



# St Edward's Catholic Primary School

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**Executive Headteacher: Mrs C S Jackson**

**Head of School: Mrs Y Best**

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## ADMISSION POLICY 2014

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St. Edward'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. However, the Governing Body welcomes all applications, particularly those from other denominations and faiths who support the religious ethos of the school.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below. All applicants are required to complete a Supplementary Information Form and declare their positive support for the aims and ethos of the school.

Having consulted with the Local Authority (LA) and other admission authorities, the Governing Body intends to admit 30 pupils to the Reception class in the school year, which begins in September 2014.

Before the application of oversubscription criteria children with a statement of special educational need which names the school will be admitted. As a result of this the published admissions number will be reduced accordingly.

### 1. Over-Subscription Criteria

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) Looked after Catholic children or looked after children in the care of Catholic families and previously looked after Catholic children who have been adopted.
- (2) Baptised children of committed Catholic parents or Catechumens as verified in writing, by a priest where the family currently worships regularly. In assessing 'commitment' the Governing Body will take into account frequency of attendance at mass. A baptismal certificate must be produced by parents.
- (3) Other looked after children and other previously looked after children who have been adopted.
- (4) Children who are current members of an Eastern Orthodox Church. In assessing 'commitment' the Governing Body will take into account frequency of attendance at mass. A baptismal certificate must be produced by parents.
- (5) Children of families who are current members of other Christian denominations that are part of the Churches Together in England. Evidence of Baptism (or dedication) provided by a priest or minister of a designated place of worship will be required. In assessing 'commitment' the Governing Body will take into account frequency of attendance at religious service. A baptismal or dedication certificate must be produced by parents.
- (6) Children of other faiths. Evidence of current membership of the faith should be provided by a priest, minister or religious leader of a designated place of worship. In assessing 'commitment' the Governing Body will take into account frequency of attendance at religious service.
- (7) Any other applicants.

**Where the offer of places to all applicants in any of the categories listed above would lead to over subscription the following provisions will be applied:**

(i) The presence of a brother or sister (including natural brothers and sisters, stepbrother or stepsister, adopted siblings and foster brothers and sisters) at the school at the time of admission will increase the priority of an application within each category.

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# St Edward's Catholic Primary School

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(ii) 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 means 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.

(iii) Where the offer of places to all applicants in any of the sub-categories listed above would still lead to over subscription, the places up to the admission number will be offered to those living nearest to the school. A pupil's home address is considered to be a residential property that is the child's only or main residence and not an address at which your child might sometimes stay or sleep due to your own domestic or special arrangements. The address must be the pupil's home address on the day you completed your application form and which is either

- Owned by the child's parent, parents or guardian, OR
- Leased to or rented by the child's parent, parents or guardian under a lease or written rental agreement.

If you live separately from your partner but share responsibility for your child, and the child lives at two different addresses during the week, we will regard the home address as the one at which the child sleeps for the majority of weekdays.

The school uses measurements provided by the LA and further information on how distances are calculated is available in their Admissions Booklets. In a tie breaker situation the nearness of an applicant's home to school will be the decider. If in the event more than one applicant has the same distance from home to school (as measured by the local authority), then a random selection will be applied. A block of flats has a single address point reference, so applicants living in the same block will be regarded as living the same distance away from the school. In the unlikely event that two or more children live in the same block and in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place.

## 2. Appeals

Parents have the right to appeal against any refusal by the governors to admit their child. Appeals should be directed to an appeals committee established within the terms of the Education Act 1996. Details of the appeals procedure can be obtained from the Clerk to the Governors at the school. The Appeals Committee will notify the Appellant of the outcome.

- (i) Appeals must be lodged *in line with LA dates*, except where the initial application was a late application, in which case the appeal must be lodged within 20 school days of the allocation decision being sent to the Parents.
- (ii) The school will acknowledge an appeal within 7 school days of it being lodged.
- (iii) Appeals relating to all other admissions can be made at any time.

## 3. Right to Withdraw a Place

After a place has been offered the school reserves the right to withdraw the place in the following circumstances:

- (i) When a parent has failed to respond to an offer within a reasonable time; or
- (ii) when a parent has failed to notify the school of important changes to the application information; or
- (iii) the admission authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent.

## 4. 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 31<sup>st</sup> July 2015, 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.

