

# MARGARET ROPER CATHOLIC PRIMARY SCHOOL

Russell Hill Road Purley Surrey CR8 2XP

Telephone 020 8660 0115 – Fax 020 8660 9656

Email: [office@margaretroper.croydon.sch.uk](mailto:office@margaretroper.croydon.sch.uk)

Website [www.margaretroper.croydon.sch.uk](http://www.margaretroper.croydon.sch.uk)

---

## ADMISSIONS POLICY For September 2017 entry

### MISSION STATEMENT

**“Jesus took a little child and set him by his side and then said to them, ‘Anyone who welcomes this little child in my name, welcomes me; and anyone who welcomes me, welcomes the one who sent me.’ ”**

**Margaret Roper Catholic Primary School** is a voluntary aided school in the Diocese of Southwark. It is in the trusteeship of the Diocese. The school is conducted by its governing body as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government, and seeks at all times to be a witness to Jesus Christ.

The school exists primarily to serve the Catholic community and Catholic children always have priority of admission. However, the Governing Body also welcomes applications from those of other denominations and faiths and from those who have no faith who support the religious ethos of the school.

Having consulted with the Local Authority, the Diocese and other admission authorities, the Governors intend to admit into the reception class, in September 2017, up to 30 children without reference to ability or aptitude.

We aim to be a community permeated by faith in Jesus Christ, which recognises, celebrates and raises awareness of the richness of other cultures and faiths.

We will foster knowledge, skills and the talents of each child, in order to develop excellence across the whole curriculum.

Self-discipline, courtesy, good manners, and, especially, respect, concern and care for others will be greatly valued.

We will encourage respect and care of God’s World, our environment.

### Admission Procedure

The Governing Body of Margaret Roper School is responsible for the admission of pupils. Up to a total of 30 children each year will be admitted to the Reception class by the Governing Body, in accordance with the Admissions Criteria set out below. See note c.

Older children may be admitted to the school subject to the availability of places in their age group provided that the criteria set out below are met. Application should be made direct to the school and a Local Authority application form should also be completed.

To apply, parents should complete **BOTH** the Common Application Form (CAF), available from their own local authority **AND** the School's Supplementary Information Form. Parents may obtain a Supplementary Information Form (SIF) from the school or their own Local Authority. Parents should note that completion of a SIF is not mandatory. However, any applications without a SIF will be treated by governors under Criterion 12, Any Other Children.

For Reception children, a SIF should be fully completed and returned to the school no later than **15<sup>th</sup> January in the year of admission**. Late applications will be considered after the initial on-time offer round, if places are still available.

At the same time as submitting the SIF for children of all ages, parents should provide a copy of the baptismal certificate, evidence of residence in the form of an original utility bill and a reference from their Parish Priest, to support the criteria below. Please note:

- **If you have been resident in your parish for less than a year, please also obtain a reference from your previous Parish Priest.**
- **If you regularly attend mass at more than one parish, please obtain a reference from both parishes.**

An open day, for those applying to join the reception class, is organised in the autumn term. This will be an opportunity to see the school and to ask questions.

Offers of places will be sent to parents by their home local authority on the common offer date in April.

## **ADMISSION CRITERIA**

The number of applications for admission to Margaret Roper School frequently exceed the number of places available. Priority will always be given to baptised children whose parent(s) are practising Roman Catholics who show a commitment to Catholic education. Where there is over-subscription, the governors will rank pupils on the basis of the criteria set out below:

### ***The Criteria***

1. Looked after Catholic children or looked after children in the care of Catholic families and previously looked after Catholic children who have been adopted or who have become the subject of a residence or guardianship order. (See note j).
2. Baptised Roman Catholic children with a sibling on roll at Margaret Roper School in September 2017, being brought up in the practice of the Catholic Church, who have one or both Catholic parents who attend Sunday mass as a family every week (except for periods of illness or family holiday).
3. Baptised Roman Catholic children with a sibling on roll at Margaret Roper School in September 2017, being brought up in the practice of the Catholic Church, who have one or both Catholic parents who attend Sunday mass less than once a week.
4. Baptised Roman Catholic children, resident in the parish of St John the Baptist Church, Purley, being brought up in the practice of the Catholic Church, who have one or both Catholic parents who attend Sunday Mass as a family every week (except for periods of illness or family holiday).
5. Baptised Roman Catholic children, resident in a parish other than St John the Baptist Church, Purley, being brought up in the practice of the Catholic Church who have one or both Catholic parents who attend Sunday Mass as a family every week (except for periods of illness or family holiday).
6. Baptised Roman Catholic children, resident in the Parish of St John the Baptist, Purley who attend Sunday Mass less than once a week.
7. Baptised Roman Catholic children, not resident in the Parish of St John the Baptist, Purley who attend Sunday Mass less than once a week

8. Other looked after children and other previously looked after children who have been adopted or who have become the subject of a residence or guardianship order.
9. Any other Children with a sibling on roll at Margaret Roper School in September 2017
10. Those not fulfilling criteria 1-9, having regard to the pastoral, medical and/or social need which makes this school particularly suitable for pupils resident in the parish of St John the Baptist Church, Purley.
11. Those not fulfilling criteria 1-10, having regard to the pastoral, medical and/or social need which makes this school particularly suitable for pupils not resident in the parish of St John the Baptist Church, Purley.
12. Any other children.

