and who attend Sunday Mass regularly (except for periods of illness or family holiday) at either St Aidan's Catholic Church, Coulsdon or St Mary's Old Coulsdon.
3. Baptised Catholic children, being brought up in accordance with the teaching and practice of the Catholic Church, who have one or both Catholic Parents and who attend Sunday Mass regularly (except for periods of illness or family holiday) at a parish **other than** either St Aidan's Catholic Church, Coulsdon or St Mary's Old Coulsdon.
4. Baptised Roman Catholic children, who attend Sunday Mass as a family less than once a week at either St Aidan's Catholic Church or St Mary's Old Coulsdon.
5. Baptised Roman Catholic children, who attend Sunday Mass as a family less than once a week at another parish other than St Aidan's Catholic Church or St Mary's Old Coulsdon.
6. Other looked after children and other previously looked after children who have been adopted or who have become the subject of a residence or guardianship order.
7. Those not fulfilling criteria 1-6, having regard to the pastoral, medical and/or social need which makes this school particularly suitable for pupils who attend Sunday Mass in the Parish of St Aidan's Church, Coulsdon or St. Mary's Old Coulsdon.
8. Any other children.



TIE BREAKS

1. In the application of each criteria 1 – 3, priority will be given to those children who have a sibling in St. Aidan's School when the child is due to enter. Priority will not be given
 - (a) Where attendance at mass has become less than weekly.
 - (b) Where admission is sought to a class other than reception and that class is already full. (See note e).
2. Where the number of applicants who fulfil the criteria in any of the categories above exceeds the number of places available, priority will be given to those candidates who live closest to the school. (See note g).
3. In the event of two or more candidates being ranked equally once all the criteria and the first two tie breaks have been applied, places will be allocated by the toss of a coin.

NOTES

- a. The expression "parent" refers to the parent/s or guardian/s of the child.
- b. The maximum number of places in junior classes is 32.
- c. The governors will take place of residence, as that evidenced at the closing date for application.
- d. Siblings, means children who live at the same address as brother and sister, including natural brothers or sisters, half brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters. It would not include other relatives e.g. cousins.
- e. The school will require documentation of a candidate's birth certificate, baptism certificate and proof of residence after a place has been offered.
- f. Distance will be measured in a straight line from the centre of the pupil's main home to the front entrance of the school using the Local Authority's computerised measuring system, with those living closer to the school receiving higher priority. For shared properties, e.g. flats, the centre will be taken from the centre of the building.
- g. 'Home' is defined as the address where the child normally resides as their only or principal residence. Addresses involved in childminding (professional or relatives) are excluded.
- h. Any pastoral, medical and/or social need should be clearly stated at the time of application and suitable evidence must be supplied.
- i. A Looked After Child is defined as "A child who is in the care of a local authority or provided with accommodation by that authority". Looked after children also includes previously looked after 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) immediately following having been looked after. See DFE Admissions Code para. 1.7
- j. Catholics include members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome.
- k. Sunday Mass is deemed to include the Saturday evening vigil mass.
- L. An offer of a place may be withdrawn if fraud is detected in the application.

WAITING LIST

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Governors operate a waiting list for unsuccessful applicants. In the event of a place becoming available and there being more than one applicant on the waiting list for the place, the admission criteria will be applied. Applications will be held on the waiting list for a period of 12 months from the date of written request. If after a period of 12 months parents have not received an offer of a place at St. Aidan's School, this means their application has been unsuccessful and their name will be removed from the waiting list unless they contact the school in writing to renew their interest. If an application is on the waiting list, parents must inform the school of any change in circumstances relevant to the application.

DEFERRED ENTRY

Parents may request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age (currently five years of age). Parents may also request that their child attends part time until the child reaches compulsory school age. Parents cannot defer entry beyond the beginning of the term that follows the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

MULTIPLE BIRTHS

In the case of multiple births, where there are insufficient places available to admit them all, random allocation will be used to decide which of them are offered a place.

APPEALS

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with section 85(3) of the School Standards and Framework Act 1998. Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be made to the Clerk to the Governors at the school address. Parents/Carers have the right to make oral representations to the Appeal Panel. Infant classes are restricted by the legislation to 30 children. Parents should be aware that an appeal against refusal of a place in an infant class may only succeed if it can be demonstrated that:-

- a) the admission of additional children would not breach the infant class size limit; or
- b) the admission arrangements did not comply with admissions law or had not been correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or
- c) the panel decides that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

IN YEAR ADMISSIONS

Applications for a place at the school in-year must be made using the common application form of the Local Authority (LA) where the child resides. This form must be returned to the LA. The school's supplementary form should also be completed to enable the Governors to rank the application in the event of there being more than one application for a place. The Governors will use the same criteria to rank the application as that listed above. In the event of the Governors deciding that a place cannot be offered, parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.



ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP

Parents who are seeking a place for their child outside of their normal age group, eg, the child has experienced problems such as ill health or the parents of a summer born child preferring not to send their child to school until the September following their fifth birthday, may request that they are admitted out of their normal age group –to Reception rather than Year 1.

Governors will make decisions on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group, and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They will also take into account the views of the school's head teacher. When informing a parent of the decision which year group the child should be admitted to, the governors will set out clearly the reasons for their decision.

Where the governors agree to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to the age group to which pupils are normally admitted to the school the local authority will process the application as part of the main admissions round, (unless the parental request is made too late for this to be possible) and on the basis of the determined admission arrangements, including the application of oversubscription criteria where applicable. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.