



St James's Catholic Primary School

ADMISSIONS POLICY

For Reception Class September 2010

1. Admissions to St James's Catholic Primary School are the direct responsibility of its Governors, whose policy has been formulated with the agreement of the Local Education Authority, and is here set out in accordance with the school Standards and Framework Act 1998 with its accompanying regulations and the statutory Code of Practice on School Admissions. The Policy has been drawn up with guidance from the Diocese of Westminster.
2. St James's is a Catholic School serving the parishes of St James (Twickenham), St Francis de Sales (Hampton Hill), St Margaret (East Twickenham), and St Theodore (Hampton) and is intended primarily for the education of Catholics living in these parishes. A map showing the parish boundaries for the purpose of this policy is available for inspection in the school office. Each parish also has maps available for inspection.
3. Applications for places in reception for September 2010 should be made on the Common Application Form (CAF) of the London Borough of Richmond upon Thames (LBRuT), AND by completing St James's Supplementary Information Form (SIF). The SIF must be received by the school, together with all its supporting documentation by 4th December 2009, (the same date as the CAF and its supporting documents have to be received by the LBRuT). If you do not complete both the CAF and the SIF and return them by the closing date, the governing body may be unable to consider your application and it is very unlikely that your child will get a place at the school.
4. The school's 'Published Admission Number' for the reception year is 90. If there are more than 90 applications for the reception year, the school is 'oversubscribed' and the Governors will allocate places according to the criteria set out below.
5. If the school is oversubscribed, the Governors will admit baptised Catholic children whose application form is supported and accompanied by the Diocesan Priest's Reference Form (Part B) signed by the child's parish priest in the following order of priority:

(a) Catholic looked after children (as defined on page 2).

(b) A brother or a sister in attendance at St James's School when the child is due to commence reception class.

(c) Children living in the parishes of St Margaret and St Theodore. A quota system will be applied as follows to include those children from these parishes offered places under (a) and (b) above:-

St. Theodore - 15 places

St. Margaret - 15 places

For those places in each parish not filled by children in criteria (a) and (b) above, the order of priority is residential proximity to the school as measured by the radius of a circle drawn on a map with the school as its centre, children living nearer to the school being given priority. Distances are calculated by the LBRuT. Any unused quota for either parish after applying these criteria will be added to remaining places for the school, and the following criteria will be applied.



(d) Children living in any of the 4 parishes. Places will be allocated on the basis of residential proximity to the school as measured by the radius of a circle drawn on a map with the school at its centre, children living nearer to the school being given priority.

(e) Children living outside the 4 parishes. Places will be allocated on the basis of residential proximity to the school as defined in 5(d) above.

6. Remaining places will be allocated to baptised Catholic children whose application is not supported by a referral form signed by their parish priest. Places will be allocated on the basis of residential proximity to the school as defined in 5(d) above.
7. Thereafter places will be allocated to other looked after children (as defined below).
8. Any remaining places will be allocated first to the children of Christians of other denominations, then to children of other faiths, then to children of no faith, and in each case, whose parents wish them to have a Catholic education and subscribe to the aims and ethos of the school. Where a child is allocated a place under this category Governors cannot then increase the priority of the siblings of that child in any category and a place cannot be guaranteed. Places will be allocated on the basis of residential proximity to the school as defined in 5(d) above.
9. Within each category or sub-category, applications will be ranked according to residential proximity to the school, (as defined in 5(d) above), with children living nearest to the school being ranked highest.
10. Exceptionally, the Governors may increase the priority of an application within a category where the child has exceptional medical, social or educational needs and these needs can only be satisfied by St James's Catholic Primary school. The needs must be stated at the time the application is made and must be confirmed to the Governors' satisfaction by a doctor, priest or other qualified person.

Notes (forming part of the over-subscription criteria above)

"Looked after child" has the same meaning as in section 22 of the Children Act 1989, and means any child in the care of a Local Authority or provided with accommodation by them (e.g. children with foster parents).

"Catholic" means a member of a church in full communion with the See of Rome. 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 priest's reference 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).

"Brother or sister" includes step, half and adopted brothers or sisters.

"Residential proximity to the school" will be measured using the LBRuT computerised Geographical Information System (GIS).

Admissions procedure

1. An appointment can be made to visit the school.
- 2.1 The Supplementary Information Form (SIF) and Part A of the Diocesan Priest's Reference Form should be completed by the parents.
- 2.2 Part B of the Priest's Reference Form must be completed by the parish priest of the church usually attended. You will need to arrange to see your Diocesan Parish Priest for this purpose