## TIE BREAKS

1. Where the number of applicants who fulfil the criteria in any of the categories above exceeds the number of places available, priority will be given to those candidates who live closest to the school. (See note g).
2. In the event of two or more candidates being ranked equally once all the criteria and the first two tie breaks have been applied, places will be allocated by the toss of a coin (which shall be witnessed by an independent adjudicator).

## NOTES

- a. The expression “parent” refers to the parent/s or guardian/s of the child.
- b. The boundaries of St John the Baptist Parish are defined by the Archdiocese of Southwark. A map and narrative is available at the school and the parish office.
- c. A class is regarded as being “full” if: in Reception, Year 1 and Year 2 there are 30 children. The class size of 30 can be exceeded in certain exceptional circumstances. For further information see the DFE school admissions code, para.2.15. The Published Admission Number (PAN) for junior classes is 34.
- d. The governors will take place of residence as that evidenced at the closing date for application. Any change of address must be notified to the school immediately.
- e. Siblings, means children who live at the same address as brother and sister, including natural brothers or sisters, half brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters. It would not include other relatives e.g. cousins. Priority will be given to candidates who have sibling(s) at the school, provided the sibling(s) still attend(s) the school at the date of admission.
- f. The school will ask to see a copy of the short form version of the candidate’s birth certificate, after a place has been offered.
- g. Distance will be measured in a straight line from the centre of the pupil’s main home to the front entrance of the school using the Local Authority’s computerised measuring system, with those living closer to the school receiving higher priority. For shared properties, e.g. flats, the centre will be taken from the centre of the building.
- h. ‘Home’ is defined as the address where the child normally resides as their only or principal residence. Addresses involved in childminding (professional or relatives) are excluded.
- i. Any pastoral, medical and/or social need should be clearly stated at the time of application and suitable evidence supplied.
- j. A Looked After Child is defined as “A child who is in the care of a local authority or provided with accommodation by that authority” Looked after children **also** includes previously looked after children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order) immediately following having been looked after. See DFE Admissions Code para 1.7
- k. Catholics include members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome.

1. Sunday Mass is deemed to include the Saturday evening vigil mass.

## **APPEALS**

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with section 85(3) of the School Standards and Framework Act 1998. Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be made to the Admissions Appeals Clerk at the school address. Parents/Carers have the right to make oral representations to the Appeal Panel. Infant classes are restricted by the legislation to 30 children. Parents should be aware that an appeal against refusal of a place in an infant class may only succeed if it can be demonstrated that:-

- a) the admission of additional children would not breach the infant class size limit; or
- b) the admission arrangements did not comply with admissions law or had not been correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or
- c) the panel decides that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

The timetable for appeals in the current admissions round is published on the school website on or before the 28<sup>th</sup> February in that admissions year.

## **WAITING LIST**

Governors operate a waiting list for unsuccessful applicants. In the event of a place becoming available and there being more than one applicant on the waiting list for the place, the admission criteria will be applied.

Applications will be held on the waiting list for a period of 12 months from the date of written request. If after a period of 12 months parents have not received an offer of a place at Margaret Roper School, this means their application has been unsuccessful and their name will be removed from the waiting list unless they contact the school in writing to renew their interest. If an application is on the waiting list, parents must inform the school of any change in circumstances relevant to the application.

## **DEFERRED ENTRY**

Parents may request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age (currently five years of age). Parents may also request that their child attends part time until the child reaches compulsory school age. Parents cannot defer entry beyond the beginning of the term that follows the child's fifth birthday, nor beyond the academic year for which the original application was accepted

## **IN YEAR ADMISSIONS**

Applications for a place at the school in-year must be made using the common application form of the Local Authority (LA) where the child resides. This form must be returned to the LA. The school's supplementary form should also be completed to enable the Governors to rank the application in the event of there being more than one application for a place. The Governors will use the same criteria to rank the application as that listed above. In the event of the Governors deciding that a place cannot be offered, parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

## **PUPILS WITH A STATEMENT OF SPECIAL EDUCATIONAL NEEDS OR EDUCATION, HEALTH AND CARE (EHC) PLAN**

The admission of pupils with a Statement of Special Educational Needs or with an EHC Plan is dealt with by a completely separate procedure. The procedure is integral to the making and maintaining of statements and EHC plans by the pupil's home local authority. Details of this separate procedure are set out in the SEND code of practice. Pupils with a statement or EHC plan naming the school will be admitted without reference to the above criteria.

## **ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP**

Parents who are seeking a place for their child outside of their normal age group, eg, the child has experienced problems such as ill health or the parents of a summer born child preferring not to send their child to school until the September following their fifth birthday, may request that they are admitted out of their normal age group – to reception rather than year 1.

Governors will make decisions on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group, and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They will also take into account the views of the school's head teacher. When informing a parent of the decision which year group the child should be admitted to, the governors will set out clearly the reasons for their decision.

Where the governors agree to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to the age group to which pupils are normally admitted to the school the local authority will process the application as part of the main admissions round, (unless the parental request is made too late for this to be possible) and on the basis of the determined admission arrangements, including the application of oversubscription criteria where applicable. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

## **FAIR ACCESS PROTOCOL**

The school participates in the local authority's Fair Access Protocol to allocate places to vulnerable and other children in accordance with the School Admission Code 2014. Admitting pupils under the protocol may require the school to admit above the planned admission number for the relevant year group.