



# **St. George's Catholic School**

## **ADMISSIONS POLICY 2022/2023**

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 be 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 180 (The Published Admissions Number, PAN) pupils into Year 7 for the academic year 2022/2023. Priority of admission will be given to baptised Catholic children in accordance with the criteria below.

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

- 1 Catholic children 'looked after' by a Local Authority and Catholic children previously looked after (who had ceased to be looked after due to an adoption, child arrangements or special guardianship order having been made in respect of them) and Catholic children subject to child arrangements orders or special guardianship orders immediately following having been looked after or having been in state care outside England.**
- 2 Baptised Catholic pupils with a Certificate of Catholic Practice.**
- 3 Baptised Catholic pupils.**
- 4 Children 'looked after' by a Local Authority and children previously looked after, (who had ceased to be looked after due to an adoption, child arrangements or special guardianship order having been made in respect of them) and children subject to child arrangements orders or special guardianship orders immediately following having been looked after or having been in state care outside England.**
- 5 Pupils of another Christian denomination with a certificate of baptism or whose minister can confirm in writing that they are members of the parish community.**
- 6 Pupils of other faiths, whose religious leader can confirm in writing that they are members of the faith community.**
- 7 Any other pupils.**

**For relevant definitions, please see NOTES at the end of this policy**

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

**i. 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.

**ii. SIBLINGS**

The attendance of a sibling at the school at the time of enrolment will increase the priority of an application within each category. So that a sibling will be ranked immediately after those with exceptional needs described above.

**iii. FINAL 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. If applicants share the same address point (for example, those who live in the same block of flats or shared house) priority will be determined by random allocation. If two or more applicants live at exactly the same distance from the school, the offer of a place will be decided by random allocation.

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) An e- admissions application to their local authority (LA) via [www.eamissions.org.uk](http://www.eamissions.org.uk), or a paper form from their borough of residence if they do not have access to the internet
- 2) To achieve priority parents should also complete the School's Supplementary Information Form (SIF) obtainable from the School or from the LA.

Applicants applying under criterion 2 should submit a Certificate of Catholic Practice (CCP) by the closing date. The Certificate is available from the priest at the parish where the family normally worships or from the diocesan website. Parents should fill in the top part of the form with their details and then take the form to their parish priest (or the priest at the parish where they normally worship) for signature. It is the parent's duty to ensure that the CCP is submitted to the school in good time. The priest will only sign this form if he knows you.

If you do not complete both the e-admissions application and the SIF *and* return the former to the Local authority *where the applicant is residing* and the latter to the School by 31<sup>st</sup> October 2021, (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. The deadline date for applications is: 31<sup>st</sup> October 2021.

Supplementary Information Forms should be sent to:  
The Admissions Officer  
St George's Catholic School  
Lanark Road, Maida Vale, W9 1RB

NB The Certificate of Catholic Practice should 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 on 1<sup>st</sup> March 2022.

### **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 should reach the school no later than Friday 7<sup>th</sup> April 2022.

### **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 re-rank the list so that an offer can be made.

### **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.

### **FAIR ACCESS**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round, the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been formally agreed by both the local authority and the Governing Body for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

## **EDUCATIONAL HEALTH AND CARE PLAN (EHC)**

The admission of pupils with an Education Health and Care Plan (EHC) is dealt with by a completely separate procedure. Details of this separate procedure are set out in the Special educational needs and disability (SEND) code of practice. If your child has an EHC plan you must contact your local authority Special educational needs and disability officer. Children with this school named in their EHC plan will be considered for admission.

## **CHILDREN EDUCATED OUTSIDE THEIR CHRONOLOGICAL AGE GROUP**

Parents may apply for their child to be educated outside his/her chronological age group i.e. a year behind or a year ahead. Application should be made to the Chair of Governors at the time of application and any supporting evidence should be submitted at the same time. Governors will consider each case on its own merits and permission will only be given in exceptional circumstances.

**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)

**‘Certificate of Catholic Practice’** means a certificate given by the family’s parish priest (or the priest in charge of the church where the family practices) in the form laid down by the Bishops’ Conference of England and Wales. It will be issued if the priest is satisfied that at least one Catholic parent or carer (along with the child, if he or she is over seven years old) have (except when it was impossible to do so) attended Mass on Sundays and holy days of obligation for at least five years (or, in the case of a child, since the age of seven, if shorter). It will also be issued when the practice has been continuous since being received into the Church if that occurred less than five years ago. It is expected that most Certificates will be issued on the basis of attendance. A Certificate may also be issued by the priest when attendance is interrupted by exceptional circumstances which excuse from the obligation to attend on that occasion or occasions. Further details of these circumstances can be found in the guidance issued to priests <http://rcdow.org.uk/education/governors/admissions/>

**“Children of other Christian denominations”** means children who belong to other churches and ecclesial communities which, acknowledge God’s revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God’s will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common

witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTŪN (Churches Together in Wales) are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

**“Children of other faiths”** means children who are members of a religious community that does not fall within the definition of ‘other Christian denominations’ at 7 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

**‘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 defined by section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. A residence order is defined by section 8 of the Children Act 1989

**‘Child Arrangements Order’** A child arrangement order is defined by section 8 of the Children Act 1989 as amended by section 14 of the Children and Families Act 2014 settling 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).