St. Anthony's RC Primary School

"Working, Learning and caring together in God's Love"

Admissions Policy 2024/25

St. Anthony's Catholic Primary School is a member of the South East London Academy Trust (SELCAT) 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 deeds and Instrument of Government and seeks at all times to be a witness to Jesus Christ.

The Governors admit 30 children to the school in September but parents whose children do not reach statutory school age until March of the following year may defer entry until January of that year.
Where the number of applicants 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. Catholic children, a baptismal certificate or evidence of reception into the Catholic Church must accompany the supplementary information form.
3. Children enrolled in the catechumenate. Evidence of enrollment in the catechumenate will be required.
4. Other looked after children and other previously looked after children who have been adopted or who have become the subject of a residence or guardianship order.
5. Children who are members of the 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

In the event of over subscription in any of the above categories the Governors will allocate places in accordance with the criteria in the order listed below.

a. 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 over a period of 3 years. The evidence must be provided by the parents/carers and be endorsed by a priest at the church where the family normally worships. 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.
b. A brother or sister on the school role at the time of admission. Evidence of the relationship may be required.
c. Social, pastoral and medical needs which make the school particularly suitable for the child in question. Strong and relevant evidence must be provided by an appropriate professional authority (e.g. qualified medical practitioner, education welfare officer, social worker or priest)
d. Proximity to the school of the Candidate's home address, the distance measured in a straight line from the school entrance by the Local Authority using a Geographical Computerised Information System. Evidence of residence may be required. 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:

1. Catholics include members of the Ordinariate and 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.
2. 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 (e.g. cousins)
3. 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.
4. Looked after children are those in the care of a public authority, and are in public care. Applications made under this criterion must be accompanied by details of circumstances and professionally supported evidence (e.g. from an appropriate social worker).

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 school office no 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 a place will be sent to parents by the Local Authority on the common offer date as notified.

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 Standard and Framework Act 1998. Appeals must be in writing and must set out the reasons on which the appeal is made. Appeals should be made to the Admissions Appeal Clerk via the school address. Parents/carers have the right to make oral representations to the Appeal Panel.
Infant classes 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:-

1. The admission of additional children would not breach the infant class size limit; or
2. 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
3. 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.

Appeals must be made within 20 school days to the clerk to the Governing Body who will initially give information on the expected timeline and give 10 working days' notice for a meeting date. The outcome of appeals will be communicated in writing within five working days of the appeal hearing.

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 to start during the school year must be made using the In-Year Primary Application Form of the Local Authority where the child resides. This form must be returned to the Local Authority. The school's Supplementary Information Form should also be completed and returned to the school 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 those listed above. The offer of a place at the school will be made by the Local Authority on behalf of the governors.

Waiting List

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 will be operated using the same admissions criteria listed above. Placing a child's name on a 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 the 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..

Agreed by governors: March 2021

Review Date: March 2022