

**ST JOHN EVANGELIST CATHOLIC PRIMARY SCHOOL**  
**Duncan Street, Islington, London, N1 8BL.**

**2020/2021 ADMISSIONS POLICY FOR THE RECEPTION CLASS AND YEARS 1 TO 6**

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 2019 from families whose child attains 4 years of age between 01/09/2019 and 31/08/20.

**Admission numbers**

The Governing Body will admit a maximum of 40 pupils, being the Published Admission Number, to the reception class.

**Exceptional Need**

The Governing Body will give top priority after the appropriate category of looked after children, to an application where compelling evidence is provided at the time of application, from an appropriate professional such as a doctor, priest or social worker, of an exceptional social, medical, pastoral or other need of the child, which can only be met at the school.

**Nursery Education**

Applicants should be aware that Nursery education is a non-statutory service and that accordingly a child's attendance in the School's Nursery Class does not guarantee a future place in the Reception, Infant or Junior classes. Please note that attendance in St John Evangelist nursery does not guarantee a place in the Main School.

**Reception Class applications**

In order to make an application, all applicants must complete:

**1. Application Procedure**

Islington residents must complete the application form online at [www.islington.gov.uk/admissions](http://www.islington.gov.uk/admissions). Islington residents can contact Islington School Admissions if they have any queries regarding completing the online form. Islington School Admissions can be contacted at: Islington Council, School Admissions, 222 Upper Street, London N1 1XR – Telephone number: 020 7527 5515. If you are not an Islington resident you will need to apply through your own Local Authority.

You should also complete;

**2. School's Supplementary Information Form (SIF)**

The information on the SIF enables the Governing Body to assess your application fully against the School's criteria in the event of oversubscription. The SIF can be obtained from the School or Islington Local Authority. (The SIF is also available to download from the School's website). It is the responsibility of the parent, carer or guardian to ensure this SIF is completed and returned by the closing date to the School, either in person or by post, to the address above together with all other relevant paperwork required for your application.

If you do not complete both of the forms described above (the CAF and the SIF) and return them by 15<sup>th</sup> January 2020, the Governing Body will be unable to consider your application fully and it is very unlikely that your child will be offered a place. Applications received after the closing date will be dealt with after the initial allocation process has been completed.

**3 Applicants are asked to provide the School with:**

- the original or a certified copy of the child's Baptismal certificate if relevant
- Proof of the child's birth date
- 2 proofs of address (no more than 3 months old)
- Proof that the child lives at the parents address

Applicants wishing to be considered practising Catholics should complete:

**4 A Certificate of Catholic Practice (CCP)** Applicants applying under criteria 2, 3 and 4 must submit a Certificate of Catholic Practice (CCP) by the closing date. This form is available from the priest at the parish where the family normally worships or from the Diocesan website <http://rcdow.org.uk/education/governors/admissions>. It is the parent's duty to ensure that the CCP is submitted to the school by the closing date in good time. The priest will only sign this form if he knows you and agrees that you are a practising Catholic family.

Notification letters will be sent out by the Local Authority on behalf of the governors on 16<sup>th</sup> April 2020.

### **Reception Year 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 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 for which the application has been made. Parents wishing to defer entry for summer born children should note that entry can only be deferred up until 1<sup>st</sup> April 2020.

### **Pupils with Education, Health and Care Plans (EHCP)**

The admission of pupils with an Education, Health and Care Plan (EHCP) is dealt with by a completely separate procedure. Details of this separate procedure are set out in the Special Education Needs Code of Practice. If your child has an EHCP you must contact your local authority SEN officer. Children with this school named in their EHCP will be admitted to the school.

### **Waiting list**

Unsuccessful applicants will be invited to join the waiting list. This waiting list will be maintained by the Governing Body in the order of the oversubscription criteria and not in the order in which the applications are received. Names are removed from the list 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 and make an offer. In year applications are made directly to the school.

## **ADMISSIONS OVERSUBSCRIPTION CRITERIA FOR THE NORMAL ADMISSION ROUND IN SEPTEMBER, 2020**

Children will be admitted to the School in the following order of priority:

1. Catholic 'looked after' children and Catholic children who have been adopted or made subject to child arrangements orders or special guardianship orders, immediately after having been looked after.
2. Baptised Catholic children with a Certificate of Catholic Practice who will have a brother or sister attending a Reception, Key Stage 1 or Key Stage 2 class in St John Evangelist Catholic Primary School at the proposed date which is the deadline for admission.
3. Baptised Catholic children with a Certificate of Catholic Practice whose parents/carers are resident in the Catholic Parish of St John the Evangelist, Islington.
4. Baptised Catholic children with a Certificate of Catholic Practice whose parents/carers are resident outside the Catholic Parish of St John the Evangelist, Islington.
5. Baptised Catholic children whose parents/carers are resident in the Catholic Parish of St John the Evangelist, Islington.
6. Baptised Catholic children whose parents/carers are resident outside the Catholic Parish of St John the Evangelist, Islington.
7. Other 'looked after' children and children who have been adopted or made subject to child arrangements orders or special guardianship orders, immediately after having been looked after.

