



St Francis of Assisi Catholic Primary School

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Admissions Policy and Procedures for admissions in 2017 - 18

St Francis of Assisi Catholic Primary School in Crawley, West Sussex, is a voluntary aided school in the Diocese of Arundel & Brighton. The school was founded by and is part of the Catholic Church and is in Trusteeship of the Diocese. The school is conducted as a Catholic school in accordance with canon law, the teachings of the Catholic Church and the Trust Deed of the Diocese of Arundel & Brighton. It seeks at all times to be a witness to Jesus Christ.

The school offers a Catholic education. The governance expect that parents applying for places for their children will accept and uphold the Catholic character and ethos of the school. The school was set up primarily to serve the Catholic community in Crawley and Horley. The relevant parish map(s) can be viewed at the school by arrangement. Although Catholic children have priority of admission, the Governance also welcomes applications from those of other denominations and faiths, or none, who support the religious ethos of the school.

Having consulted with the Diocese, Local Authority, other admission authorities and other relevant groups, the Governance intend to admit into the reception class, in September 2017, up to 60 pupils without reference to ability or aptitude.

Oversubscription Criteria:

Where the number of applications for admission exceeds 60, and after the admission of pupils with Statements of Special Educational Needs/Education, Health and Care Plans (EHCPs) where the school is named on the Statement/EHCP, the Governance will offer places using the following criteria in the order stated:-

1. Baptised Catholic looked after children or previously looked after children (see note a).
2. Baptised Catholic children resident in Crawley or Horley parish. Baptism will need to have taken place by the closing date of applications. Evidence of Baptism will be required. (see note b).
3. Other baptised Catholic children. Baptism will need to have taken place by the closing date of applications. Evidence of Baptism will be required (see note b).
4. Other looked after children or previously looked after children (see note a).
5. Children who are members of Eastern Orthodox Churches. Evidence of Baptism will be required at the closing date of applications (see note b).
6. Children 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 at the closing date of applications.
7. Any other children.

Priority within the Oversubscription Criteria (Tiebreakers):

The governance will apply the following cascading order of priorities within any of the above criteria when applications exceed the number of places available and it is necessary to decide between applications through a priority ranking:

- i. Exceptional social or medical need 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) (see note c).
- ii. For Oversubscription Criteria 2 or 3 above - The strength of evidence of practice of the faith as demonstrated by the level of the family's Mass attendance on Sundays (see notes f) and g)). This evidence must be provided by the parent/carer and be endorsed by a priest at the church(es) where the family normally worship. Applications will be ranked in the order shown on the Supplementary Information Form i.e. firstly those attending Mass weekly or at least 3 times a month, then once or twice a month, then less than once a month, then those who do not attend.
- iii. For Oversubscription Criteria 5 or 6 above - The strength of evidence of practice of the faith as demonstrated by the level of the family's attendance at services. This evidence must be provided by the parent/carer and be endorsed by the minister/faith leader at the family's designated place of worship. Applications will be ranked in the order shown on the Supplementary Information Form i.e. firstly those who attend services weekly or at least three times a month, then once or twice a month, then less than once a month, then those who do not attend.
- iv. A sibling on the school roll at the time of admission. Evidence of the relationship may be required (see note d).

- v. Distance from home (the address at which the child resides) to the school (closest proximity receives highest priority) (see note e). Evidence of residence may be required.

Admission Procedure

The Governance of St Francis of Assisi Catholic Primary School is responsible for determining the admission arrangements of the school, including the priority of admissions to the school when the school is oversubscribed. When the application deadline has closed, the Local Authority (LA) provides to the school a list of all applicants who have applied to the school. The school will then rank the applications in strict accordance with its published admission arrangements and provide the LA with the ranked list. The LA is responsible for coordinating the allocation of places in its area, offering individual places to parents on behalf of the school governance on 18 April 2017.

To apply for a place at this school, you should complete and return the following two forms:

1. The LA's **Common Application Form**

All applications should be made online to the Local Authority (where the parent lives.) To be valid the application must be made by 15th January 2017 (www.westsussex.gov.uk). Paper applications will only be sent on request from the Local Authority.

2. The school's **Supplementary Information Form (SIF)**

This is available from the school and the school website and allows the governance to put all applicants in order of priority for admission in line with the published admission policy. Please note that while completion of the SIF is not mandatory, **if a completed SIF is not received, the Governance will only be able to consider the application based on information provided to the local authority in your online application.** To put this in practical terms, if a completed SIF is not received, it is likely that governance will only be able to rank the application (unless it is for a looked after or previously looked after child) within the last criterion i.e. 'Any other children'. The completed SIF must be returned to the school office by 15th January 2017. You are advised to keep a record of the online application and make a copy of the supplementary information form.

