

Dear Sir/Madam,

Please find the Draft Admissions Policy 2019-2020 and the Draft Supplementary Information Form 2019-2020 attached for Larmenier & Sacred Heart Catholic Primary School, 41a, Brook Green., Hammersmith, London W6 7BL

Please note that the School has made the following changes

1. Oversubscription criteria 2 the words 'Catholic Family' and 'within 12 months' have been deleted
2. Oversubscription criteria 3. the words 'Catholic Family' and 'within 12 months' have been deleted
3. Oversubscription 4 has been deleted 'A child baptised Catholic after 12 months of birth with a Certificate of Catholic Practice from a Catholic family.'
4. Oversubscription Criteria, 8 and 9 and 10 have been amalgamated into Criteria 7- Any other applicant
5. Included new criteria for **Exceptional, Social or Medical Need**-To demonstrate an exceptional social or medical need **of the child** which can only be met at this school, the Governing Board will require compelling written evidence from an appropriate professional such as a social worker or doctor. The needs should be the needs of the child, not the social or domestic convenience of the family, and the case must be made for a place at this particular school, not a general need. The Governing Board will only consider evidence or claims under this criterion made at the time of application. Any cases put forward retrospectively will not be accepted.
6. Catholic Definition- additional wording has been added- For the purposes of this policy this includes a looked after child in the process of adoption and living with a Catholic family, where a letter from a priest demonstrates that the child would have been baptised were it not for his/her status as a looked after child. For a child to be treated as Catholic, evidence of Catholic baptism or reception in the Catholic Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their parish priest who, after consulting with the diocese will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
7. Residency- additional wording has been added- For the purpose of this admissions policy residency is defined as the address at which a child resides for more than 50% of the week.

The consultation period is from Monday, 18th December to Monday 29th January 2018.

Please address any comments to Elizabeth Dahlgren, Chair of Admissions
Larmenier & Sacred Heart Catholic Primary School, 41a, Brook Green., Hammersmith, London W6 7BL
E-Mail: admin@larshrc.lbhf.sch.uk

Yours sincerely,
Elizabeth Dahlgren,
Chair of Admissions

LARMENIER & SACRED HEART CATHOLIC PRIMARY SCHOOL



ADMISSIONS POLICY AND CRITERIA - SCHOOL ADMISSIONS 2019-2020

Larmenier & Sacred Heart Catholic Primary School is a Voluntary Aided school, in the trusteeship of Westminster Diocese for the education of baptised Catholic children. Responsibility for the admission of pupils rests with the Governing Board. 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 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 Published Admissions Number (PAN) for the school is sixty. Applications are invited for September 2019 from parents/carers whose child attains 4 years of age between 01/09/2018 and 31/08/2019. Where there are more applications than places, places will be offered to children in the order set out below:

Oversubscription Criteria

1. Catholic 'Looked After' children and Catholic children who have been adopted (or made subject to child arrangements orders or special guardianship orders) immediately after having been looked after.
2. A child baptised Catholic at the time of application with a Certificate of Catholic Practice resident in the parish of Brook Green. (Parish map included in Admissions pack)
3. A child baptised Catholic at the time of application with a Certificate of Catholic Practice resident in other parishes.
4. Other baptised Catholics.
5. Other 'Looked After' children and children who have been adopted (or made subject to child arrangements orders or special guardianship orders) immediately after having been looked after.
6. Children of Catechumens with a certificate/letter of reception into the order of Catechumens and members of the Eastern Christian Church whose application is supported by a letter from a minister of religion confirming membership of the faith community.
7. Any other applicant.

The Governing Board will give top priority within each category (1-7) in the following numerical order:

1. Where evidence is provided at the time of application of an exceptional social or medical need **of the child** which can only be met at this school. (*See page 3 for further information on 'Social or Medical Need'*)
2. Children who will have a sibling in the school in September 2019. For the purposes of this policy the word sibling is defined as brothers and sisters, step brothers and sisters, half brothers and sisters, adoptive brothers and sisters.
3. The proximity of the child's home to the school.

