

**ST SIMON OF ENGLAND ROMAN CATHOLIC PRIMARY SCHOOL**

Noakes Meadow, Ashford, Kent. TN23 4RB ☎(01233) 623199



**Archdiocese of Southwark  
Supplementary Information Form**

This form should be completed when applying for a place in **St Simon of England RC Primary School** in the Archdiocese of Southwark. Please complete and sign the form below and, if you are Catholic, hand it to your parish priest or the parish priest at the church at which you normally worship. He will add his reference in Part 2. If you are not a Catholic, please hand the form to your priest, minister or faith leader who will add his or her reference in Part 3.

**NB You must also complete and return a Common Application Form (available from schools and/or Local Authorities) Completed documents should be returned to the School by ?.**

**PART 1 (To be completed by all parents or carers)**

Surname of child: \_\_\_\_\_ Date of birth: \_\_\_\_\_  
Christian/forename(s) of child: \_\_\_\_\_  
Religion/Denomination: (eg Roman Catholic) \_\_\_\_\_ Boy  Girl   
Date and place of Baptism (if applicable – evidence to be provided i.e. Baptism Certificate):  
\_\_\_\_\_  
Parents' names: \_\_\_\_\_  
Parents' religions/denominations: \_\_\_\_\_  
Home address: \_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_  
Contact numbers: \_\_\_\_\_ Mother/Father/Carer)

If **Catholic**, indicate which Mass you normally attend: Saturday at \_\_\_\_\_ (time)  
or Sunday at \_\_\_\_\_ (time)  
Parish in which you live (eg St Simon Stock - Ashford) \_\_\_\_\_  
Usual place of worship (if different): \_\_\_\_\_  
How long have you worshipped there? \_\_\_\_\_ years  
How often do you attend Mass?  weekly  at least once a month  less often

Please add here any other information you may feel is relevant to this application in relation to the school's admissions policy in respect of Health and Special Access (Please see point iii. In the Admission Arrangements 2015/2016 document for more information) Continue on a separate sheet if necessary.

I understand that St Simon's is a Catholic School and that its ethos and religious teaching reflects the beliefs of the Catholic Community, I am happy for my child to be educated in this tradition.  
I confirm that the information we have given on this form is accurate and truthful:  
Signed: \_\_\_\_\_ Parent/Carer Date: \_\_\_\_\_

**PART 2 (To be completed by Catholic priests only)**

A. For all schools:

I am satisfied that the child is a baptised Roman Catholic or a church that is in full communion with Rome

Yes  No

B. For schools requiring evidence of practice:

<u>PARENT/CARER</u>	<u>CHILD</u>
Are the parents known to you? Yes <input type="checkbox"/> No <input type="checkbox"/>	Is the child known to you? Yes <input type="checkbox"/> No <input type="checkbox"/>
Regular attendance at Mass (i.e. weekly) <input type="checkbox"/>	Regular attendance at Mass (i.e. weekly) <input type="checkbox"/>
Occasional attendance at Mass (i.e. at least once a month) <input type="checkbox"/>	Occasional attendance at Mass (i.e. at least once a month) <input type="checkbox"/>
Irregular attendance at Mass (i.e. less than once a month) <input type="checkbox"/>	Irregular attendance at Mass (i.e. less than once a month) <input type="checkbox"/>
How long have the parent(s) attended your church? _____	How long has the child attended your church? _____

Please comment, if appropriate, **only** to clarify the Mass attendance above:

Priest's name: \_\_\_\_\_ Parish (or ethnic chaplaincy): \_\_\_\_\_

Address: \_\_\_\_\_ Tel.: \_\_\_\_\_

Parish stamp or seal

Priest's signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PART 3 (To be completed only by priests/ministers of other denominations or faiths)**

**Non-Catholic parents/carers from other denominations or faiths should hand this form to their priest/minister or faith leader who should complete the section below and return it as soon as possible to the school indicated over.**

I confirm that this family are members of our faith community  The family is not known to me

Name of minister: \_\_\_\_\_ Denomination/faith: \_\_\_\_\_

Parish or faith community: \_\_\_\_\_

Address: \_\_\_\_\_ Tel.: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**ST SIMON OF ENGLAND ROMAN CATHOLIC PRIMARY SCHOOL**  
**SOUTH ASHFORD**

**Admission Arrangements 2016/2017**

St Simon's Catholic Primary School is a voluntary aided school in the Diocese 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 and other admission authorities, the Governors intend to admit into the reception class, in September 2016, 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:-