Late Applications (For Reception Applications)

This process applies to children starting school (Reception Year) in September 2017. All online applications and the SIF/documents are required on or before 15th January 2017, the statutory closing date. Late applications (those where it is reasonable that a parent could have submitted an application by 15th January 2017) will only be processed when those applications have been dealt with. Any late applications will be considered by the Governance. 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.

Waiting Lists

If the school is oversubscribed, 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 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. The waiting list will be maintained for a period of one academic year. The waiting list will be ranked in line with the oversubscription criteria each time a child is added to the list.

Appeals

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with sections 88 and 94 of the School Standards and Framework Act 1998. Appeals must be made in writing, and must set out the reasons on which the appeal is made. Appeals should be made, within 20 school days of the decision being made, either to the Admissions Appeal Clerk at the school address. Parents/Carers have the right to make oral representations to the Appeal Panel.

In Year Admissions

The oversubscription criteria in this admission policy will also apply to applications made outside the normal age of entry to primary education (Reception Year) i.e. in succeeding years or during the academic year. Please ensure that you contact the school when making an In-Year application. The school will inform the LA of the outcome of the In Year application.

Visiting the School

We encourage parents to visit our school in order to find out more about how we work and the education we offer. Parents are welcome to arrange a visit by contacting the school office. However, such visits do not form part of the process of deciding which children are to be offered a place at the school. There are a number of Open Days in the Autumn Term; the dates are published on the school website and in the parish newsletter around that time.

Giving us the wrong information

If a parent/carer is found to have supplied false or incorrect information to gain a place at this school, the governance reserves the right to withdraw any offer of a place even if the child has already started school. An example of false or incorrect information would be the use of an address that is not the child's normal residence.

Notes (these form part of the admission arrangements):

- a) **'Looked after children'** are children who are in the care of the local authority (LA) or provided with accommodation by a LA in accordance with section 22 of the Children Act 1989(a) e.g. fostered or living in a children's home at the time an application for a school is made. **'Previously looked after children'** means children who were previously in the care of the LA or provided with accommodation by a LA in accordance with section 22 of the Children's Act 1989(a) and who have left that care through adoption, a child arrangement order (in accordance with Section 8 of the Children Act 1989 as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989).
- b) **'Baptised Catholic'** describes a member whose Church of Baptism is 'in communion with the See of Rome'. The Catholic Church comprises the Latin Rite (Roman Catholics) and the Eastern or Oriental Rite (composed of Catholic (Uniate) Churches—see below). This will be evidenced by a certificate of Baptism in a Catholic Church or certificate of reception into full communion with the Catholic Church.

Eastern or Oriental Rite Catholic Churches in Full Communion with Rome	
ALEXANDRIAN	Coptic, Ethiopian (Gheez)
ANTIOCHIAN	Malankrese, Maronite, Syrian
ARMENIAN	Armenian
CHALDEAN (EAST SYRIAN)	Chaldean, Syro-Malabar
CONSTANTINOPOLITAN (BYZANTINE)	Albanian, Belarusian, Bulgarian, Georgian, Greek (Hellenic), Greek-Melkite, Hungarian, Italo-Albanian, Krizevci, Macedonian, Romanian, Russian, Ruthenian, Slovak (Greek), Ukrainian (Greek)

Notes: 1. Eastern Orthodox Churches, including the Coptic Orthodox, Greek Orthodox and Russian Orthodox Churches, are **NOT** in full communion with the See of Rome. 2. 'Anglican Ordinariates' are members of the Latin Rite 3. Anglicans describing themselves as 'Anglo Catholics' are members of the Anglican Communion and therefore not in communion with the Holy See. Please refer any queries to the Catholic Schools Service.

- c) **Exceptional medical need:** If the child has a serious medical condition/disability such that the parent feels the child must go to the first-ranked school, this must be specified on the Supplementary Information Form. Governance can only consider applications under this category if supporting evidence is attached, e.g. a letter from a registered health professional, setting out the particular reasons why this school is the most suitable and the difficulties that would be caused if the child attended another school. The Governance will make their decision based on the medical evidence provided by the child's medical consultants. Governance will consult the LA's medical advisers and only agree to a priority placement if the medical advisers consider it necessary for the child to attend this school. The Governance will take into account any information on exceptional medical need provided by the Local Authority from the Common Application Form.

Exceptional social need: If parents feel there are sensitive, individual and serious family circumstances, perhaps involving the support services (e.g. social care) these may be considered at the time of the application for a school place. This will need to be specified on the Supplementary Information Form and evidence provided, e.g. a report from social services or from a priest detailing why this school is the most appropriate placement for the child given the circumstances of the case. The Governance will take into account any information on exceptional social need provided by the Local Authority from the Common Application Form.

