



RECEPTION ADMISSIONS POLICY SEPTEMBER 2021 – AUGUST 2022

St Mary's is a Catholic Primary School within the Diocese of Westminster, founded for the education of Catholic children.

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. Applications are invited for September 2021 from families whose child attains 4 years between 01/09/2020 and 31/08/2021.

The Governors intend to admit up to the school's Published Admission Number (PAN) of 60 pupils to the Reception Class. The Governing Body has the responsibility for admissions to the school. To apply first complete an eAdmissions Form on line for your Local Authority by 15th January 2021. If you do not complete the eAdmissions form (paper forms also available from your council) you will not have made a valid application and you may not be allocated your preferred school. In addition to this you will also be asked to complete the school Supplementary Information Form (SIF) if applying under criterion 2 to 9, which should be returned to the school office by the closing date together with all the relevant paperwork supporting your application. If you do not complete and return both the online application, SIF and other supporting information by the closing date, the Governing Body will not have enough information to consider your application fully against the oversubscription criteria.

Parents are advised that a place in the Nursery does not guarantee a place in Reception.

Summer born – delayed admission

Parents of summer born children (born between 1 April and 31 August) may not want their child to start school until the September following their fifth birthday. However, these applications will be considered for Year 1 not Reception. If a parent wants their application to be considered for Reception, they may request that they are admitted outside of their normal age group – to reception rather than year 1.

The request must be made at the same time as making the online application for the child's actual age group and supporting documentation uploaded using the document type – out of cohort. If the request is not made at the same time as the online application, we may not be able to consider this at a later date.

Parents are encouraged to discuss how their child's needs can be met in the Reception class at age 4 with the Headteacher.

Children can access their reception year in any setting that is registered with Ofsted and meets the Early Years Foundation Stage Framework statutory requirements. This can be a childminder, pre-school, Day Nursery, or school reception class.

The **Governing Body** will decide based on the circumstances of the case and in the best interests of the child. The request must set out the reasons why the request is being made and must be accompanied with relevant evidence which may include;

- the parents' views
- recent information about the child's academic, social and emotional development
- recent medical history and the views of a medical professional
- whether they have previously been educated out of their normal age group
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely, and

The views of the head teacher will be an important part of this consideration. We will also gather information from any professionals involved with the child e.g. nursery education provider, educational psychologists, to consider whether any of the following apply;

- whether the child shows significant delay in intellectual development/education skills, across all subject area, to an extent that curriculum differentiation (with appropriate SEN resources) is not reasonable
- whether the child's physical maturity places them in a position of being developmentally different from their peer group
- whether the child shows an equivalent delay in emotional development and social skills, appropriate for a younger peer group

The application will be processed and a school place will be secured. This place can later be withdrawn if the request for delayed admission is approved. If it is agreed that the child can delay entry, a new application will need to be made for the following September and this will be considered along with all the applicants for admission in that year. It is not possible to reserve a place for the following year. Therefore, there can be no guarantee of a place being available at the school, as this is dependent on the number of applicants that year. The decision will be reviewed once the child has started school at intervals agreed by the family and the school.

If the request is not agreed, parents must decide whether to accept the place offered in the child's normal age group or refuse it and make an in-year application for the September following the child's 5th birthday.

Parents have a statutory right of appeal against the refusal of a place at a school for which they have applied. This right does not apply if the child is offered a place at the school but it is not in the preferred age group.

Deferred Admission

Parents may also request to defer their child's start for a term or two (until they are of compulsory school age.) Applications must be made online as usual by the closing date. Once a school place has been allocated, parents will need to write to the Headteacher to arrange the deferred admission.

The table below shows you the options available

Children with their fifth birthday between 1 September and 31 December (autumn born)	Compulsory school age from the following January: A school place will be available from the September but can be deferred until January – the school place will be held once parents have agreed this with the school.
Children with their fifth birthday between 1 January and 31 March (spring born)	Compulsory school age from the following April: A school place will be available from the September before this but can be deferred until January or April — the school place will be held once parents have agreed this with the school.
Children with their fifth birthday between 1 April and 31 August (summer born)	Compulsory school age from the following September (which is then year 1 not reception): A school place will be available from the September before this but can be deferred until January or April — the school place will be held once parents have agreed this with the school.