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 Catholic children. Evidence of Baptism will be required.
3. Children enrolled in the catechumenate. Evidence of enrolment in the catechumenate will be required.
4. Other looked after children and other previously looked after children who have become the subject of a residence or guardianship order.
5. Children who are members of Eastern Orthodox Churches. Evidence of Baptism will be required.
6. Children of families who are members of other Christian denominations that are part of Churches Together in England. Evidence of Baptism (or dedication) provided by a priest or minister of a designated place of worship will be required.
7. Children who are members of other faiths. Evidence of membership of the faith provided by a priest, minister or religious leader of a designated place of worship will be required.
8. Any other children.

The following order of priorities will be applied when applications within any of the above categories exceed the places available and it is necessary to decide between applications.

- i. For Category 2 above - The strength of evidence of commitment to the faith as demonstrated by the level of the family's Mass attendance on Sundays. This evidence must be provided by the parents/carers and be endorsed by a priest at the church(es) where the family normally worship. Applications will be ranked in the order shown on the Supplementary Form; firstly those who attend Mass weekly, then once or twice a month etc.
- ii. A brother or sister on the school roll at the time of admission. Evidence of the relationship may be required.
- iii. Health and Special Access Reasons – Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations, in particular those under the Equality Act 2010. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents'/guardians' physical or mental health or social needs mean that they have a demonstrable and significant need to attend a particular school. Such claims will need to be supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the particular school.

- iv. Nearness of Children's homes to school – we use the distance between the child's permanent home address and the school, measured in a straight line using address point data provided by the Local Authority. Distances are measured from a point defined as within the child's home to a point defined as within the school. The same address point on the school site is used for everybody. Where the last remaining place is to be allocated and two or more children are deemed to live at the same distance from the school the place will be decided by the drawing of lots.

**Notes:**

- a. Catholics include members of the Latin and Oriental Rite Churches that are in union with the Bishop of Rome. Reference to other Christian denominations refers to denominations that are full members of Churches Together in England.
- b. A "brother or sister" means children who live as brother and sister including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters. It would not include other relatives eg cousins).
- c. Home refers to the permanent home address at which the child lives for the majority of his/her time and with the parent who is in receipt of child benefit.
- d. Looked after children are children in Local Authority Care – a child under the age of 18 years for whom the local authority provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who is the subject of a care order under Part IV of the Act. This applies equally to children who immediately after being looked after by the local authority became subject to an adoption, residence or special guardianship order. (As defined by Section 46 of the Adoption and Children Act 2002 or Section 8 or 14A of the children Act 1989).

**Admissions procedure**

In addition to the Common Application Form (CAF) supplied by the Local Authority, the Supplementary Information Form (available from the school), 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.

Offers of places will be sent to parents by the Local Authority on the common offer date as notified.

**Pupils with a Statement of Special Educational Needs or Education, Health and Care (EHC) Plan**

The admissions of pupils with a Statement of Special Educational Needs or with an EHC Plan are dealt with by a completely separate procedure. The procedure is integral to the making and maintaining of Statements and EHC plans by the pupil's home local authority. Details of this separate procedure are set out in the SEND code of practice. Pupils with a statement of EHC plan naming the school will be admitted without reference to the above criteria.

**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 Admissions Appeal Clerk 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.

### **Admission of children below compulsory school age**

The governors will provide for the admission of all children in the September following their fourth birthday. Parents can 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 in that school year; parents may also request that their child attends part-time until the child reaches compulsory school age.

### **In-year (casual) admissions**

Applications for a place at the school in-year must be made using the **In-Year Casual Admission Form (IYCAF)** available from the local authority. This form must be completed and returned to the school. 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 listed above. The offer of a place at the school will be made by the school with prior notification to the Local Authority on behalf of the Governors. 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.

### **Waiting Lists**

Parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list. The waiting list, which will be maintained until the end of the academic year in which it was submitted, will be operated using the same admissions criteria listed above. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place. It is possible that when a child is directed under the local authority's fair access protocol they will take precedence over those children already on the list.

### **Late Applications**

Any late applications will be considered by the Governors' Admissions Committee, in the event of there being any available places using the above criteria. If all places have been filled, 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.

This admissions procedure, although primarily relevant to children for whom a place is sought at the normal age of entry to primary education (Year R), applies also to succeeding years, subject to availability of places.