Where the school becomes oversubscribed within any of the above categories priority will be given to those living nearest to the school. Distance will be measured using the shortest 'straight line' distance, from the 'seed point' (a central point) of the child's home address (including flats) to the main entrance of the school at 41a Brook Green, Hammersmith, London W6 7BL, using the local authority's computerised measuring system. For applicants from the same block of flats, or who live the same distance from the school, random selection by the drawing of lots in the presence of an independent witness will be used as the final tie-breaker. In circumstances where a carer or relative has legal guardianship, and is the main carer, a different address will be considered as the main residence. Evidence will be requested to support this arrangement.

Applications from twins, triplets or other children from multiple births will be treated with equal priority. Where the final place is offered to a child who has a twin/triplet etc. applying for a place in the same school year, these siblings will also be admitted.

The school was very heavily oversubscribed with XX applications for admission to the school in September 2018. Over the past three years, two children have been admitted beyond criterion 3 and over the past eleven years one appeal has been successful.

The following distances tell you how far from school our furthest admission lived in the specified year of entry:

2014/2015 - 1.558 miles
2015/2016 - 1.4828 miles
2016/2017 - 1.603 miles
2017/2018 - 2.5295 miles
2018/2019 -

Application Procedure

In order to make an application, you must complete an online or eAdmissions form from your local authority and return it to them. Applications from residents in Hammersmith & Fulham should complete the eAdmissions form, where possible, at www.lbhf.gov.uk/eadmissions. You should also complete the school's **Supplementary Information Form (SIF)**. Whilst this is not compulsory, the information on the SIF enables the Governing Board to assess your application fully against the school's criteria in the event of oversubscription. Please return the SIF (in person or by post) to the school, together with all other relevant paperwork required for your application. If you do not complete both of the forms described above and return them by 15th January 2019, the Governing Board will be unable to consider your application against the oversubscription criteria and your child will be ranked under the lowest criterion. It is very unlikely that your child will be offered a place if a SIF is not supplied.

Certificate of Catholic Practice

Applicants applying under criteria 2, 3 and 4 must submit a Certificate of Catholic Practice (CCP) by the closing date. This form is available from the priest at the parish where the family normally worships or the Diocese of Westminster website. It is the applicant'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 and agrees that you are a practising Catholic family.

Timetable for Primary School Admission to Reception Classes 2019-2020

- **1st September 2018** - Applications open.
- **15th January 2019** - Closing date for application forms to be returned to the local authority and the school.
- **16th April 2019** - Decision letters are sent to parents by first class post; those applicants who applied online can get their decisions from 5.00pm by logging onto the online admissions site. Parents will also be notified by e-mail on evening of 16th April 2018.
- **1st May 2019** - Final date for parents to accept or decline their school offer.
- **24th May 2019** Final date for child's name to be put on to the school's waiting list.
- **24th May 2019** - Final date for parents to submit an appeal to the school.
- **June/July 2019** - Appeals heard by an independent panel.

Unsuccessful applicants will be given reasons related to the over subscription criteria as listed above.

Late Applications

Any application received by the school after the closing date, 15th Jan 2019, will be considered late and will be processed after the offer date of 16th April 2019. Should an application be received late for an exceptional reason (e.g. death in the immediate family or recent arrival in the country) it will be considered. The reason(s) for late applications should be supported by documented evidence.

Appeals Procedure

Parents whose applications for places are unsuccessful have the right to appeal the decision. This must be expressed in accordance with the Governors' Admissions Criteria. In the first instance, the appeal must be addressed to the Chair of the Governing Board, c/o Larmenier & Sacred Heart Catholic Primary School. Appeals should be submitted by Friday 24th May 2019.

Waiting Lists

If you wish your child's name to be put on a waiting list, please write to the school's Admissions Officer within fifteen working days of the mailing date of the decision letter. This waiting list will be maintained in order of the oversubscription criteria set out above for the academic year 2019-2020. Placing your child's name on the waiting list does not affect a parent's right to appeal.

