



## ST. GEORGE'S CATHOLIC SCHOOL

### APPLICATION/ADMISSIONS CRITERIA 2016/2017

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic School, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education is fully supported by all families in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

The Governors of St. George's Catholic School in Maida Vale, London, intend to admit 150 (The Published Admissions Number, PAN) pupils into Year 7 for the academic year 2016/2017. They invite applications for admission from those who desire a Catholic education for their children. Priority of admission will be given to pupils who are baptised, practising Catholics and whose parent(s) wish them to attend a Catholic School.

#### **IN THE EVENT OF OVER-SUBSCRIPTION, APPLICANTS WILL BE CONSIDERED IN THE FOLLOWING ORDER OF PRIORITY**

- 1 Catholic looked-after children and Catholic children who have been adopted (or subject to child arrangements order or special guardianship orders) immediately following having been looked-after.**
- 2 Baptised Catholic pupils from practising Catholic families who practise weekly, and this is confirmed by a supportive Parish Priest's reference.**
- 3 Other Baptised Catholic pupils.**
- 4 Other looked-after children and other children who have been adopted (or subject to child arrangements order or special guardianship orders) immediately following having been looked-after.**
- 5 Pupils of another Christian denomination (which is a member of 'Churches Together in Britain and Ireland'), and whose minister can confirm in writing are practising regularly.**
- 6 Pupils of another Christian denomination (which is a member of 'Churches Together in Britain and Ireland'), and whose minister cannot confirm in writing are practising regularly.**
- 7 Pupils of other faiths whose family wishes them to have a Catholic education and whose religious leader can confirm in writing are practising regularly.**
- 8 Any other pupils.**

When the offer of a place to all applicants in any of the categories listed above would lead to over-subscription, the following provision will be applied.

The attendance of a sibling at the school at the time of enrolment will increase the priority of an application within each category.

#### **EXCEPTIONAL NEEDS**

The Governing Body will give top priority within a category to an application where compelling evidence is provided at the time of application, from an appropriate professional such as a doctor, priest or social worker, of an exceptional medical, pastoral, social or other need of the child, which can only be met at this school.

#### **TIE BREAK**

In the event of there being insufficient places to admit all candidates in any of the categories detailed above, priority will be given to candidates living nearest to the main entrance of the school, on Lanark Road. Distances are measured by a straight line from the centre of the address (determined by Ordnance Survey data) of the child's home to the Lanark Road school main entrance, as measured by the Local Authority's computerised measuring system. Where it is necessary to differentiate between applicants living in flats using the same street entrance, priority will be given to the applicant(s) living closest to the ground floor and then by ascending flat number order. When the last offer is made to a child of a multiple birth (twins, triplets etc.) the remaining child(ren) will also be offered a place, even though it will mean exceeding the published admissions number.

#### **PROCEDURE**

The school is part of the pan-London application scheme which requires applicants to submit:

- 1) A Common Application Form (CAF) to the local authority in the area where they reside.
- 2) To achieve priority parents should also complete the School's Supplementary Information Form (SIF) obtainable from the School or from the LA.

In addition, the Priest's Reference Form can also be obtained from the School or the Westminster Diocese Website [www.rcdow.org.uk](http://www.rcdow.org.uk). Part B only should be returned to the School once it has been signed by the Parish Priest where the applicant practises.

If you do not complete both the CAF and the SIF *and* return the former to the Local authority *where the applicant is residing* and the latter to the School by the pan-London specified date in October, (either by post or by hand) the governors may be unable to consider your application fully and it is possible that you may not be offered a place.

Supplementary Information Forms should be sent to:

The Admissions Officer  
St George's Catholic School  
Lanark Road  
Maida Vale, W9 1RB

**NB** The priest's reference form must also be returned to the School by the same specified date in October.

Late applications i.e. those received after the closing date will not be considered until after the initial offers have been made.

Families will be informed of the outcome of their application by their local authority at the beginning of March 2016.

## **IN-YEAR ADMISSIONS**

Applications for In-Year admissions are made directly to the school. If a place is available and there is no waiting list, the local authority will be informed, the Common Application Form and the Supplementary Information form will be completed and the child will be admitted. If there is a waiting list, then applications will be ranked by the Governing Body in accordance with the oversubscription criteria. If a place cannot be offered at this time then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the Governing Body in the order of the oversubscription criteria and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the Governing Body will decide who is at the top of the list so that an offer can be made.

## **RIGHT OF APPEAL**

If you are unsuccessful you may ask us for the reasons for the refusal of a place. These reasons will be related to the oversubscription criteria listed in the Policy and you will have the right of appeal to an independent panel. Your appeal must reach the school no later than 30<sup>th</sup> March 2016.

## **WAITING LIST**

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This list will be maintained in order of the oversubscription criteria set out in the Admissions Criteria and not in order in which applications are received or added to the list. Names are removed from the list after one year, unless applicants request to remain on the list.

## **STATEMENTS OF SPECIAL EDUCATIONAL NEEDS**

Children with Statements of Special Educational Needs (SEN) or Education, Health and Care (EHC) Plan are admitted under a completely separate procedure. Details are available from the SEN Department at your local authority.

**NOTES** (these notes form part of the oversubscription criteria)

**'Looked after child'** has the same meaning as in Section 22 of the Children's 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).

**'Parent'** means the adult or adults with legal responsibility for the child.

**'Sibling'** means brother or sister to include adopted brothers and sisters, half brothers and sister or step brothers and sisters. A sibling relationship does not apply when the older child(ren) will leave before the younger one starts.

**'Catholic'** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. 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 this includes a look-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).

**'Practising Catholic'** means a Catholic child from a practising Catholic family where this practice is verified by a reference from a Catholic priest in the standard format laid down by the Diocese. 'Family' includes the Catholic or Catholics who have legal responsibility for the child.

**'Christian'** for the purpose of this policy means a member of one of the Churches affiliated to the 'Churches Together in Britain and Ireland'.

**'Resident'** a child is deemed to be resident at a particular address when he/she resides for 50% or more of the school week. Proof of residence may be requested in the form of the current council tax statement.

**'Adopted'** an adopted child is a child who is adopted under the terms of the Adoption and Children Act 2002 s.46 (adoption orders).

**'Residence Order'** a residence order is an order under the terms of the Children Act 1989 s.8 which defines it as an order setting the arrangements to be made as to the person with whom the child is to live.

**'Special Guardianship Order'** a special guardianship order is an order under the terms of the Children Act 1989 s.14a which defines it as an order appointing one or more individuals to be a child's special guardian(s).