



St. William of York Catholic Primary School

Brockley Park, Forest Hill, London SE23 1PS

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Headteacher: Mrs Sharon Lynch **Admin Officer:** Mrs Sandra Casey

Deputy Headteacher: Mrs Hayley Mayers

Admissions Policy and Procedures 2023-2024

The purpose of St William of York Primary School is to educate children in an atmosphere of Christian love, within the Catholic tradition.

We respect and rejoice in the uniqueness of each child, and aim to make learning a happy and positive experience for everyone in our community.

St William of York 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 2023, up to 30 pupils without reference to ability or aptitude.

Where the number of applications exceeds 30, the Governors will offer places using the following criteria in the order stated:-

1. Looked after Catholic children or looked after children in the care of Catholic families, looked after Catholic children who have been adopted or who have become the subject of a residence or guardianship order and Catholic children who appear (to the admissions authority) to have been in state care outside of England and cease to be in state care outside of England as a result of being adopted.
2. Catholic children, a baptismal certificate or evidence of reception into the Catholic Church must accompany the supplementary information form.
3. Looked after children, looked after children who have been adopted or who have become the subject of a residence or guardianship order and children who appear (to the admissions authority) to have been in state care outside of England and cease to be in state care outside of England as a result of being adopted.
4. Children enrolled in the catechumenate. Evidence of enrolment in the catechumenate will be required
5. Children who are members of Eastern Orthodox Churches. Evidence of Baptism will be required.
6. Children of families who are members of other Christian denominations that are part of Churches Together in England. Evidence of Baptism (or dedication) provided by a priest or minister of a designated place of worship will be required.
7. Children who are members of other faiths. Evidence of membership of the faith provided by a priest, minister or religious leader of a designated place of worship will be required.
8. Any other children.

The following order of priorities will be applied when applications within any of the above categories exceed the places available and it is necessary to decide between applications.

- I. The strength of evidence of commitment to the faith as demonstrated by the level of the family's Mass attendance on Sundays. This evidence must be provided by the parents/carers and be endorsed by a priest at the church(es) where the family normally worship. Priority will be given to those families attend mass weekly and those who live in the parish of St William of York.
- II. A brother or sister on the school roll at the time of admission. Evidence of the relationship may be required. Siblings must live at the same address as the child applying.
- III. Social, pastoral and medical needs which make the school particularly suitable for the child in question. Strong and relevant evidence must be provided by an appropriate professional authority (eg qualified medical practitioner, education welfare officer, social worker or priest).
- IV. Baptised catholic children, from practising Catholics families whose strength of evidence of commitment to the faith is demonstrated by the level of the family's Mass attendance on Sundays, but less than weekly. This evidence must be provided by the parents/carers and be endorsed by a priest at the church(es) where the family normally worship. Applicants will be ranked according to mass attendance eg. weekly, 3 times a month, 2 times a month etc.
- V. Living in the parish of St William of York.
- VI. Proximity to the School of the Candidate's home address. All distances will be measured to a central nodal point in the school premises, using digitised mapping software of the area, from a nodal point in the applicant's permanent home address. If more than one applicant lives in a multi-occupancy building (e.g. flats) priority will be given to the applicant whose door number is the lowest numerically and/or alphabetically. Evidence of residence will be required. In the event that two or more identical applicants (ie. applicants living the exact home to school distance) qualify for the last available place will be allocated by drawing lots.

Notes:

- ***As of the 5th June 2022, Pentecost, the Bishops of England and Wales reinstated the obligation to attend Mass on Sundays and Holy Days. Parents applying for a place at St William of York, under a faith based criteria will need to complete a Supplementary Information Form. Evidence of practice will be measured by frequency of attendance at Mass as validated by either a priest or minister, as was the case prior to 18th March 2020. These arrangements apply to the admissions round for 2023 and subsequent rounds.***
- Catholics include members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome. Reference to other Christian denominations refers to denominations that are full members of Churches Together in England.
- A "brother or sister" means children who live as brother and sister including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers or sisters. It would not include other relatives (eg cousins). Proof of relationship will be required.
- Home refers to the permanent home address at which the child lives for the majority of his/her time and with the parent who is in receipt of child benefit.
- Looked after children are those in the care of a public authority and are in public care. Applications made under this criterion must be accompanied by details of circumstance and professionally supported evidence (eg from an appropriate social worker).

Admissions procedure

In addition to the Common Application Form (CAF) supplied by the Local Authority, the Supplementary Information Form (available from the school and from the local authority), should be completed and sent to St William of York School at the school not later than the closing date published by the Local Authority. This should be done even if the CAF is completed online. If the Supplementary Information Form is not completed, the governing body of the school will only be able to consider the application after all applicants who have completed a Supplementary Information Form. You are advised to make two copies of the forms. You should retain one copy and pass the second copy to the school or your priest, as indicated.