8. Children of families who are Catechumens or members of an Eastern Christian Church.
9. Children from families of other Christian denominations whose parents/carers are resident in the Catholic Parish of St John the Evangelist, Islington and whose application is supported by a letter confirming membership of a parish/faith community.
10. Children from families of other Christian denominations whose parents/carers are resident outside the Catholic Parish of St John the Evangelist, Islington and whose application is supported by a letter confirming membership of a parish/faith community.
11. All other applicants.

In prioritising applications in each of the above Oversubscription Criteria first priority will be given to children of staff employed directly by the school on a current permanent contract and have been so for at least two years at the time of application who are baptised Catholic applicants with a Certificate of Catholic Practice.

A map of the Catholic Parish of St John the Evangelist, Islington is available from the School office and on the school website. This document is used by the Admissions Committee to determine parish boundaries.

#### **Tie-breaker**

In the event of there being insufficient vacancies to admit all applicants in any of the criteria detailed above, places will be offered to those children whose parents'/carers' residential address is nearest to St John Evangelist Catholic School. Nearness is measured on a computerised mapping system using a straight line distance measurement. Routes will be calculated from the home address to the midpoint of the school grounds (as determined by the London Borough of Islington). In a situation where two families live equidistant from the school random allocation of the place will be given.

#### **Twins or multiple births**

Where a final place is offered to a child who has other siblings applying for a place in the same school year, these siblings will also be admitted.

#### **Admission Appeals for unsuccessful applicants to the Reception Class and Years 1 to 6.**

Unsuccessful applicants have the right to appeal to an independent panel. Parents wishing to appeal should obtain a form from the School. This should be completed and returned to the School by Friday 29<sup>th</sup> May, marked for the attention of Clerk to the Admission Appeal Panel.

If an appeal is unsuccessful, the Governing Body will not consider a further application within the same school year unless there have been significant and material changes in the applicant's circumstances.

#### **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 then the parents will be informed and the place will be offered. 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 Catholic 'looked-after' children; similarly, other children without an offer of a school place are given priority immediately after other '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 waiting list. This waiting 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 are removed from the list at the end of each academic year. When a place becomes available the governing body will re-rank the list and make an offer.

#### **Summer Born Children**

If a parent wishes his/her summer born child to start school in reception in the September following his/her 5<sup>th</sup> birthday i.e. a child born between 1<sup>st</sup> April – 31<sup>st</sup> 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 normal way as all other applications and there is no guarantee that an offer will be made.

### Children educated outside their chronological age group (except Reception applications for summer born children)

Parents may apply for their child to be educated outside his/her chronological age group i.e. a year behind or ahead. Application should be made to the Chair of Governors at the time of application and any supporting evidence should be submitted at the same time. Governors will consider each case on its own merits and permission will only be given in exceptional circumstances.

### 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 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.

### Interpretation of terms used in the Admissions Policy and Admissions Criteria

<b>Applicants</b>	The parents and/or carers submitting an application for a place on behalf of a child.
<b>Brother or sister</b>	Refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address.
<b>Catholic</b>	For the purpose of this policy "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 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). For a child to be treated as Catholic, evidence of baptism or reception into the 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 laws of the Church.
<b>Parent</b>	The person or persons who have legal responsibility for the child.
<b>Certificate of Catholic Practice</b>	<b>Certificate of Catholic Practice</b> 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 holy days of obligation for at least five years (or, in the case of a 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 <a href="http://rcdow.org.uk/education/governors/admissions/">http://rcdow.org.uk/education/governors/admissions/</a>
<b>Children of other Christian denominations</b>	<b>Children of other Christian denominations</b> 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 CYTŪN 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.
<b>Looked After Children</b>	Children in the care of the Local Authority or provided with accommodation by them e.g. children with foster parents at the time of making an application to the school.(see section 22 of The Children's Act 1989)
<b>Adopted</b>	<i>An adopted child is a child who is adopted under the terms of the Adoption and Children Act 2002 s.46 (adoption orders).</i>
<b>Child Arrangements Order</b>	<i>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.</i>
<b>Special Guardianship Order</b>	<i>A 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).</i>
<b>Catechumen</b>	A member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.
<b>Residential address</b>	The place where the child lives for at least 50% of the school week