## 5. Pupils with a Statement of Special Educational Needs

The admission of pupils with a statement of Special Educational 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 is set out in the *Special Educational Needs Code of Practice*.

# St Edward's Catholic Primary School

## 6. Vulnerable Children

St Edward's is committed to taking its fair share of vulnerable children who are hard to place (children at risk of permanent exclusion), in accordance with locally agreed protocols. Accordingly, outside the normal round of admissions, the governing body is empowered to give absolute priority to a child where admission is requested under any protocol which covers 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 child would exceed the normal admission number except in Key Stage One.

## 7. 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 their child reaches compulsory school age.

## 8. 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.

## 9. In-year (Casual) Admissions

Applications for a place at the school in-year should be made directly to the school by completing a Supplementary Information Form. If there are more applications than places available the governors will use the over-subscription criteria listed above to rank the applications. 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.

### Notes

1. **Children in Local Authority Care** (Looked after children) means a child under the age of 18 years for whom the LA provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who ceased to be so because they were adopted or who is subject of a care order under Part IV of the Act.

2. In the context of school admissions Catholic children are defined as Children who are baptised or received into the Catholic Church, children baptised or received into the Eastern Churches in union with Rome and children of members of the Ordinariate. Reference to other Christian denominations refers to denominations that are full members of Churches Together in England\*.

3. 'Catechumen' means a member of the catechumenate of a Catholic church. This will normally be evidenced by a certificate of reception into the order of catechumens or by a letter from the parish priest.

4. Current is defined from 1<sup>st</sup> September 2014 to the closing date for applications.

### \*Members of Churches Together in England

Antiochan Orthodox Church	Council of Oriental Orthodox Churches	New Testament Church of God
Baptist Union of Great Britain	Joint Council for Anglo-Caribbean Churches	Oecumenical Patriarchate
Cherubim and Seraphim Council of Churches	Ichthus Christian Fellowship	Religious Society of Friends
Church of England	Independent Methodist Church	Roman Catholic Church
Church of God of Prophecy	International Ministerial council of Great Britain	Russian Orthodox Church
Church of Scotland (in England)	Lutheran Council of Great Britain	Salvation Army
Congregational Federation	Methodist Church	Transatlantic Pacific Alliance of Churches
Coptic Orthodox Church	Moravian Church	United Reformed Church
Council of African and Caribbean Churches UK	New Testament Assembly	Wesleyan Holiness Church

# St Edward's Catholic Primary School

## Admission/Supplementary Information Form 2014

Please complete in BLOCK CAPITALS

Surname of child:

Forename(s):

Date of Birth:

DD/MM/YYYY

Please tick appropriate box:

Male:

Female:

Please attach a copy of Birth Certificate

Religion/denomination (e.g. Catholic):

Parents' names:

Mother: Forename/surname

Father: Forename/surname

Parents' religion/  
denominations

Mother:

Father:

Address & Postcode:

Telephone numbers:

Home:

Mobile:

Date & place of Baptism or Dedication:

Please attach a copy of Baptismal/Dedication Certificate

Name(s) of sibling(s) who will be attending St. Edward's School at the time of admission:

If **Catholic**, please indicate which Mass you normally attend: \_\_\_\_\_

Parish in which you live: \_\_\_\_\_ Usual place of worship (if different): \_\_\_\_\_

How long have you worshipped there? \_\_\_\_\_

How often do you attend Mass? \_\_\_\_\_ Weekly/at least once a month/less than once a month/never \*

\*Please delete as appropriate.

# St Edward's Catholic Primary School

Please add here any other information you may feel is relevant to this application in relation to the school's admission policy in respect of exceptional medical, social or pastoral needs of either your child or yourself that make only this school suitable for them. Strong & relevant evidence must be provided by an appropriate professional authority (e.g. qualified medical practitioner, education welfare officer, social worker or priest):

## Category of Application

Where there are more applications for places than the number of places available, places will be offered in line with our over subscriptions policy. Please read our admission policy carefully and select the category of application by ticking the appropriate box below:

**Category 1:** We are a Catholic family caring for a looked after child or a previously looked after child who has been adopted or we are a family caring for a looked after Catholic child or a previously looked after Catholic child who has been adopted.

