

# NEWHAM CATHOLIC DEANERY PRIMARY SCHOOLS

## ADMISSION POLICY

FOR ADMISSION FROM September 2018

Newham Catholic Deanery Primary Schools were founded by the Catholic Church to provide education for children of Catholic families. 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.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below.

The governing bodies (incorporating their nominated admissions committee) have sole responsibility for admissions to their school and intend to admit pupils in the school year which begins in September 2018 as follows:

St. Antony's Catholic Primary School	60 pupils
St. Edward's Catholic Primary School	60 pupils
St. Francis' Catholic Primary School	60 pupils
St. Helen's Catholic Primary School	60 pupils
St. Joachim's Catholic Primary School	60 pupils
St. Michael's Catholic Primary School	30 pupils
St. Winefride's Catholic Primary School	45 pupils

### **Pupils with a Statement of Special Educational Needs or an Education Health Care Plan**

The admission of pupils with a statement of Special Educational Needs or an Education Health Care Plan is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining statements by the pupil's home Local Authority. Details of this separate procedure are set out in the Special Educational Needs Code of Practice.

### **Oversubscription Criteria**

*Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.*

1. Looked after children and 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), from Catholic families.
2. Baptised Catholic children from practising Catholic families who are resident in the parish in which the school is situated.
3. Baptised Catholic children from practising Catholic families who are resident in other Newham Deanery parishes.
4. Other baptised Catholic children who are resident in the parish in which the school is situated.
5. Other baptised Catholic children.
6. Catechumens of the Catholic Church.
7. Other looked after children and 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).
8. Members of Eastern Christian Churches.
9. Christians of other denominations whose parents are in sympathy with the aims and ethos of the school and whose application is supported by a minister of religion.
10. Children of other faiths whose parents are in sympathy with the aims and ethos of the school and whose application is supported by a religious leader.
11. Any other applicants whose parents are in sympathy with the aims and ethos of the school.

Where the offer of places to all the applicants in any of the categories listed above would lead to oversubscription the following provision will be applied as follows:

### **Siblings**

For school admission purposes in Newham Catholic schools this is:

Adopted siblings, step-children, common law step-children, half-siblings, children subject of a residence order and foster children (only those “looked after” by any local authority).

*Examples of those who will not be considered as siblings:*

*Cousins, friends, other family members living in the same home, other children living in the same household who are not included in the list above, children who share the same child-minder or children of a child-minder.*

Sibling priority will only apply to children if they live in the same home as another sibling attending the named school.

Siblings priority can only be granted where the applicant has supplied the full name and date of birth of the sibling on the application form in the appropriate section and where the sibling is and will be reasonably expected to be on roll at the school when the child for whom a place is being sought is due to start.

If a child applying for a place has a sibling who has started at the school since the submission of their application, the parent/carer must notify the school in writing of the sibling’s enrolment details for the child’s priority for a place to be changed to include their sibling priority.

The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category.

### **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 to the school. Distance will be the walking distance measured from the home to the main entrance of the school. The route will not go through parks, private property or unlit footpaths, and will only use designated pedestrian crossing points for the A13 and the Royal Docks.

### **For St Joachim’s (ONLY)**

*If the governors have to decide between applicants in any of the above admissions criterion the tie break will be: straight line distance (as the crow flies), starting with the nearest address. In the event of two or more children living equidistant from St. Joachim’s Catholic Primary School nominated end point (front entrance of Newham Dockside, 1000 Dockside Road, E16 2QU), the place will be decided by drawing lots, the first name drawn will be offered the place.*

*The Local Authority uses an Industry Leading and Council approved Geographical Information System (GIS) to calculate straight line measurements. This system provides distances in miles and yards to three decimal places using a routing database system, based upon two dimensional maps. Contour, elevation or terrain is not taken into account when the distances are measured.*

#### **Start point of calculation (home address)**

*For calculation purposes the local authority uses the best address database available to determine the location of the address start point.*

*This start point is the centriod point of within the property building boundary. The property buildings used are based upon the UK’s definitive map base supplied by the UK’s national mapping agency Ordnance Survey (OS).*

*This means if a child lives in a block of flats where a communal entrance used as an entry point the LA will use the centroid of the block and not the individual flat for these calculations.*

*All calculations are based on the child’s home address supplied on the application form being correct at the date of parental/carer’s signature and the address being classified as a residential property on the Council’s database.*

#### **End point of calculation (St. Joachim’s Catholic Primary Schools nominated end point)**

*The school’s nominated end point used for calculation purposes is the main entrance of Newham Dockside 1000 Dockside Road, E16 2QU. No other entrance or school entrance will be used to calculate the distance.*

#### **Route**

*The shortest route is calculated using the straight line distance (as the crow flies) from the home to main entrance of Newham Dockside 1000 Dockside Road.*