The child must take up the school place that has been allocated within this year group. If they do not take up the place, they will need to reapply again and the child will be allocated a place in Year 1 (not Reception.)

Part-time admission

Reception class places are allocated as full time from the September after the child's fourth birthday. However, parents may choose to consider part time admission. This may be preferable to deferring the child's entry until later in the school year as this will give them the opportunity to settle in gradually and start to make friends at the same time as other children in the class. Parents will need to discuss this with the Headteacher so that the child's experiences, readiness for school and individual needs can be understood and the Headteacher can plan how they can fit part-time admission into the organisation of the school.

Applications must be online as usual by the closing date.

Information about applications in previous years

For the last 2 years (2018-2019 and 2019-2020) the school has been undersubscribed.

OVERSUBSCRIPTION CRITERIA

Where there are more applications than places the Governors will make offers of places in accordance with the following criteria and in the priority order listed below:

1. Looked-after² and previously looked-after baptised Catholic¹ children;
2. Baptised Catholic children living in the parishes of:
 - Our Lady of Sorrows & St Bridget's, Isleworth
 - St Vincent de Paul, Osterley
 - St Margaret of Scotland, St Margaret's Twickenham

Additional copies of maps of parish boundaries are available from the school website and from your Parish.

3. Other baptised Catholic children;
4. Other looked-after and previously looked-after children;
5. Other Christian children³ with a baptismal certificate or certificate of recommendation.
6. Any other child.

The following priority will may be applied to each of the above criteria.

- A. Top Priority will be given to any child within each of the above criteria who has a social, medical or pastoral need* which can only be met at St Mary's Catholic Primary School Isleworth.

Compelling written evidence **at the time of application from a recognised professional body such as a social worker, doctor or priest must be provided and will be treated in the strictest confidence*

- B. Second priority will be given to any child within each of the above criteria who has a sibling⁴ in the school **at the time of admission.**

Then, if the school is still oversubscribed proximity of the child's residence⁵ to the school is used **. For applicants who live the same distance from the school, random allocation by drawing of lots in the presence of an independent witness will be used.

*** For all schools where the Local Authority (LA) is the Admissions Authority (AA) for the school and any schools where the Admissions Authority (the Governing Body) has a policy to use the LA's measuring system, the route from home to school has been measured using the walking route.*

*It starts from a point of measurement in the “**foot print**” or “**seed point**” of the home address. The foot print or “seed point” is provided by Local Land and Property Gazetteer (LLPG) from information compiled by the Local Authority.*

From the “foot print” or “seed point” the route firstly connects to the nearest point of the digitised network namely the road on which the house is situated. The positioning of front doors, driveways and back gates are not relevant to the route or the measurement and are not programmed to be used by the measuring system.

The digitised network is constructed from road data supplied by Ordnance Survey called OS Mastermap Highways Network. OS Mastermap Highways Network has been accurately digitised to measure along the centre of road.

The network starts from a point in the property provided as the child's address and continues by the walking route to the nearest of the school gates which is used by pupils to enter the school grounds. Blocks of flats are treated as one address. In blocks of flats, priority will normally be given to the lowest flat number.

If the distances are equal, a place will be allocated by drawing lots in the presence of an independent witness.

The walking route is established using an algorithm within the software used by the LA. This software is called RouteFinder and is produced by Higher Mapping Solutions (www.highermappingsolutions.com). This programme integrates with the LA's database (ONE) which is supplied by Capita Children's Services (www.capita-cs.co.uk).

Other measuring systems may give a different measurement but the LA cannot take a measurement from another measuring system.

Explanatory Notes (these notes form part of the CRITERIA FOR ENTRY)

¹ **'Catholic'** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches (list available from the school, your parish and the Diocese of Westminster website www.rcdow.org.uk (follow schools, governors, admissions, annexe 7 Eastern 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 who is part of a Catholic family where a letter from a priest 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).

