

ADMISSION POLICY & ADMISSION CRITERIA

REGINA COELI CATHOLIC PRIMARY SCHOOL

For use 2018/19

Regina Coeli Catholic Primary School

173, Pampisford Road

South Croydon CR2 6DF

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Executive Headteacher: **Mrs Frances Hawkes**

Deputy Headteachers: Mrs Margaret Campbell & Mrs Tessa Christoforou

Where there is love, there is God.

Our Mission Statement is:

The Federation of St Elphege's and Regina Coeli Catholic schools will give every child the best possible education because each individual is uniquely created and precious to God. As a Catholic community, guided by the Holy Spirit we will follow the example of Jesus Christ in all aspects of daily life.

With the help of God we will.....

The Federation of St Elphege's and Regina Coeli Catholic schools were founded by the Catholic Church to provide education for Catholic children. The school is conducted by the 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.

Inspired by the teachings of Christ we will...

- Develop our children's faith, spirituality and joy in the love of God
- Educate our children to the highest standards thus realising their own potential
- Instil in our children the knowledge, skills and confidence to succeed and take pride in their achievements recognising we each have special gifts and talents
- Encourage everyone to be more than they thought possible, in a secure and loving environment
- Promote a caring community where we will all behave well. We will be dignified in our actions, demonstrating good manners, tolerance, kindness and generosity to ourselves and others
- Prepare our children today to become tomorrow's responsible and independent individuals equipped to face life's challenges
- Ensure our Federation is a happy, safe and welcoming place where we all enjoy learning, work hard, support one another and do our best
- Create an active partnership of love, joy and high expectations between children, parents, carers, staff, governors, parishes and the wider community

ADMISSION POLICY

Regina Coeli 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 Governing Body of The Federation of St Elphege's and Regina Coeli Catholic Schools is responsible for all admissions to the school.

Ethos of the School

As a Catholic School we aim to provide a Catholic Education for all our pupils. At a Catholic school, Catholic doctrine and practice permeates every aspect of the school's activity. It is essential that the Catholic character of the school's education is fully supported by all the families in the school. We ask all parents applying for a place at the school to understand and respect the Catholic ethos and its importance to the school community.

Applications from other faiths

The Governing Body welcomes applications, subject to the availability of places, from those of other denominations and faiths who support the religious ethos of the school.

Parents/carers of all applicants should be aware that Catholic rites and practices are a central part of the ethos of the school.

Children are expected to fully take part in the RE Curriculum, liturgy and acts of worship

Pupils are admitted to the Foundation Stage (Reception class) in September when the child attains the age of 4 years on or before the 31st August preceding the date of entry. Other admissions, to other year groups, can also take place in September or during an academic year.

The Governors have an admission number of 60 pupils in each year group each year. All applications for admission to Regina Coeli Catholic Primary School will be assessed in accordance with the following Admission Criteria.

A Committee of Governors consider admissions into the Foundation Stage (Reception Class) in January 2018 and for other years when places become available, using the same admission criteria. Applications for Reception places in September 2018 should be submitted before 15th January 2018.

To apply for a place at Regina Coeli School, please complete two, (2) separate forms:

1. The Common Application Form from Croydon Local Authority, to be returned to the Authority. Applicants who live in other London Boroughs or in Surrey may apply using the common application form available from the local authority where the child resides. Applications may also be made online through the website of the local authority where the child resides.

AND

2. The Supplementary Information Form (SIF), to be returned to the school. (The SIF Form is available on the school website and is downloadable).

The supplementary form is available on the school website and is downloadable, and should be returned by the 15th January 2018, and seeks information which is not collected on the LA application form but which is needed by the school to match your application to the criteria set out in this policy. Completion of a SUPPLEMENTARY INFORMATION FORM is not mandatory; however, if one is not received the school will not be able to give proper and full consideration to your application and will not be able to apply fully the admission criteria. Without this form the application will be considered under the 'any other children' category.'

Applications for a place at the school in-year should be made to the school directly, the school will inform the local authority (LA) where the child resides. 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. Any offer of a place at the school will be made by the governors and the LA will be informed. 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. Parents have the right to appeal against the decision not to offer a place.