*The route starts and is measured from the pupils home address centroid, links to the nearest point on the Ordnance Survey MasterMap Integrated Transport Network (ITN), then follows the shortest straight line route to link to the nearest ITN point to the school’s nominated entrance and then ends at that nominated entrance.*

*All routes are measured using data from Ordnance Survey, the officially recognised national mapping agency. Where necessary we have enhanced this dataset to reflect the characteristics that aim to best deliver our adopted local standards.*

### **Second Stage Tie Break**

*If the LA's system calculates that two or more pupils applying for the same school in the same year group have the same home to school/ nominated end point distance (to three decimal places) the following criteria is used to determine their priority.*

*For pupils who live in a flats, whether they are within a block or a house, priority will be given based on the floor the child lives, with the lowest floor having priority over higher floors.*

*In all other cases random allocation would be used to determine which of the children will be offered the place available. A member of the Admissions Committee will be responsible for drawing the name of the successful applicant and the draw will be overseen by an independent adjudicator who will not work in St. Joachim's Catholic Primary School or have any involvement with the admissions processes.*

### **For applications from outside of Newham**

*The route starts and is measured from the pupils home address, links to the nearest point on the Ordnance Survey MasterMap Integrated Transport Network (ITN), then follows a straight line measurement (as the crow flies) to the nearest point on the Ordnance Survey MasterMap Integrated Transport Network (ITN) on the Newham borough boundary, then a straight line to link to the nearest ITN point to the school's nominated entrance and then ends at that nominated entrance.*

### **For all other Newham Catholic Schools**

If governors have to decide between applicants in any of the above admissions criterion the tie break will be: home to school shortest walking distance, starting with the nearest address. In the event of two or more children living equidistant from the school, the place will be decided by drawing lots, the first name drawn will be offered the place.

The Local authority uses an Industry Leading and Council approved Geographical Information System (GIS) to calculate shortest walking distance measurements. This system provides distances in miles and yards to three decimal places using a routing database system, based upon two dimensional maps. Contour, elevation or terrain is not taken into account when the distances are measured.

### **Start point of calculation (home address)**

For calculation purposes the local authority uses the best address database available to determine the location of the address start point.

This start point is the centroid point of within the property building boundary. The property buildings used are based upon the UK's definitive map base supplied by the UK's national mapping agency Ordnance Survey (OS).

This means if a child lives in a block of flats where a communal entrance used as an entry point the LA will use the centroid of the block and not the individual flat for these calculations.

All calculations are based on the child's home address supplied on the application form being correct at the date of parental/carer's signature and the address being classified as a residential property on the Council's database.

### **End point of calculation (school nominated entrance)**

The school's nominated entrance (nominated gate) used for calculation purposes is the main gate at the official postal address of the school unless their Governing Body has officially notified the LA by 31 August every year of a different entrance for measurement purposes. No other entrance will be used to calculate the distance.

### **Route**

The shortest walking route is calculated using the LA's adopted highways and approved footpaths available to the best of our knowledge at the time of the calculations.

The route starts and is measured from the pupils home address centroid, links to the nearest point on the Ordnance Survey MasterMap Integrated Transport Network (ITN), then follows the shortest available walking route (see below) to link to the nearest ITN point to the schools nominated entrance and then ends at that nominated entrance

All routes are measured using data from Ordnance Survey, the officially recognised national mapping agency. Where necessary we have enhanced this dataset to reflect the characteristics that aim to best deliver our adopted local standards.

The following are excluded from our calculations (this is not an exhaustive list and maybe subject to change depending on conditions outside the control of the Admissions Service)

Unlit areas

Parks/recreational areas (The Greenway is included in our calculations)

Unofficial crossing points of the A12/3 and Newham docks

Footpaths not approved by the LA

## **Second Stage Tie Break**

If the LA's system calculates that two or more pupils applying for the same school in the same year group have the same home to school distance (to three decimal places) the following criteria is used to determine their priority.

For pupils who live in a flats, whether they are within a block or a house, priority will be given based on the floor the child lives, with the lowest floor having priority over higher floors.

In all other cases random allocation would be used to determine which of the children will be offered the place available. An officer independent of Children's Services and the admissions processes will be responsible for drawing the name of the successful applicant and the draw will be overseen by an independent adjudicator who will not work in Children Services or have any involvement with the admissions processes.

## **For applications from outside of Newham**

The route starts and is measured from the pupils home address, links to the nearest point on the Ordnance Survey MasterMap Integrated Transport Network (ITN), then follows a straight line measurement (as the crow flies) to the nearest point on the Ordnance Survey MasterMap Integrated Transport Network (ITN) on the Newham borough boundary, then follows the shortest available walking route (see below) to link to the nearest ITN point to the schools nominated entrance and then ends at that nominated entrance.

