

**WESTMINSTER CATHEDRAL CATHOLIC PRIMARY SCHOOL.**  
**ADMISSIONS CRITERIA 2019- 2020**

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 governing body has responsibility for admissions to this school and intends to admit the Published Admission Number of 30 pupils to the reception class in the school year which begins in September 2019.

Applications are invited for September 2019 from families whose child attains 4 years of age between 01/09/2018 and 31/08/2019.

**Oversubscription criteria**

Where there are more applications than the number of places available, places will be offered to the following in 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.
2. Baptised Catholic children with a Certificate of Catholic Practice with a brother or sister at school at the time of enrolment (or step sibling resident at the same address).
3. Baptised Catholic children with a Certificate of Catholic Practice whose parent is a member of teaching staff and has been employed at the school for at least two years at the time of application.
4. Baptised Catholic children with a Certificate of Catholic Practice, who are resident in the parishes of the Holy Apostles and Westminster Cathedral. The map of the parish for the Holy Apostles and Westminster Cathedral can be found opening the link below, a paper copy is attached.



Parish Map.jpg

5. Other baptised Catholic children with a Certificate of Catholic Practice, who live outside the parishes of the Holy Apostles and Westminster Cathedral.
6. Other baptised Catholic children.
7. Other looked after children and other children who have been adopted (or subject to Child Arrangement orders or special guardianship orders).
8. Christians of other denominations whose application is supported by a letter from their minister/faith leader confirming membership of the faith community.
9. Children of other faiths whose application is supported by a letter from their minister/faith leader confirming membership of the faith community.
10. Any other applications.

**Exceptional need**

The Governing Body will give top priority, after the appropriate category of looked-after children, 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 social, medical, pastoral or other need of the children, which can only be met at this school.

### **Tie Break**

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to oversubscription, the places up to the admission number will be offered to those living nearest the school. The distance measurement is carried out by the LA and information given to the Governors. This will be determined using Westminster LA software. The Admissions Department at Westminster Local Authority has provided the following explanation of how the software measures the distance from home to school.

*Distances are measured by a straight line from the address seed point (determined by Ordnance Survey data) of the child's home address to the main school gate for pupils, 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."*

Where the ranking of children from multiple births would mean the remaining twin or triplet would take the class over the standard number for infant class sizes this will be allowed in the case of multiple births

### **Waiting Lists**

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list. Children are kept on the list for the duration of their primary school career.

### **Education, Health and Care Plans (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 code of practice. If your child has an EHC plan you must contact your local authority SEN officer. Children with this school named in their EHC Plan will be admitted to the school.

*Notes (these notes form part of the oversubscription criteria).*

**"Adopted"** means any child who has left care because they were adopted and whose parents can give proof of this status.

**"Looked after child"** has the same meaning as in Section 22 of the Children 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 at the time of making an application to the school).

**"Child Arrangements Order"**. A child arrangements order is an order under the terms of the Children Act 1989 Section 8 which defines it as an order settling the arrangements to be made as to the person with whom the child is to live. This priority applies to a child who was looked after up until this order was made.

**“Special Guardianship Order”**. A special guardianship order is an order under the terms of the Children Act 1989 Section 14A which defines it as an order appointing one or more individuals to be a child’s special guardian(s). This priority applies to a child who was looked after up until this order was made.

**“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 certification of baptism in a Catholic church or a certificate of reception into the full communion of the Catholic Church.

**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 practises) in the form laid down by the Bishops’ Conference of England and Wales.

**“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 sisters or step brothers and sisters. A sibling relationship does not apply when the older child(ren) will leave before the younger one starts.

**“Christian”** for the purposes of this policy, means a member of one of the Churches affiliated to “Churches Together in Britain and Ireland”.

**“Resident”** – A child is deemed to be resident at a particular address when he/she resides there for more than 50% of the school week.

To demonstrate an exceptional social, medical or pastoral need of the child which can only be met at this school, the governing body will require compelling written evidence from an appropriate professional, such as a social worker, doctor or priest.

### **Appeals Procedure**

Parents who are unsuccessful in securing a place for their child have the right of appeal. They should write to the Chair of Governors, and should be received no later than 25<sup>th</sup> May 2018. The school follows the procedure laid down by the Westminster Diocese in such circumstances.

### **Applications to Westminster Cathedral Catholic Primary School, 2019-2020**

In order to make an application, you must complete an application form from your local authority either online or on paper and return it to them. You should also complete the School’s Supplementary Information Form (SIF). Whilst this is not compulsory, the information on the SIF enables the Governing Body 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 forms described above and return them by 15<sup>th</sup> January 2019, the Governing Body 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, 4 and 5 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 from the diocesan website. 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 and agrees that you are a practising Catholic family.

These forms should be returned to :-

The Admissions Officer,  
Westminster Cathedral Catholic Primary School,  
Bessborough Place,  
Pimlico,  
London, SW1V 3SE.

The child's baptism certificate (if applicable) must be submitted with this form.

The closing date for applications is **15 January 2019**.

Both the Westminster Common Application Form and the school's supplementary form must be received by that date.

If you do not complete both the CAF (Common Application Form) and the SIF (Supplementary Information Form) and return them by the closing date, the governing body may be unable to consider your application fully and it is very unlikely that your child will get a place at Westminster Cathedral Catholic Primary School.

The school was heavily oversubscribed in the application year 18/19, receiving 53 applications for 30 places and such the governors were obliged to allocate places strictly in accordance with the school's admissions criteria

### **Late Applications**

Applications received after the closing date will be dealt with after the initial allocation process has been completed.

### **Offer of places**

Parents will be notified by the Local Authority on **Wednesday 16<sup>th</sup> April 2019**.

### **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 may also request that their child attend part-time until statutory school age is reached. Entry may not be deferred beyond statutory school age or beyond the year of application. Parents wishing to defer entry for summer born children should note that entry can only be deferred up until 1<sup>st</sup> April 2019.

## **Children educated outside their chronological age group (Except applications for Reception for summer born children).**

Parents may request that their child be educated out of his/her chronological age group. Such requests must be made in writing to the Chair of Governors during the autumn term in the year of application. Governors will consider each request on its own merits and permission will only be given in exceptional circumstances. 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.

### **Summer Born Children**

If a parent wishes his/her summer born child to start school in Reception in the September following his/her 5<sup>th</sup> birthday i.e. a child born between 1<sup>st</sup> April – 31<sup>st</sup> August being admitted to Reception at 5 years of age, they should make the school aware of this by writing a letter to the Chair of Governors at the time of application. Parents must then submit an application in the normal way. This application will be treated in the same way as all other applications and there is no guarantee that an offer will be made.

### **In-Year Admissions**

Applications for In-Year admissions are made directly to the school. Where there is no waiting list the local authority will be notified and the child will be admitted. If more applications are received than there are places available then applications will be ranked by the governing body 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; similarly, other children without an offer of a school place are given priority immediately after other 'looked-after' children. 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 [as modified above] 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.

### **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 body 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 body for the current school year. The governing body has this power even when admitting the child would mean exceeding the published admission number.