Change of Details

If any of your details change between the date of application and the date your child starts school, you must inform the school and the local authority immediately. If incorrect information is given or allowed to remain on your documentation, the Governing Board reserves the right to withdraw the place, even if the child has already started at the school.

Exceptional, Social or Medical Need

To demonstrate an exceptional social or medical need **of the child** which can only be met at this school, the Governing Board will require compelling written evidence from an appropriate professional such as a social worker or doctor. The needs should be the needs of the child, not the social or domestic convenience of the family, and the case must be made for a place at this particular school, not a general need. The Governing Board will only consider evidence or claims under this criterion made at the time of application. Any cases put forward retrospectively will not be accepted.

Pupils with an Education, Health and Care (EHC) Plan

The admission of pupils with an Education, Health and Care (EHC) plan is dealt with by a completely separate procedure. Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has an EHC plan you must contact your local authority SEN officer. Where this school is named in an EHC plan, the child will be admitted.

In-Year Admissions

Applications for in-year admissions are made in the same way as those made during the normal admissions round. If a place is available and there is no waiting list, then the child will be admitted. If more applications are received than there are places available then applications will be ranked by the Governing Board in accordance with the oversubscription criteria, [with the following modifications: Catholic children without an offer of a school place elsewhere are given priority immediately after Catholic 'Looked After' children and Catholic children who have been adopted (or made subject to child arrangements orders or special guardianship orders) immediately after having been looked after; similarly, other children without an offer of a school place are given priority immediately after Other 'Looked After' children and children who have been adopted (or made subject to child arrangements orders or special guardianship orders) immediately after having been looked after]. 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 Board in the order of the oversubscription criteria [as modified above] and not in the order in which the applications are received. Names are removed from the list at the end of every 6 months unless a request is made to keep the application on the waiting list. When a place becomes available, the Governing Board will re rank the list and an offer will be made.

Fair Access Protocols

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 Board is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Diocese and the Governing Board for the current school year. The Governing Board has this power even when admitting the child would mean exceeding the published admission number.

Deferred Entry

Applicants may defer entry to school up until statutory school age, i.e. the first day of term following the child's fifth birthday. Application is made in the usual way and then the deferment is requested. The place will then be held until the first day of the spring or summer term. Applicants wishing to defer entry for summer born children should note that entry can only be deferred up until 1st April 2020. Parents may also choose to send their child to school part-time until statutory school age is reached.

Summer Born Children

Parents may apply for summer born children, i.e. born between 1st April – 31st August, to start Reception in the September following their 5th birthday. The Chair of Governors should be notified by 15th January 2019 and an application made in the usual way for the year in which the applicant wishes the child to start school. The application will be ranked with all other applications and there is no guarantee that an offer will be made.

Admission of Children outside their Normal Age Group

Requests for admission outside of the child's chronological year of entry will be considered in accordance with para. 2.17 (Admissions Code). Such requests must be made in writing to the Chair of Governors during the autumn term in the year of application, i.e. September – December 2018 for entry in September 2019. Governors will consider each request on its own merits and permission will only be given in exceptional circumstances. Each case must be supported by a professional (e.g. GP, social worker) that gives the reason for admission outside of the chronological age group would be in the child's best interest. When the application is made, it will be ranked with all the other applications and no further exceptions will be given. A statutory right of appeal will be given upon refusal if no place has been offered in any school year.

Notes (these notes form part of the oversubscription criteria)

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

'Carer' – is the person or persons who have legal responsibility for the child.

'Catechumen' means a member of the catechumenate of the Catholic Church. This is normally evidenced by a certificate/letter of reception into the order of catechumens.