- d) **Siblings:** For admission to this school, a sibling is defined as a brother or sister (i.e. another child of the same parents, whether living at the same address or not), or a half-brother/ half-sister or a step-brother/ step-sister or an adoptive or foster brother/ sister, living at the same address. A child will be given sibling priority if they have a sibling at the school at the time of the child's admission. The Governance will also take into account any information on siblings provided by the Local Authority from the Common Application Form.
- e) **Distance:** Distance will be measured by a straight line from the child's home to the school using Ordnance Survey address point data from a central point in each building.

A child's home address is considered to be a residential property that is the child's only/main residence and not an address that is sometimes used due to certain domestic/special arrangements. The address must be the pupil's home address that applies on the closing date for applications and which is either owned by the child's parent, parents, or guardian OR leased or rented by the child's parent, parents or guardian under a lease or written rental agreement.

If the child regularly stays with another parent or relative and therefore has more than one address, the school place will be allocated based on the address at which the child spends the majority of weekday nights. If two addresses are provided, the Local Authority will decide which address should be used as the main residence for the purpose of processing the application as they only accept one current address. Evidence may be required to confirm the address given and the Local Authority reserves the right to check the information supplied.

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 equidistant from the school e.g. in the same block and in all other ways have equal eligibility for the last available place, the names will be issued a number and drawn randomly to decide which child receives the place.

- f) **Parents/carers/family members:** The terms 'parent' or 'carer' are used for all persons who legally have responsibility for the child. Where the admission arrangements refer to parents or the family's attendance at Mass, it is sufficient for just one parent/carer to attend.
- g) **Practice:** The definition of Catholic practice for the purpose of admission to this school is membership of the Catholic Church (see note b) above) and attendance at Sunday Mass (this includes Vigil Masses on Saturday evenings as well as other Sunday Masses, evidenced by a priest).
- h) **Deferred entry :** Admission authorities are required to provide for the admission of all children in the September following their fourth birthday. The parent/carer has the following options where the governance has offered such a child a place at the school. The parent/carer can decide either:
- I) That the child starts school full-time in the September following their fourth birthday with their natural academic cohort; or
 - II) To defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; or
 - III) That the child starts school on a part-time basis until later in the school year but not beyond the point at which they reach compulsory school age.

i) **Admission of children outside their normal age group:**

Please note that it is the view of the Government, the Diocese, the LA and the Governance of this school that a child is educated alongside his/her age equivalent peers, in almost all cases.

Should a parent/carer request to have a decelerated entry to school i.e. to start later than other children in their chronological age group, they must initially apply for a school place in accordance with the deadlines that apply for their child's chronological age.

As an example, a request to the school for a summer born child (ie between 1 April to 31 August), to be admitted to the reception class in the September following their fifth birthday, must be made prior or during the application process for the child's normal year group. An application also needs to be made to the LA for a school place in the correct year group. This will ensure that parents/carers are not disadvantaged for a preference school place in the event the request is refused.

If the request is accepted, the application for the normal year group may be withdrawn before a place is offered. The parent/carer will be required to apply in the usual way the following year, along with the cohort of applicants for that year group. It should be noted that the application will not receive priority over or above any other applicant for this year group and the application will be considered in line with the published admission criteria applicable for that year of entry alongside all other applicants to the school.

In relation to the request, decisions are made on the basis of the circumstances of each case and in the best interest of the child. The governance will expect the parent/carer to supply them with appropriate information and evidence. What the governance will take into account will include:

- Views of parent/carer
- 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 the child may naturally have fallen into a lower age group if it were not for being born prematurely
- Views of the headteacher of the school.

Please note that parents/carers do not have the right to insist that their child is admitted to a particular age group. It is the governance who, having considered the circumstances of each individual case, will make a decision. The governance will set out clearly for the parents/carers concerned the reasons for their decision in each case.

If the parent/carer is unhappy with a decision about which year group their child will be admitted to, the following applies. Parents/carers who are refused a place at a school for which they have applied have the right of appeal to an independent admission appeal panel. However, there is not a right of appeal if the child has been offered a place and it is not in the year group the parent/carer would like. In such cases, the parent/carer could make a complaint through the school's complaint procedure.

If a parent/carer requests to have an accelerated entry to school i.e. to start earlier than other children in their chronological age group, they must initially apply for a school place at the same time that other families are applying for that cohort. If the governance agrees for the child to have an accelerated entry, the application will be processed. If it is not agreed for the child to have an accelerated entry, they will be invited to apply again in the following year for the correct cohort.

j) **Infant Class sizes:** Current infant class legislation spells out that infant classes (Reception, Year 1 and Year 2) must not contain more than 30 pupils with a single school teacher. Additional children may only be admitted under very limited exceptional circumstances. One of the exceptions is where it is a child whose twin or sibling from a multiple birth is allocated the final place in an infant class. The school will allow this exception wherever logistically possible



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Supplementary Information Form
(For Reception and In-Year admissions entry 2017-18)

- This form should be completed when applying for a place at St Francis of Assisi Catholic Primary School.
- **ALL** applicants should complete Part 1 and Part 4 (and Part 5, if applicable).
- Catholic applicants should also complete Part 2A and then hand it to their priest for him to complete Part 2B. The priest will return the form to you. It is the applicant's responsibility to return the completed form to the school.
- Please enclose a copy of the baptismal certificate if applicable
- If you are not a Catholic but a member of another Christian denomination, please also complete Part 3A and then hand the form to your minister to complete Part 3B. The minister will return the form to you. It is the applicant's responsibility to return the completed form to the school.