² **'looked after child'** has the same meaning as in section 22 of the Children 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). An **'adopted'** child is a child who is adopted under the terms of the Adoption and Children Act 2002 s.46 (adoption orders). **'Child Arrangements Order'** is an order under the

terms of the Children Act 1989 s.8 which defines it as an order settling the arrangements to be made as to the person with whom the child is to live. **'Special Guardianship Order'** is an order under the terms of the Children Act 1989 s.14A which defines it as an order appointing one or more individuals to be a child's special guardian(s).

³ **'Children of other Christian denominations'** means children who belong to other churches and ecclesial communities which, acknowledge 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.

All members of Churches Together in England and CYTÛN are 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.

⁴ **'sibling'** means a brother or sister (not cousin) including half-, step- adoptive brother and sister who live at the same address as the child.

⁵ **'residence'** is where the child/children resides for 50% of the school week. This would be determined by address shown on Council Tax and Child Benefit documents.

Home Address - The address used in an application must be that where an adult or adults with legal responsibility for the child live, as described in the admissions policy. However, we may not use this if we consider it to be an address of convenience.

All school admission applications are subject to address checks to ensure school places are allocated fairly and in accordance with published admission arrangements. These checks may be made using council systems, agencies, fraud departments, other education settings, or other resources available to us. Applicants may also be asked to provide additional evidence to support their application.

We will not accept possible future addresses as a basis for allocating school places. If you move after submitting your application you must inform the School Admissions Team within two weeks of your move so that your application is considered using the correct address for school admission purposes.

It is for the home Local Authority to determine if, on the balance of probability, the address given on an application is a child's normal place of residence or is considered to be an address of convenience. Some examples of circumstances which may be considered an address of convenience are:

- using the address of a relative, friend, childminder or business
- using the address of a parent with whom the child spends the minority of the week *see shared or joint residence

RECEPTION ADMISSIONS POLICY SEPTEMBER 2021 – AUGUST 2022

- purchasing a new property or renting accommodation and using this address in order to gain a school place, whilst continuing to own or rent an alternative property
- owning a property which is or has previously been used as your home address and applying from another address in order to gain a school place, but still retaining ownership of the initial property
- use of a local address whilst the child lives overseas *see applications from abroad

In making a decision, the following factors will be taken into account alongside any evidence seen during the address checking process:

- the preference schools and if they are oversubscribed
- if the address being used gains an advantage in the admissions process
- the distance of the properties to the preference schools
- the length of time the arrangement has been in place
- current education providers and services working with the family
- any state benefits in payment

If an address of convenience is found to have been used, the home Local Authority will determine the address to be used based on the evidence found in their investigations. Where this address or preference schools fall within another Local Authority, they may be consulted in the decision.

If a fraudulent address or address of convenience is found to have been used after the allocation of places, any offer made will also be withdrawn, and this may be the case even if your child has started at the school.

If you are not registered to pay council tax, either because you are not liable or have recently moved, you will be asked to provide:

- A mortgage statement/tenancy agreement

and two of the following:

- Recent utility bill – gas/electricity/water/TV licence
- Credit card statement
- Driving licence
- Entitlement to benefits letter e.g. Child Benefit (pages 1&2)/Child tax credit/Housing Benefit/Income Support/ Jobseekers Allowance
- Inland Revenue document

- Pay slip/P45/P60 (not more than 1 of these)
- Car/House Insurance certificate
- NHS medical card/GP registration
- Electoral register
- A letter confirming placement at your address from Social Services/National Asylum Support Service/United Kingdom Border Agency/Housing Department.

Any proof of address provided must show **the full name and match the details provided at the time of application.**

Any supporting information not in English language must be accompanied by a certified translation.

If we are not satisfied with the documentation provided, we reserve the right to ask for additional evidence of the address used for your application.

Shared or joint residency

Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. The declaration (including the addresses of both parents) must be submitted at the time of making the original application.