Offers of places will be sent to parents by their home local authority on the common offer date, as agreed by the Pan London Admissions Procedures.

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.

Appeals

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with section 94 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 Appeal 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.

Fair Access

The school is committed to taking its fair share of pupils who are 'hard to place' in accordance with the locally agreed Fair Access protocol. Pupils admitted under the protocol will take priority over any child on the school's waiting list and the admission may result in the school exceeding its planned admissions number for the year group.

Admission of children below compulsory school age

The governors will provide for the admission of all children in the September following their fourth birthday. Parents can 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 in that school year; parents may also request that their child attends part-time until the child reaches compulsory school age.

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 headteacher. 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.

Waiting Lists

Parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list. The waiting list, which will be maintained by the Local Authority until August 2023, will be operated using the same admissions criteria listed above. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place. It is possible that when a child is directed under the local authority's fair access protocol they will take precedence over those children already on the list.

Late Applications

The local authority and the school operate according to the Pan London Admissions timetable. Late applications will be considered according to the timetable published on the Lewisham website. Any late applications will be considered by the Governors' Admissions Committee, in the event of there being any available places, using the above criteria. If all places have been filled, 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.

This admissions procedure, although primarily relevant to children for whom a place is sought at the normal age of entry to primary education (Year R), will also apply to succeeding years, and be subject to the availability of places.

Further general information regarding school admission processes can be found on the Lewisham Council website.

If false information has been given and an offer made on the basis of that information, the offer of the place will be withdrawn.

**PLEASE NOTE THAT ADMITTANCE TO THE NURSERY DOES NOT GUARANTEE
ADMISSION TO ST WILLIAM OF YORK CATHOLIC PRIMARY SCHOOL**

Catholic Primary Schools in London Borough of Lewisham
Supplementary Information Form

for entry to
RECEPTION CLASS 2023/24

Name of Child known as Male/Female

Family Name Date of Birth / /

Parents'/Carers' Name/s (please print)

Mr/Mrs/Ms/Miss

Contact Number Relationship

Email address:.....

Mr/Mrs/Ms/Miss

Contact Number Relationship

Email Address:

Home Address of Child

..... Postcode.....

Religion of Child Date of Baptism / /

Names of siblings who will be on roll in September 2022 at any of the schools you are applying for:

Signed Parent/Carer Date / /

Please attach any other information you may feel is relevant to this application in relation to the school's admissions policy in respect of "exceptional medical or social needs" You must support your claim with professional evidence. We ask for a letter from a hospital consultant if you have a medical reason or a social worker if you have a social reason for your claim (or provide a letter from a professional of equivalent standing). The letter must clearly state why the particular school is the only school to meet the child's specific needs. The letter must be provided with the application and must be submitted by the closing date. If this documentation is not provided it will not be possible to consider any exceptional medical or social needs. Each case will be considered in accordance with the school's admission policy.

(The original of this form and your child's Baptismal Certificate must be taken to each primary school you choose to apply for so that they may be photocopied).

The closing date for the receipt of applications is according to the date published on the Lewisham website.

To be completed by the Priest of the Parish in which you regularly worship.

Family Name: _____ Child's name: _____

This family is known to me ☐ (please tick) This family is new to the Parish ☐ (please tick)I am satisfied that the child is a baptised Catholic or a baptised member of a Church that is in full communion with Rome. YES ☐ NO ☐I can confirm the family has been practising regularly for a minimum of 2 years. YES ☐ NO ☐**If you are new to the Parish you should also obtain a reference from your previous Parish Priest and attach it to this form.**

<u>Parent/Carer</u>	<u>Child</u>
Are the parents known to you? YES <input type="checkbox"/> NO <input type="checkbox"/>	Is the child known to you? YES <input type="checkbox"/> NO <input type="checkbox"/>
Weekly attendance at Mass <input type="checkbox"/>	Weekly attendance at Mass <input type="checkbox"/>
Three times each month <input type="checkbox"/>	Three times each month <input type="checkbox"/>
Twice each month <input type="checkbox"/>	Twice each month <input type="checkbox"/>
Once each month <input type="checkbox"/>	Once each month <input type="checkbox"/>
Less than once a month <input type="checkbox"/>	Less than once a month <input type="checkbox"/>
I cannot confirm they attend Mass <input type="checkbox"/>	I cannot confirm they attend Mass <input type="checkbox"/>

Signed Priest's Name

Date Tel No

Please add the Parish seal or stamp

If you are not a Catholic, please ask a Minister of Religion to complete the section below:

Family Name: _____ Child's name: _____

This family is known to me ☐ (please tick) This family are members of our faith community ☐ (please tick)

Name: _____ Position: _____

Name and address of church: _____

Signature: _____ Date: _____

2023 – 2024 SWOY ADMISSIONS POLICY