NOTE: While it is not mandatory to complete a Supplementary Information Form (SIF), if the school does not receive a completed SIF, it is likely that governance will only be able to rank the application within the last oversubscription criterion. You must also complete and return a Common Application Form (available from & returnable to the Local Authority)

PART 1 (To be completed by ALL parents or carers)

Surname of child: _____ Forename(s) of child: _____

Child's date of birth: _____ Boy Girl

Child's home address *: _____
 _____ Postcode _____

Parent/Carer's Name: _____ Parent/Carer Contact Tel: _____

Names of any siblings who will be attending the school at the time of admission: _____

Faith Declaration:

- If your child is a member of the Catholic Church or another denomination or faith, please complete either A) or B) below, as appropriate
- If neither A) or B) applies to your child, please go straight to Part 4 of this form.

A) I confirm the child is a member of the Catholic Church Yes
 Date and place of Baptism (or Reception into Church if applicable): _____ If 'yes', now go to Part 2A

OR
 B) I confirm the child is a member of another denomination Yes Which denomination? _____
 Date and place of Baptism/Dedication (if applicable): _____ If 'yes', now go to Part 3A

* This should be a residential property that is your child's only or main residence at which your child spends the majority of weekday nights. (see note in admission policy).

PART 2A (To be completed by CATHOLIC APPLICANTS)

Mass normally attended: Saturday evening vigil at: _____ (time) or Sunday at: _____ (time)

Parish in which you live (e.g. Crawley) _____ At which church do you usually worship : _____

If you've recently moved to the parish please give details of your previous parish _____

How often do you attend Mass? Weekly or at least 3 times/month Once or twice a month Less than once a month Do not attend

PART 2B (To be completed by CATHOLIC PRIESTS ONLY)

I am satisfied that the child is a baptised Catholic (or, where applicable), has been received into the Church Yes No

**Please complete/delete as appropriate:*

*I certify that _____ has signed this self-declaration form and that the information he/she has given concerning the family's religious practice is accurate to the best of my knowledge.

*I certify that _____ has signed this self- declaration form. I have recorded below, under 'comments', any reservations that I may have concerning the accuracy of the information on religious practice.

Priest's name: _____ Parish stamp or seal: _____

Signature: _____ Date: _____

Parish(or ethnic chaplaincy): _____ Phone/contact number: _____

Please comment, if appropriate, only to clarify the Mass attendance above: _____

Instruction to priest: Please complete Part 2B & return this form to parent/carer. Parent/Carer to submit form to St Francis School by 15 January 2017

PART 3A (To be completed by APPLICANTS of OTHER CHRISTIAN DENOMINATIONS)

Parish / faith community in which you live: _____

Usual designated place of worship (if different): _____

If you've recently moved please give details of your previous parish or designated place of worship: _____

How often do you attend services? Weekly or at least 3 times/month Once or twice a month Less than once a month Do not attend

PART 3B (To be completed by MINISTERS of OTHER CHRISTIAN DENOMINATIONS)

I am satisfied that the child has been baptised/dedicated Yes No

**Please complete/delete as appropriate:*

*I certify that _____ has signed this self-declaration form and that the information he/she has given concerning the family's religious practice is accurate to the best of my knowledge.

*I certify that _____ has signed this self- declaration form. I have recorded below, under 'comments', any reservations that I may have concerning the accuracy of the information on religious practice.

Name of minister : _____

Signature of minister: _____ Date _____

Parish/Designated Place of worship: _____ Phone/contact number: _____

Please comment, if appropriate, only to clarify the attendance at services: _____

Instruction to minister: Please complete Part 3B & return this form to parent/carer. Parent/Carer to submit form to St Francis School **by 15 January 2017**

PART 4 (To be completed by ALL parents or carers)

I confirm that I have completed a Local Authority Common Application Form Yes No

I confirm that I have read and understood the Admissions Policy and that the information I have given on this form is accurate and truthful. I understand that I must notify the school immediately if there is any change to these details and that should any information that I have given prove false, the governance may withdraw any offer of a place even if the child has already started school:

Signed: _____ Parent/Carer Date: _____

PART 5 (ONLY to be completed by parents/carers where exceptional medical/ social needs apply)

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

(Continue on a separate sheet if necessary)