

Our Lady of Lourdes Catholic Primary School

Primary School Admissions Policy for 2020/2021

ADMISSION LIMIT – 60 in each year group

There are two ways to make your application for a school place to the Local Authority for reception:

1. Online at www.southend.gov.uk/admissions
2. On a paper application, copies of which are available from Council offices at the Civic Centre, Victoria Avenue. Parents applying for a place at this Catholic school must also complete a Supplementary Information Form (SIF) and a certificate of practice can be obtained from the Parish Churches. The SIF form and Priest's Form must be returned to the school along with a copy of your child's baptism certificate. The SIF form is not an application form but provides the Governors with information in order to place applications in priority order according to the school's admission criteria.

The Governors intend to admit 60 children into our Early Years Foundation Stage. Parents who have been offered a place but wish to delay their child starting school until the term in which their child is 5 may do so – but not later than April of the reception year. This would be in agreement with the Head Teacher.

ADMISSIONS POLICY.

Preference will first be given to children in the following order:

1. Looked after children from Catholic families and children who were looked after but ceased to be so because they were adopted by Catholic families (or became subject to a residence order or special guardianship order).¹
2. Baptised Catholic children from practising Catholic families who reside in the Parishes of Our Lady of Lourdes, Leigh on Sea & St. Peter's, Eastwood, whose applications are supported by their Parish Priest.²
3. Baptised Catholic children from practising Catholic families, who do not reside in the parishes of Our Lady of Lourdes, Leigh on Sea or St. Peter's, Eastwood, whose applications are supported by their Parish Priest.
4. Baptised Catholic children who reside in the Parishes of Our Lady of Lourdes, Leigh on Sea & St. Peter's, Eastwood.
5. Baptised Catholic children resident in other parishes.
6. Other looked after children and children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
7. Catechumens and members of other Eastern Christian Churches.
8. Baptised children of practising Christians of other Christian denominations providing evidence of Baptism and whose application is supported by their Minister.³
9. Baptised children of practising Christians of other Christian denominations.
10. Children who are living in the parishes of Our Lady of Lourdes and St. Peter's, whose parents demonstrate a genuine desire for their children to receive a Catholic education.

¹ Looked after children are defined within section 22 of the Children Act 1989 and refers to children in public care. It also includes children, who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order)

² 'Practising Catholic' is a person who observes the Churches precept of attending Mass each Sunday and on Holy Days of Obligation and where the application is supported by a Catholic Priest. The Governing Body will expect this practice to be verified by a reference from the Priest in the standard format laid down by the diocese.

³ Definition of children of other Christian denominations. "Children of other Christian denominations" means: children who belong to other churches and ecclesial communities which, acknowledging 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.

Definitions and Interpretation:

The following definitions and interpretations should be read in conjunction with the defined criteria.

(a) Applicants with siblings already in the school take precedence in the category in which they fall. Siblings are considered to be a brother or sister, half-brother or half-sister, step-brother or step-sister, adopted brother or sister, living at the same address, who attends the school at the time of application with a reasonable expectation that he or she will still be attending at the time of the proposed admission.

(b) In an exceptional situation where one twin or one or two triplets are refused a place, in order to keep the family members together, the additional pupil(s) will be admitted even if this results in the admission limit for the year group being exceeded. This child will count as an excepted pupil for the time they are in an infant class or until the class members fall back to current infant class size limit.

(c) Those living nearer to the school will take precedence in the category in which they fall, as determined by measuring the straight-line distance between the child's home and the main entrance to the school. If the pupil's home is a flat the distance will be measured to the main entrance to the building. If the same distance is shared by more than one pupil, and only one place is available, the place will be awarded on the basis of a computerised random allocation process (supervised by someone independent of the Local Authority and Governing Body).

(d) The Local Authority will advise parents of the availability or non-availability of a place at the school for their child on 16 April, or the next working day, each year.

(e) Under the terms of the 1989 Education Act, so amended, any parent who so wishes, has 20 days in which to appeal against the Governors' decision not to admit their child. The decision of the subsequent Appeals Committee is binding on both School and parents.

(f) For mid-term applications, parents will complete a Supplementary Information Form and hand it to the office to be put on the waiting list. The waiting list will hold names of children wishing to attend the school, but for whom there is no space, from Reception to Year 6. The waiting list will be maintained in order of the oversubscription criteria and not in the order in which applicants are received or added to the list. When a space is available in any of the year groups, the school will refer to the waiting list for that year group and offer the place to the child in the highest category.

(g) If there is more than one child, they will be ranked according to any siblings and then distance from the school. The parent will then follow the local authority process. The Governing Body has sole responsibility for admissions to this school and current legislation will only admit a maximum of 30 children per class in EYFS and Key Stage 1.

Pupils with Education, Health and Care Plans

All children whose statement of special educational needs (SEN) or Education, Health and Care (EHC) plan names the school must be admitted. Children with a statement or a plan will follow a different process for admission. Further information can be found on:

http://www.southend.gov.uk/info/200225/children_with_disabilities/290/special_educational_needs

<http://www.southendinfopoint.org/kb5/southendonseal/fsd/localoffer.page>

Distance where parents have separated

Only one application can be received. The Governing Body or LA should not have the details of both parents or know of the marital status of the parents. If more than one application is received from parents, applications will be placed on hold until such time that:

- an application is made that both parents agree to; or
- written agreement is provided from both parents; or
- a court order is obtained confirming which parent's application takes precedence.