If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received and the residence is split equally by the closing date for applications, Hounslow will consider the address of the parent who is in receipt of Child Benefit or if Child Benefit is not being received, the address at which the child is registered with a doctor (GP.) You must send us a copy of your latest benefit entitlement notice or your child's medical card. We may also ask for further evidence if required.

If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the school week. It is for the home Local Authority to determine the address to be used for the allocation of a school place.

Applications from abroad

This policy does not apply to Crown Servants, who are dealt with under the statutory provisions of the School Admissions Code *see Members of UK Armed Forces and Crown Servants.

Applications with an overseas address will not be accepted for processing unless we are satisfied that there is evidence of a link to an address in the London Borough of Hounslow. Such a link should satisfy the terms under the child's home address, and must not be the address of a friend, relative or other address of convenience unless there is evidence it will be a permanent arrangement. It is for the Local Authority to determine whether there is a link to an address.

Where we are satisfied that there is evidence of a link to an address in the London Borough of Hounslow, we will also need to be satisfied that the child will be resident at the address used on the application on or before the date of admission (1 September.) Evidence must be submitted to verify this. Evidence might include:

- Booked flights
- End of lease /notice to tenants in property
- Start of employment contract in London/SE area
- End of employment contract abroad

If you do not return to the linked address by 1 September, Hounslow will withdraw the application and any offer of a school place.

Multiple Applications (i.e. twins, triplets or other multiple applications from one family)

If a final place at the school is going to be offered to a child who is one of multiple births, then their twins, triplets etc. will be offered a place as well. If multiple-birth children are at the top of the waiting list and only one place is available, their siblings will be offered a place as well.

Pupils with an Education Health Care Plan (EHCP)

The admission of pupils with an EHCP is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of EHC Plans made by the pupil's home Local Authority. Details of this separate procedure is set out in the *Special Educational Needs Code of Practice*.

For clarity St Mary's Catholic Primary School has a duty to admit a child with an EHCP naming the school where it is possible for the school to meet these needs.

Fair Access Protocol

The school is committed to taking its fair share of vulnerable Catholic children who are hard to place, in accordance with locally agreed protocols. Accordingly, outside the normal round of admissions, the governing body are empowered to give absolute priority to a Catholic child where admission is requested under any local protocol which carries the agreement of both the governing body and the diocese for the current admission year. The Governing Body has this power even when admitting such a Catholic child would exceed the normal admission number. The Governors will be obliged to admit a non-Catholic child if directed to do so.

Primary National Offer Day

The closing date for applications is 15th January 2021 and the national offer date is on or about 16th April 2021.

Appeals Procedure

If your application is unsuccessful, and you are not offered a place at St. Mary's Catholic Primary School you have the right to appeal against the decision. 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 should be submitted to the school in writing by 28th May 2021.

Unsuccessful Applications

Unsuccessful applications will be retained by the school. Whenever a place becomes available the oversubscription criteria will be applied to all applications held by the school. The Governing Body will make an offer of a school place based on the oversubscription criteria. The unsuccessful applications will only be held in the school until 31st August 2022. Beyond this, if parents wish to be placed on a waiting list, they will have to complete an Application Form. It is the parent's responsibility to inform the school of any change in circumstances and provide the supporting documentation (e.g. residency, social, medical or pastoral).

In-Year Applications

An application for admission can be made for any child at any time outside the normal admissions round. An application must be made to the Local Authority on their 'In-Year Application Form' and to the school on the 'Supplementary Information Form' (SIF).

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 this time then you have the right of appeal. The unsuccessful applications will only be held in the school until the end of the academic year. Beyond this, if parents wish to be considered, they will have to complete an Application Form. It is the parent's responsibility to inform the school of any change in circumstances and provide the supporting documentation (e.g. residency, social, medical or pastoral).

Children educated outside their chronological age group

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 i.e. September-December 2020. 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.

Please ensure that all sections of the forms are completed in full and that you provide supporting evidence, failure to do so may result in the Governing Body not being able to consider your application fully.

Approved by the Governing Body on 24 February 2020.