Applications which are submitted late will be handled in accordance with Local Authority policy.

ADMISSION CRITERIA

The Governing Body will allocate places in accordance with the following categories in the order set out below:

1. Looked after Catholic children (see definition below) or looked after children in the care of Catholic families and previously looked after Catholic children who have been adopted or have become the subject of a residence or guardianship order.

2a) Baptised Catholic children (see definition below) where the child and one or both Catholic parents reside in any one of these parishes: St. Gertrude's Parish, South Croydon; St. Dominic's Parish, Waddon; Holy Family Parish, Sanderstead, St. Columba's Parish, Selsdon and attend Sunday Mass or the Saturday vigil mass every week (except for periods of illness). Applications are placed in rank order within this category where distance is the determining factor. The Governors of the school will require a written reference from the appropriate Parish Priest who must be able to verify that the conditions stated above are met. The Governors of the school will require parents to produce a baptismal certificate.

Where families have moved into the named parishes, within the last two years details of their previous Parish and parish priest should be supplied to confirm Mass attendance over the previous two years.

2b) Baptised Catholic children, where the child and one or both Catholic parents reside outside the four named parishes and attend Sunday Mass or the Saturday vigil mass every week (except for periods of illness).

The application must have a written reference from the appropriate Parish Priest who must be able to verify that the conditions stated above are met. The Governors of the school will require parents to produce a baptismal certificate. Where families have moved parishes, within the last two years details of their previous Parish and parish priest should be supplied to confirm Mass attendance over the previous two years.

3) Children baptised in the Catholic faith (see definition below) whose parents may not be practising at the time of admission. The Governors of the school will require parents to produce a baptismal certificate.

4) Other Looked after children or previously looked after children who have been adopted or have become the subject of a residence or guardianship order.

5) Children who are members of Eastern Christian Churches including Orthodox Churches. Evidence of baptism or reception from the authorities of that Church will be required.

6) Children of families who are committed members of other Christian denominations (Churches together in England). Evidence of Baptism (or dedication) and of religious commitment provided by a priest or minister where the family regularly worship will be required.

7) Children of other faiths. Evidence of religious commitment provided by a priest, minister or religious leader where the family regularly worship will be required.

8) Any other children.

If the number of applications made is higher than the number of places available, the allocations will be made in the following order within each category

- A. The presence of a brother or sister (see definition below) in the school when the child starts at the school.
- B. Social/Medical Needs which make the school particularly suitable for the child in question. Strong relevant evidence must be provided, at the time of application, by an appropriate professional authority e.g qualified medical practitioner, education welfare officer, social worker or priest etc.
- C. After the above, priority will be given to pupils living nearest to the school as measured in a straight line. This will be measured by Croydon online measuring tool that will be measure from the Kendra Hall school gate to the child's home address

In the event of distances being equal, lots will be drawn to determine which child is given higher priority.

The Governing Body will assess the priorities set out in the preceding paragraphs in reaching their final decision.

Admission to Reception Class

Applications are accepted up to the closing date below which is in line with the LA co-ordinated scheme.

15th January 2018

Offers of Places are made in line with LA Co-ordinated scheme.

Information/Definitions

Infant class size limit

We adhere to the statutory infant class size limit of 30 pupils per class.

Looked After children and Adopted children who were previously Looked After by a Local Authority

'Children in public care at the date on which the application is made. If an application is made under the 'looked after' criterion, it must be supported by a letter from the relevant Local Authority (Children's Services) Department'. If an application is made under the criterion "adopted children who were previously looked after" must be supported by a letter from the relevant Local Authority (Children's Services) Department.

Baptised Catholic Children

In the context of school admissions baptised Catholic children are defined as children who are baptised or received into the Catholic Church, and include members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome

Brother/sister (Sibling)

Brother or sister means children who live as brother and sister, including natural brothers or sisters, half brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters whose main residence is at the same address as the applicant. It does not include any other relatives that includes cousins

"Home" is defined as the address where the child normally resides as their only or principal residence. Addresses involved in child minding (professional or relatives) are excluded. Parents will be asked to provide documentary evidence to confirm an address and parental responsibility. The Authority must be notified of changes of address immediately. Failure to do so could result in the child being denied a place at a preferred school.