'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a Certificate of Baptism in a Catholic church or a Certificate of Reception into full communion with the Catholic Church. For the purposes of this policy this includes a looked after child in the process of adoption and living with a Catholic family, where a letter from a priest demonstrates that the child would have been baptised were it not for his/her status as a looked after child. For a child to be treated as Catholic, evidence of Catholic baptism or reception in the Catholic Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their parish priest who, after consulting with the diocese will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

'Certificate of Catholic Practice' means a certificate issued by the family's parish priest (or the priest in charge of the church where the family attends Mass) 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 the 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>].

'Child Arrangements Order' - An order under the terms of the Children Act 1989 s.8 settling the arrangements to be made as to the person with whom the child is to live. A child 'looked after' immediately before the order is made, qualify in this category.

'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

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

'Parent' – is the person or persons who have legal responsibility for the child.

'Proof of Address' - To ensure that the admissions policy is applied fairly, we reserve the right to request further documentation if there is a question concerning the validity of the address. If you are unable to provide the required proofs of residency as stated in the SIF, please write to the School Admissions Committee explaining your reasons at the time of application. If we find that a place was offered on the basis of false information, we reserve the right to withdraw the place, even if the child has started school.

'Resident' –For the purpose of this admissions policy residency is defined as the address at which a child resides for more than 50% of the week.

If you have a genuine 50/50 share care arrangement with your child's other parent it will be for you to determine which address will be used as the main address for your child's application. Only one address will be used throughout the application process.

'Special Guardianship Order' - 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).

If your child is in the Nursery Class, this does NOT guarantee admission to the school. It is necessary to complete a SEPARATE application form to be considered for admission to Reception.

**Larmenier & Sacred Heart Catholic
Primary School**



Supplementary Information Form 2019-2020

Child's Details

Child's First Name:	
Child's Surname:	Date of Birth:
Home Address:	
<i>Proof of residence will be required</i>	Postcode:

Parent/Carer Details

Parent/Carer's Name:	
Address:	
Telephone Number:	
Other Contact Details:	
Alternative contact details:	
Address:	
Telephone Number:	
Other Contact Details:	

Details of Religion

	Catholic	Other Christian	Other Faith
Religion of Child: <i>(Please tick)</i>			
Religion of Parent/Carer: <i>(Please tick)</i>			
Catholic Parish you live in:			
Church where child was baptised and date of baptism: (baptismal certificate required - if applicable):			
Church where your family practises:			
Name of priest supplying Certificate of Catholic Practice (where appropriate):			

Name of applicant's brothers or sisters who will still be in attendance at the school in September 2019 and their current class:	NAME	CURRENT CLASS/ YEAR GROUP
Is your child 'looked after' by the Local Authority, adopted or subject to a 'child arrangements order' or special guardianship order, having previously been 'looked after'? (Please circle your response)	YES	NO

Documentation to be submitted together with this Supplementary Information Form:

Proof of date of birth

Original Baptismal Certificate *(If applicable)*

Original Certificate of Catholic Practice (CCP)

Evidence of an exceptional social or medical need **of the child** *(If applicable)*

Proof of Residence: You will need to provide 2 Proofs of Residence, one from Category A and one from Category B

CATEGORY A - you will need to provide 1 of the following:

Current year's council tax bill OR council rent book for the current year OR Current Electoral Register registration

AND

CATEGORY B - you will need to provide the following:

Current utility bill dated within 3 months

I have submitted the on-line Application Form to my Local Authority

I confirm that I have read and understood the Admissions Policy and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that, should any information I have given prove to be inaccurate, the governors may withdraw any offer of a place even if the child has already started school.

Signed..... Date.....

Please Note

- Where applicable parents can obtain a Certificate of Catholic Practice from the parish where the family normally worships or the Diocese of Westminster website
You **must** complete your Local Authority's on-line Application Form and return it to the council by the closing date, **15th January 2019**. If you do not do this, you will not be offered a place.

When fully completed please return all documentation to:

The Secretary for Admissions
Larmerier & Sacred Heart Catholic Primary School
41a Brook Green, Hammersmith, London W6 7BL
Telephone: 020 8748 9444 FAX: 020 8237 0959

FOR OFFICIAL USE ONLY

Date Application Received by the School

