St Augustine’s Catholic Primary School

Admission Arrangements & Criteria 2020/21

Mission Statement
Following Jesus, our school family shows love and respect

School Admission Criteria 2020/2021
for one another and the world around us.

Basic Information

1. St Augustine’s Catholic Primary School is situated in the Diocese of Brentwood and is maintained by the London Borough of Redbridge Local Education Authority.

2. The Governing Body of the school is responsible for determining and administering the policy relating to the admission of pupils to the school. It is guided in that responsibility by the requirements of the law, by the advice of the Diocesan Trustees, and its duty to the school and the Catholic community.

3. The school primarily serves the parishes of St Augustine of Canterbury, Barkingside; St John Vianney, Clayhall; St John the Baptist, Ilford and The Assumption, Hainault (details of Parish boundaries can be obtained from the relevant Parish Priest or Diocesan Offices)

4. Having consulted the LEA and others in accord with the requirements of the law, the Governing Body has set as its planned admission number 60 pupils for the school year commencing September 2020.

5 (a) Parents wishing to apply for a place in the school for their child in the school year 2020/2021 must complete a Common Application Form (CAF) available from 1st September 2019 from the Local Authority and return it by the date determined by the Local Authority in accordance with the Coordinated Admissions Scheme. Applications are made via the London Borough of Redbridge website at www.redbridge.gov.uk and using the link to eAdmissions. It should be carefully noted that all applications must be submitted on these forms and all applications will be considered at the same time.

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5 (b) In accord with the provisions of Regulation 49 of the Education (School Government) Regulations 1999, the Governing Body has delegated responsibility for determining admissions to its Admissions Committee.

6. Pupils who are admitted to the school will enter the reception class(es) in September 2020.

As required by law, the Governing Body will not admit more than 30 pupils to any one reception or infant class.

Criteria
The School’s admissions policy should reflect its purpose of serving its relevant Catholic community. The following criteria are designed to acknowledge that responsibility of the Governing Body. Therefore, when considering applications, the Admissions Committee will apply the following criteria in order of priority.

The Governing Body of St. Augustine’s Catholic Primary School will apply the following criteria fairly and equitably to all applications for places in the order of priority stated.

1. Looked after and legally adopted children, including previously looked after children (Schools Admissions Code para 1.7). Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

2. Baptised Children, of practising Catholic families (*) who are resident in the Parishes of St. Augustine of Canterbury, Barkingside; St John the Baptist, Ilford; St John Vianney, Clayhall and The Assumption Hainault.

3. Baptised children of practising Catholic families (*) who are resident in other parishes at the time of application.

4. Baptised Catholic children (**) whose parents do not attend Mass regularly, but who desire a Catholic education for their child(ren).

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5. Children who have at least one Catholic parent and who are to be Baptised within 6 months of closing date of applications. Supporting evidence will be required.

6. Baptised children of other Christian denominations (i.e. the Eastern Orthodox Churches, the Anglican Communion, the Baptist Church, the Methodist Church, the Presbyterian Church) at least one of whose parents practice in their faith and whose application is supported, in writing, by the appropriate Minister of Religion.

7. Any other applicant who does not fulfil any of the above criteria.

Children with a Statement of Special Educational Needs / EHC Plan: The law provides a separate process for the admission of children with a Statement of Special Education Needs or Educational, Health and Care Plan. The school will work in full co-operation with the appropriate agencies to ensure children with a Statement of Educational Needs which names St Augustine’s Catholic Primary School, will be admitted to the school.

* The term “Practising” in relation to the Catholic Faith refers to obligations laid on Catholics by the Code of Canon Law primarily that of the obligation to assist at Mass on all Sundays and Holy Days of Obligation (Canon 1247).

** A baptised Catholic is one who has been baptised [even conditionally (Canon 869)] into the Catholic Church in accordance with Canon 849 and whose parents(s) / carer(s) can produce a valid certificate that this is so.

Regularity of Mass attendance by at least one parent, as determined by the Code of Canon Law, primarily that of the obligation to assist at Mass on all Sundays and Holy Days of Obligation (Canon 1247)) will be a determining factor in the prioritisation of applications. Regularity will be determined by the Certificate of Catholic Practice.

The term “Looked After Children” refers to children in “public care” within the meaning of s22 of the Children’s Act 1989. This provision relates to children in the care of the Local Authority or provided with accommodation by a Local Authority, Social Services Dept, e.g. children with foster parents.

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Deferred Entry: Admission authorities must allow parents of children who are offered a place at the school before they are of compulsory school age to defer their child’s entry until later in the school year. Where entry is deferred, admission authorities must hold the place for that child and not offer it to another child. The parent/carer would not, however, be able to defer entry beyond the beginning of the term after the child’s fifth birthday, nor beyond the academic year for which the original application was accepted. Requests to defer entry must be in writing to the Headteacher.

In-Year Admission: Applications for in-year admissions are made in the same way as those made during the normal admissions round. If more applications are received than there are places available, applications will be ranked by the Governing Body in accordance with the admissions / oversubscription criteria above. Applicants will be notified of the outcomes by the Governing Body.

Waiting List: The school maintains a waiting list. Parents who express a desire to be placed on the waiting list will be placed in order of priority in accordance with the published criteria. All waiting lists will cease on 31st December annually and applicants will need to re-apply. Please note that being on a waiting list does not gain any priority in the Admissions Criteria and waiting lists will be adjusted to take account of late or in-year applications. “In Year Fair Access Protocol” admissions will take precedence over those on the waiting list as required.

Places are offered for a particular year group based on the child’s date of birth. Parents / carers can seek in writing, at the point of application, places outside their child’s normal academic year group. All offers or alternative allocations will be based on the child’s age not ability or educational history. The Admissions Authority consider any parental representations to support their request for their child to be educated a year group higher or lower than for their age group. In all cases, the decision is final and there is no right of appeal for a place outside a child’s academic year group. This does not affect a parent / carers right of an appeal for a place at their preferred school where they have applied and been refused.

The school will accommodate both / all twins / multiple births if we admit one.

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Parents / carers of prospective children to St Augustine’s Catholic Primary School are welcome to contact the school to arrange a visit and meet with the Headteacher at a mutually convenient time.

In the event of over-subscription in the number of applications, then the Admissions Committee will offer places in the following order of precedence for each level of priority (below):

(i) Children who have a sibling at the school at the time of likely admission.  
Sibling refers to brother or sister, half brother or sister, adopted brother or sister or step brother or sister.

(ii) Children of teaching staff who:
   a) Have been employed at the school for two or more years at the time of application for the school place or
   b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

(iii) The shortest measured walking distance from the child’s home to school, using public roads and footpaths, is used to give priority to applicants.

(iv) In the event of there being a tie regarding our admissions criteria, there will be a lottery tie break undertaken by the Local Authority with a member of St Augustine’s Admissions Committee present.

Additional Information
1. The parents of those children whom the Admission Committee have agreed to admit as pupils at the school will be informed, in writing, by the Local Authority in accordance with the Co-ordinated Admissions Scheme. Last date for offers to be accepted by parents will be determined by the Local Authority in accordance with the Co-ordinated Admissions Scheme.

2. The parents of those children whose application for a place in the school was unsuccessful will be informed, in writing by the Local Authority in accordance with the Co-ordinated Admissions Scheme with reasons for the Admissions Committee’s not offering a place and a description of the rights of the parents to lodge an appeal against the decision including detail of how and to whom such an appeal should be lodged.

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3. Applications received after the deadline will be considered in accordance with the admissions criteria, but after those submitted on time.

November 2018.