Distance will be measured in a straight line from the child's home address to the designated entrance of Kendra Hall school gate using a computerised measuring system (GIS) and geographical reference points as provided by the National Land and Property Gazetteer (NLPG). Those living closer to the school will receive higher priority. If a child lives in a shared property such as flats, the geographical references will determine the start point within the property boundaries to be used for distance calculation purposes.

Fair Access Protocol

– The school participates in the local authority's Fair Access Protocol to allocate places to vulnerable and other children in accordance with the School Admission Code 2012. Admitting pupils under the protocol may require the school to admit above the planned admission number for the relevant year group.

Pupils with a Statement of Special Educational Needs or Education, Health and Care (EHC) Plan – the admissions of pupils with a Statement of 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 or EHC plan naming the school will be admitted without reference to the above criteria. However, if admitted during a normal admission round, they will be taken into account when applying the school's admission number. Accordingly, children with statements already admitted to a school will be counted towards the admission number when considering whether there is still a place available for another child without a statement.

Waiting List

The Governing Body holds a waiting list for unsuccessful applicants. If unsuccessful, parents may request that their application is kept on file until a place at the school becomes available. The school will hold its waiting list indefinitely, during this time the pupil must remain on the roll of another school. When a place becomes available, all current applications for a place in the year group will be considered in accordance with the criteria of the Admissions Policy.

Information can be provided to parents about the order of priority of applications being held at a particular time but no guarantee can be given that higher priority applications will not be received by the time a place becomes available.' Applications remain on the waiting list until we are informed by the parent/guardian that the place is no longer required.

Appeals

Parents whose applications 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 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 panel. Infant Class sizes are restricted by 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.

In-year (casual) admissions – Applications for a place at the school in-year must be made using the common application form of Croydon Local Authority (LA). This form must be returned to the school. The school's supplementary form should also be completed and returned to the school. In the event of a place being available this will enable the governors to rank the application in the event of their being more than one applicant for the place. The governors will use the same criteria to rank the application as listed above. The offer of a place will be made by the governors. If no places are available 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.

Admission of Children Outside their Normal Age Group

Parents may request that their child is exceptionally admitted outside their normal age group. The admission authority will decide whether or not the individual child's circumstances make this appropriate on educational grounds.

It is the expectation of Regina Coeli School that a child is educated alongside his/her age equivalent peers, in almost all cases. We would strongly advise that all children enter into their normal year group. The responsibility for addressing individual educational needs lies with the school through an appropriately differentiated and enriched curriculum.

All requests to educate a child outside their normal year group must include written explanation of why this is necessary and where applicable, evidence of the child's circumstances from a relevant professional detailing the child's educational need which makes education outside the normal age group necessary.

Decisions are made by the Governing Body on the basis of the circumstances of each case and in the best interest of the child. This includes taking account of the following:

- Parents views
- Information relating to the child's academic, social and emotional development, where relevant
- Medical history and the views of a medical professional
- Any previous history of being educated outside of their normal age group
- If child may naturally have fallen into a lower age group if it were not for being born prematurely
- Views of the head teacher of the school(s) concerned

Requests for deferred entry and part-time (Primary & Infant Schools only)

The School Admissions Code has now made clear the rights of parents to request deferred entry or part-time entry to Reception class.

- a) Children are entitled to a full-time place in the September following their fourth birthday and this must be offered.
- b) Parents can defer the date their child is admitted to the school until later in the school year but not beyond statutory school age or the beginning of the summer term (whichever is earlier).
- c) Parents may take up a YR place on a part-time basis until later in the school year but not beyond statutory school age.

Parish maps

These are available on the school website.

Parents are reminded that children are admitted on the Admission Policy and the Admission Criteria in place at the time of the child's consideration for admission to the school.