**Category 2:** My child has been baptised in a Roman Catholic Church or is a Catechumen and currently (\*) regularly attends Mass. This application has a supporting signature from the Parish Priest. I enclose a copy of my child's baptismal certificate as evidence of baptism.

**Category 3:** We are a family caring for a looked after child or a previously looked after child who has been adopted.

**Category 4:** We are members of an Eastern Orthodox Church. This application has a supporting signature from our current (\*) religious leader. I enclose a copy of my child's baptismal certificate as evidence of baptism.

**Category 5:** My child is not Catholic but has been baptised/dedicated and is a Practising Christian (part of the Churches Together in England). This application has a supporting signature from our current (\*) minister. I enclose a copy of my child's baptismal /dedication certificate as evidence of baptism/dedication.

**Category 6:** We practise a Christian faith not recognised by the Churches Together in England or a non-Christian faith. This application has a supporting signature from our current (\*) religious leader.

**Category 7:** My child does not fit into any of the above categories but I would like my child to attend St. Edward's School.

(\*) Current is defined from 1<sup>st</sup> September 2014 to the closing date for applications.

Page 2 of 5

**Supporting Signature from Clergy**

To be completed by Catholic priests only:

I am satisfied that the child is a baptised Catholic

Yes

No

**Parent/Carer**

Are the parents known to you? Yes/No

Regular attendance at Mass (i.e. weekly)

Occasional attendance at Mass (i.e. at least once a month)

Irregular attendance at Mass (i.e. less than once a month)

Do not attend Mass

How long have the parents attended your church?  
\_\_\_\_\_

**Child**

Is the child known to you? Yes/No

Regular attendance at Mass (i.e. weekly)

Occasional attendance at Mass (i.e. at least once a month)

Irregular attendance at Mass (i.e. less than once a month)

Does not attend Mass

How long has the child attended your church?  
\_\_\_\_\_

Please comment (if appropriate) regarding the points above:

Priest's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Parish stamp or Seal: \_\_\_\_\_

**If you have been in your parish for less than one year please give the following information:**

Name & address of previous parish: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parish Priest's Name: \_\_\_\_\_ Tel: \_\_\_\_\_

# St Edward's Catholic Primary School

To be completed only by priests/ministers of other denominations or faiths:

I confirm that this family are members of our faith community  Yes  No

Parent/Carer	Child
Are the parents known to you? Yes/No	Is the child known to you? Yes/No
<input type="checkbox"/> Regularly attend service (i.e. weekly)	<input type="checkbox"/> Regularly attend service (i.e. weekly)
<input type="checkbox"/> Occasional attendance at service (i.e. at least once a month)	<input type="checkbox"/> Occasional attendance at service (i.e. at least once a month)
<input type="checkbox"/> Irregular attendance at service (i.e. less than once a month)	<input type="checkbox"/> Irregular attendance at service (i.e. less than once a month)
<input type="checkbox"/> Do not attend service	<input type="checkbox"/> Does not attend service
How long have the parents attended your place of worship? _____	How long has the child attended your place of worship? _____

Please comment (if appropriate) regarding the points above:

Minister's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Minister's Name: \_\_\_\_\_ Organisation: \_\_\_\_\_  
Address: \_\_\_\_\_  
Tel: \_\_\_\_\_ Organisation's stamp or Seal:

If you have been in your congregation for less than one year please give the following information:

Name & address of previous place of worship: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Minister's Name: \_\_\_\_\_ Tel: \_\_\_\_\_

**Declaration by Parent/Guardian:**

- I declare that the information I have given is accurate & truthful.
- I have obtained a supporting signature from my Parish Priest/Minister to support the category of this application.
- I enclose a copy of my child's birth and baptismal/dedication certificates.
- I understand that this Supplementary Information Form needs to be submitted to the school *in line with the LA dates* if I wish to apply for a place in Reception 2014 and that applications received after this date will be treated as Late Applications.
- I understand that I am required to complete a Reception Common Application Form (RCAF) in addition to this supplementary information form if I am making an application for a place in Reception at the start of September 2014. The RCAF must be submitted by ***date determined by LA***, either to the school or to the Local Education Authority.
- I understand that this Supplementary Information Form can be viewed on appeal.
- If any of the information on this application changes I will notify you as soon as possible.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
*Parent/guardian*