- and give him the Diocesan Priest's Reference Form with Part A completed. After he has completed Part B, Part B must be returned with your SIF to the school.
- 2.3 Original baptism certificates and original documents proving residence as shown on the SIF must accompany the application. These original documents will be copied and the originals returned to you.
 - 2.4 The completed SIF with correct supporting documents **MUST** be returned to the school **NO LATER THAN 4th December 2009** which is the closing date for applications.
 - 2.5 In addition, the CAF must be submitted to the LBRuT by 4th December 2009.
 - 2.6 Parents will be given or sent a receipt to acknowledge receipt of the SIF no later than 11th December 2009.
 - 2.7 After the school receives information from the LBRuT about applications for the school, the Governors will allocate places according to the criteria in the school's admissions policy and pass a ranked list to the LBRuT.
 - 2.8 Parents will be advised of the outcome of their applications by the LBRuT and the school will also contact applicants after that date.
3. Families offered a place should immediately confirm their intention to accept it. A decision (at this stage or later) NOT to take up the place should be notified without delay, so that the place can be offered to another applicant.
 4. **Preliminary Notifications**
If parents wish to apply earlier than the September prior to the closing date for applications, they should complete a Preliminary Notification Form (available from the school office) and lodge it with the school. This is not a formal application and does not guarantee a place. Those who have lodged such forms with the school will be sent an official SIF during the September prior to the closing date.
 5. **Late Applications**
Any applications for places received by the LBRuT in a CAF after the closing date without good reason will be considered by the LBRuT as late and will be dealt with after all on-time applications and are therefore unlikely to be offered a place at the school. Please refer to the LBRuT Co-ordinated Admission Arrangements for Primary Schools for a full definition of late applications. Where the LBRuT has received an on-time CAF, but the school has not received a SIF, the school will attempt to contact parents to obtain a completed SIF. If a completed SIF has not been received by the school by 4th January 2010, the application will be considered as falling in either paragraphs 7 or 8 of the Admissions Policy based upon the information included in the CAF and passed to the school by the LBRuT.
 6. **Waiting List**
Those applicants not offered a place will be placed on a waiting list normally held open for 1 year. Late applicants will also be put on the waiting list. If a place later becomes available, it will be offered to a waiting list candidate according to the policy (ie. **not** according to the date when the name was added to the waiting list).
 7. **Out-of-year-group applicant**
Reception places for September 2010 will normally be for children whose dates of birth fall between 1st September 2005 and 31st August 2006.
 8. Parents whose children have not been offered a place at the school and who wish to appeal against the Governors' decision will be notified at that time of the procedure and time for appeals.

Further guidance for admissions: notes for parents

There were 180 applications to the school for Reception Class for the year commencing September 2009, and 138 applications for the previous year commencing September 2008. Of the 90 available places for September 2009, 46 were offered to siblings. In the initial allocation, St Theodore's utilised



all of their places in the quota category, and St Margaret's utilised 12 of their places in the quota category.

Please read the admissions policy carefully. These notes are designed to help with any questions that you may have. Your notice is particularly drawn to the fact that it is the Governors, NOT the school staff, who have responsibility for admissions, and that they consider only applications made in the way described. The staff, in particular the Headteacher and administrative assistants, are always happy to help you with whatever information and advice they can give, but, whatever contact you may have with them, completed forms are always necessary, and only the Governors offer (or refuse) your child a place.

You are encouraged to lodge a preliminary notification form, as an indication of future numbers helps us to plan ahead. Enquiries about vacancies for older children should be made as long as possible in advance of the envisaged transfer date.

Please note that a separate application must be made by the appropriate date for each child in your family. Although brothers and sisters of children already in the school have a high priority, this cannot operate unless we know 'officially' (from a completed SIF) that you want places for them.

St James's is a popular school, so it is possible that it may be oversubscribed for your child's intake. If so, looking at the criteria should help you to estimate the chance of a place. Please note, however, that those are the ONLY considerations that the Governors can take into account. It is worth remembering what they DO NOT consider:

a) No account is taken of siblings who have already left the school when your child is due to commence reception class.

b) As long as you applied by the closing date, the actual date of your application is disregarded (there is no 'first come, first served' priority).

c) An intention to move or return to a local address before starting at the school cannot be treated as satisfying the residential criterion unless you provide satisfactory evidence of intention to return before the start of the relevant school year. If you do not already live at the proposed address before the closing date for applications, but are DEFINITELY moving soon, you must produce evidence (e.g. a solicitor's letter confirming that you have exchanged contracts or a letter from your employer and a tenancy agreement).

d) Your child's particular abilities or merits cannot influence the decision. Only those personal or family circumstances listed in the policy 'count'.

Late applications can only be considered if places remain to be filled after the allocation to those who applied on time. (Once an offer of a place has been made to a child, it cannot be withdrawn, except if there has been an attempt to mislead the school, even to make room for a better-qualified latecomer.) It is still worth applying after the closing date, however, if you have only recently moved locally or if there is another persuasive reason why you could not meet the closing date. Places may still be available and even if there is none to offer immediately, you can be put on the waiting list. There is always a possibility that there may be a withdrawal if, for example, a family moves away, freeing a place.

If you decide to appeal you will be advised of the procedure. If the case cannot be resolved by correspondence with the Chairman of Governors, you may ask for the case to be heard by an independent Appeals Panel, which is a legally constituted committee of people who were not involved in the initial allocation of places. You will be asked to present your case to the Panel. The Panel's decision is binding on the school.

(July 2009)