*Note: to ensure continuity for all applicants only the LA council approved system can be used to calculate home to school distance tie breaks.*

*Other GIS systems such as Google Maps or personal Satellite Navigation Systems will not necessarily calculate the same route as the LA approved system as they may not be able to accommodate our approved routes.*

**To check your own distance please visit the Newham Website and Type in School Fact Finder:**

[www.newham.gov.uk/schoolfactfinder](http://www.newham.gov.uk/schoolfactfinder)

## **Home address**

An address supplied as the child's home address will not be considered if it is:

- An address registered with the Council as commercial property,  
OR
- An address registered with the Council as empty or derelict  
OR
- A tenant's address, where the property owned by the parent/carer and rented to a third party,  
OR
- Another family members/friends address who does not have parental responsibility for the child, even if the tenant is responsible for the child's daycare arrangements,  
OR
- Their child-minder's address,  
OR
- A PO Box address  
OR
- Second or other additional property's owned by the child's family, which do not have other tenants and where the child is not resident for at least 6 months of the academic year.  
OR
- Future addresses even if contracts have been exchanged or the Council have offered the property in writing

And these will not be used for the purposes of allocating school places.

Where a child's natural parents are not living together and the child spends a few days in both households on week days, then the address that will be used for measurement purposes will be the one from which the child goes to school in the morning most often on week days.

## **Application Procedures and Timetable**

The Local Authority (LA) Common Application Form (CAF) must be completed and returned to the school office or the LA office. The Supplementary Information Form (SIF) and the Certificate of Catholic Practice or faith leader letter of support must be submitted to the school office.

Parents will be advised of the outcome of their application within 20 school days. Unsuccessful applicants will be given reasons related to the oversubscription criteria listed above and advised of their right of appeal to an independent appeal panel.

Applicants are requested to note that they must return a completed copy of the Newham Common Application Form (CAF) as detailed above for the application to be considered. If the Supplementary Form and Certificate of Catholic Practice or faith leader letter of support confirming the practice of their faith are not returned as requested, the application will only be considered under the last admission criterion 11 as above.

For in year admissions the CAF must be completed and returned to the LA office and the SIF, where applicable must be submitted to the school.

**For each Catholic Primary School, or Voluntary Aided School, named on the Common Application Form, (CAF) a Supplementary Information Form (SIF) must also be completed. The SIF must be returned to each school.**

### **Twins and multiple Births**

In the case of infant classes twins and children from multiple births can be admitted over the 30 per class limit if one of the siblings is the 30th child admitted.

### **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. Names will be removed on the last school day at the end of every academic year and parents/carers will need to reapply for a place at the school if they wish their child to be considered for a place at the school in the new academic year starting in September.

---

### Definitions and Notes (these notes form part of the oversubscription criteria)

‘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)), from Catholic families have 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).

‘Baptised Catholic children’ – Baptism is evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church, dated before the closing date for applications i.e. by 15<sup>th</sup> January for entry in the following academic year or at the point of application for the current year.

‘Catholic’ means a member of a Church in communion with the See of Rome. This includes the Eastern Catholic Churches. Ref [www.vatican.va/...vatican.../vat-ii\\_decree\\_19641121\\_orientalium-ecclesi](http://www.vatican.va/...vatican.../vat-ii_decree_19641121_orientalium-ecclesi).

‘Practising Catholic’ – it is the role of a priest to determine whether applicants meet the criteria for qualification as practising Catholic families. The definition of a practising Catholic is defined by ‘Canon Law’ which states that the faithful are obliged to participate in Sunday Mass and Holy Days.

Ref [http://www.vatican.va/archive/ENG1104/\\_P4N.HTM](http://www.vatican.va/archive/ENG1104/_P4N.HTM). It is up to the applicant to identify and approach a priest who will complete a Certificate of Catholic Practice, which must accompany the Supplementary Form.

‘catechumen’ means a member of the catechumenate of a Catholic Church. This will be evidenced by a certificate of reception into the order of catechumens.

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

Christians of other denominations are defined as those listed on the Churches together in England website: [http://www.churches-together.net/Groups/234690/Home/About/Member\\_Churches\\_of/Member\\_Churches\\_of.aspx](http://www.churches-together.net/Groups/234690/Home/About/Member_Churches_of/Member_Churches_of.aspx)

Waiting list positions will be updated after primary national offer day or in the case of in year admissions, when the school is notified of a vacancy.

Definitions are confirmed by the admissions committee of the school on the date of the committee meeting.

For the purposes of this policy, parish boundaries are as shown on the attached map. Distances will be measured from the home to the main entrance of the school, please note that we do not use routes through parks, private properties or unlit footpaths and we only use the approved crossing points for the Docks and A13.

[Map attached]