Details on address checks and which address is relevant are also provided in the admission booklet. In all cases the child's normal place of residence is applicable for the purposes of the application.

Over and under age applications (including children admitted outside normal age group)

All members of Churches Together in England and of 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.

Parents may seek a place for their child outside of their normal age group, (usually during the school year and not at the point of admission), for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

All other applications for over or under age in-year will be handled in line with the School Admissions Code 2014, 2.17 (a & b).

Such requests for Schools in Southend-on-Sea are directly to the school and the school advises the LA of their decision. **Requests for year 3 must have been submitted by the parent and considered by the admission authority before the closing date for applications 15th January for year 3 of any given year.** Admission authorities must ask parents to submit a full request with any relevant documentation and should make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

This will include documenting the following:-

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

They must also take into account the views of the head teacher of the school concerned.

When informing a parent of their decision on the year group the child should be admitted to, the admission authority must set out clearly the reasons for their decision. (2.17a School Admissions Code 2014).

A parent cannot appeal against refusal to the 'out of normal age group' application.

Further details provided in the Admission Scheme 2020/2021 and Guidelines on deferred entry to school for summer born children on the Council Web site.

The composite prospectus for all schools in the Borough, the scheme (process), admission procedures and all other policies and procedures are available on www.southend.gov.uk/admissions

The relevant Coordinated Admissions Scheme and Primary Admission booklets should be read in conjunction to the Determined Admission Arrangements for all schools in the Borough of Southend-on-Sea.

Unsuccessful Applicants

Unsuccessful applicants will be advised of their right to appeal to an independent panel. Details of this can be obtained from the School Office. The School Standards and Framework Act 1998 and the School Admission Appeals Code of Practice allows any parent who so wishes at least 20 days in which to appeal against the Governors' decision not to admit their child. The decision of the subsequent Appeals Committee is binding on both school and parents. In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on the waiting list.

The Governing Body has sole responsibility for admissions to this school and will only admit a maximum of 60 for the Reception class, Key Stage 1 and 60 in Key Stage 2.

This Policy is subject to annual review.

Last reviewed: February 2019



Our Lady of Lourdes Primary School
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SUPPLEMENTARY INFORMATION FORM

Please provide the school with the following information, to enable your child to be considered for a place at Our Lady of Lourdes Primary School.

Details about your child:

Child's Surname (Capital letters)			
Child's First names (Capital letters)			
Date of Birth		Male	Female
Child's Religion			
Child's Home Address (Please advise the school office if you change address)			Postcode

Details about Parents/Carers:

Mother/ Carer's Name		Religion
Father/Carer's Name		Religion
Address (If different, please state which parent)		Postcode
Home Phone		
Mobile Number		
Work Number		

Details of siblings attending the school.

Name		Date of Birth	
Name		Date of Birth	

If your child has been baptised as a Catholic, please complete the boxes below:

Baptism Date: (Please enclose a copy of your child's Baptism Certificate.)	Parish:
If your child is Catholic, you must also ask a Priest to support your application, by completing a Certificate of Catholic Practice. This provides information to enable us to apply our admissions criteria. Please give details of the Priest who has agreed to support your application.	

Priest Name:
Church:
Address:

Please complete this section if your child is NOT Catholic:

If your child is not a Catholic, but a practising member of another faith, please give details: <small>(Please enclose a copy of your child's Baptism certificate if appropriate.)</small>	
If your child is not Catholic you should obtain a letter, which states that you are practising their faith, from your Minister / Religious Leader before the closing date for applications. <small>(Please tick the box if you intend to do this.)</small>	

To ensure that your child's application can be processed immediately please ensure that:

The Single Application Form has been fully completed and submitted to the Local Education Authority. (For Reception intake only. If you wish to apply for a place during the school year for Reception Class or Years 1 to 6 please contact the school office.)	(Please tick)
This form, the Supplementary Information Form has been fully signed and completed.	
Where applicable a copy of the Baptism Certificate has been provided.	
The name & address of the Priest who has agreed to support your application has been completed.	
A letter from your Minister / Religious Leader is enclosed (For non-Catholic applications).	

Declaration.

We are practising Catholics/ Christians (delete if not applicable)

If our child is admitted to Our Lady of Lourdes Primary School we understand that he/she will be educated in the Catholic faith and that he/she will participate in the religious life of the school.

Signature of parent/carer completing this application.

Signed.....Date.....

Name.....

FOR RECEPTION CLASS ONLY

This Supplementary Information Form (SIF) along with the Certificate of Catholic Practice or Minister/Religious Leaders letter (where applicable) and Baptism Certificate (where applicable) must be submitted to the School Office by *22nd January (or next working day)*.

The Single Application Form (SAF) must be submitted to Southend Borough Council by *15th January*. Parents/Carers will be advised (BY SOUTHEND BOROUGH COUNCIL) of the school their child has been offered a place at on *16th April*.

Admission to Our Lady of Lourdes Catholic Primary School is in accordance with the determined admission arrangements. If the number of applications outnumbers the admission limit, applications are allocated in accordance with the School Admission Criteria and therefore not all applications will be successful.

If you wish to apply for a place during the school year for the Reception class or for Years 1 to 6, please contact the school directly.