

ST. GEORGE'S CATHOLIC PRIMARY SCHOOL

ADMISSIONS POLICY 2012/2013

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeates every aspect of the school's activity. It is essential that the Catholic character of the school's education is 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.

Applications are invited for September 2012 from families whose child attains 4 years of age between 1st September 2011 and 31st August 2012.

The Governing Body intends to admit in the academic year 2012-13 up to the school's Published Admission Number of 60 pupils in the Reception class.

The Governing Body will give top priority within each category to an application where evidence is provided at the time of application of a compassionate need of the child, which can only be met at this school. Such evidence must be supported in writing by a priest, doctor, social worker or other relevant professional.

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. **Catholic looked-after children.**
2. **Practising Catholic – Siblings**
 - i. Resident in the parish of St. George's, Sudbury
 - ii. Resident in the parishes of St. Bernard's, St. Gabriel's or St. Erconwald's
 - iii. Other practising Catholic siblings
3. **Practising Catholic – Non Siblings**
 - i. Resident in the parish of St. George's, Sudbury
 - ii. Resident in the parishes of St. Bernard's, St. Gabriel's or St. Erconwald's.
 - iii. Other practising Catholic children
4. **Other Catholic – Siblings**
5. **Other Catholic – Non Siblings**
6. **Other looked-after children**
7. **Catechumens and members of an Eastern Christian Church**
8. **Christians of other denominations** whose parent(s)/legal guardian(s) wish them to have a Catholic education.
9. **Any other children**

In the event of the above criteria needing further selection distance from the school main entrance to the home address (that is the address at which the child resides for 50% or more of the school week) as measured by a straight line will be used as the final criterion. (This distance will be provided by the Local Authority)

Governing Body's Definition of Terms Used in Criterion

1. **'Looked After Children'** is in accordance with 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).
2. **'Catholic'** is a member of a church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced for a child by a certificate of baptism in a Catholic church or a certificate of reception into the full communion of the Catholic Church.
3. **'Practising Catholic'** means **weekly** family attendance at Sunday Mass which is confirmed by the Priest Reference. (*Family* normally includes the Catholic or Catholics who have legal responsibility for the child). A certificate of the child's Baptism is also required.
4. **'Sibling'** refers to all blood or adoptive brothers or sisters or half brothers and sisters. However, this will not apply when the older child will leave school before the younger one starts.
5. **'Catechumens'** means the member of the catechumenate of a Catholic Church. **'Eastern Christian Church'** includes Orthodox Churches and is usually evidenced by Certificate of Baptism or from Reception from the authorities of the Church.

6. **‘Resident in the Parish ...’** – Please be aware that the Parish in which you live is likely to have a significant effect on your application. Please check with your local church if you are unclear as to which parish you live in. If you live near the boundary of St George’s parish please enquire at the School for clarification.
7. Where the offer of places to twins or multiple births within the above criteria would lead to oversubscription, places up to the admissions number will be offered by random allocation in the presence of an independent witness.

Application Procedure and Timetable

To apply for a place at St George’s School you should complete and return two separate forms by the closing date. In order to make a valid application you should complete the School’s Supplementary Information Form (SIF) and return it to the School together with all other paperwork required for your application. You should also complete a Common Application Form and send this to the local authority you live in... The Supplementary Information Form (SIF) is available from the School, on the School website www.stgeorgesprimary.org and is also available from the LA Offices. You can collect the forms from the School or contact the School and ask for them to be sent to you. If you do not complete both the CAF and the School’s Supplementary Information Form and return them by the closing date the Governing Body may be unable to consider your application and it is very unlikely that your child will get a place at the School.

In Year Admissions

Applications for In-Year admissions are made in the same way as those made during the normal admissions round. Where there is no waiting list the local authority will be notified and 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, with the following modifications: Catholic children without an offer of a school place elsewhere are given priority immediately after ‘looked after’ children. 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 Continued Interest 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. When a place becomes available the governing body will decide who is at the top of the list so that the LEA can inform the parent that the school is making an offer.

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.

Deferring your child’s entry until late in the school year

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. Applicants may also request that their child attend part-time until statutory school age is reached. Entry may not be deferred beyond statutory school age or beyond the year of application. Applicants where children have birthdays in the summer term should be aware that, if they defer, they will need to apply for a Year 1 place the following September and if the school is oversubscribed they are very unlikely to obtain a place.

Admission of children with a Statement of SEN

The admission of pupils with a Statement of Special Needs is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining statements by the pupil’s home local education authority. Details of this separate procedure are set out in the Special Educational Needs Code of Practice.

Right of Appeal

If your application for a place at St George’s is unsuccessful, you will have the right of appeal to the Independent Appeal Panel. Further details of this procedure will be sent out with the refusal letter.

Waiting List

Unsuccessful applications may request in writing to be placed on a Continued Interest List maintained for each year. If a place becomes available, this will be allocated in accordance with the School’s Admission Policy and Oversubscription Criteria. Names will remain on the list for the remainder of the academic year. Applications will need to show in writing, their continued interest at the end of each academic year.