

**ST ANNE'S CATHOLIC PRIMARY SCHOOL, CHERTSEY**  
**ADMISSIONS POLICY FOR THE ACADEMIC YEAR 2011-2012**

School name: St Anne's Catholic Primary School, Chertsey

Postal address: Free Prae Road, Chertsey, Surrey KT16 8ET

Telephone number: 01932 562251      Website address: [www.stannes-chertsey.surrey.sch.uk](http://www.stannes-chertsey.surrey.sch.uk)

Contact name to whom enquiries should be addressed: Mrs Joan Raymond

Numbers on roll:            425                    Age range: 4 – 11

**DEFINITIONS**

In this policy and the attached Supplementary Information Form

'LA' means Surrey County Council which is the local education authority for the School.

'Parent' means any person who has parental responsibility for the child for whom a place is being sought in the School or is the legal guardian of the child.

'Sibling' means a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

'the School' means St Anne's Catholic Primary School, Chertsey.

References to Baptised Catholic children cover children baptised into the Roman Catholic Church and children baptised into an Eastern or Oriental Rite Church in full communion with the See of Rome.

**WHO WE ARE**

The School is a voluntary aided Catholic co-educational primary day school operating under the Trustees of the Diocese of Arundel & Brighton. The school was founded by and is part of the Catholic Church. The School is conducted as a Catholic school in accordance with the canon law and teachings of the Catholic Church and in accordance with the Trust Deed of the Diocese of Arundel and Brighton.

The Governors aim to offer a Catholic education. The ethos of this school is on the principle that God's love encompasses all. We aim to be a centre of academic excellence, centred around Christ, rooted in the Catholic community (and focused on valuing the individual within a collaborative framework). The Governors expect all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not Catholics to apply for and be considered for a place here.

The school was set up primarily to serve the Catholic community in the parish of St Anne, Chertsey, a map of which is attached, but also to the wider Catholic community.

**PROCEDURES FOR ADMISSION**

The number of children who will be admitted in this admission round is 60. The year group to which pupils of the required age will be admitted for the current year is Reception. Eligibility by age and the relevant admission dates are as follows.

Children born between 1 <sup>st</sup> April 2007 and 31 <sup>st</sup> August 2007	Admission date [ ] September 2011
Children born between 1 <sup>st</sup> January 2007 and 31 <sup>st</sup> March 2007	Admission date [ ] September 2011
Children born between 1 <sup>st</sup> September 2006 and 31 <sup>st</sup> December 2006	Admission date [ ] September 2011

For the first [ ] days] following admission children will attend school [ ] hours per day] after which they will attend full time.

### ***STARTING SCHOOL AT AGE 4+***

Children are of statutory school age from the beginning of the term following their fifth birthday. Sometimes parents feel that starting their child at school before they are five is too early and prefer to keep their child at a pre-school, playgroup or nursery setting. This is acceptable until children reach statutory school age. The place allocated to your child can be held open during the Reception year although it is recommended that any decision to defer admission should be reached in discussion with staff at your child's pre-school setting and the headteacher of the School. Places cannot be held until the start of the next school year when your child would start Year 1. You will need to re-apply for a school place if you decline the opportunity to start your child during the Reception year.

### ***PROCEDURE FOR MAKING APPLICATIONS***

All applications for places must be made on the common application form produced by the LA. The application form can be obtained directly from the LA, which is responsible for coordinating the allocation of all places at maintained schools in its area and for offering individual places on behalf of the School Governors. The LA will also pass on any applications recorded on the form for places at schools in other local authorities. The closing date for applications is 15<sup>th</sup> January 2011.

The Parents of those children whom the Governors have agreed to admit as pupils at the School will be informed in writing by the LA on the 30<sup>th</sup> April 2011. Parents will then be required to respond to the School within two weeks to confirm, or otherwise, their acceptance of the offer of a place. In the event of a failure to respond in this timeframe a reminder will be sent. Failure to respond to the reminder will result in the offer being withdrawn and the place reallocated.

Catholic Governing Bodies are responsible for deciding the order of priority for admissions to their schools. Parents should complete a special form for each Catholic school where they are seeking a place. These forms collect essential information to allow each school to put all applicants in order of priority for admission, using the school's admissions policy. The form for the School, called the 'Supplementary Information Form', is provided with this policy. It should be returned directly to the School, fully completed, no later than 15<sup>th</sup> January 2011.

### ***VISITING SCHOOL***

We encourage parents to visit the School in order to find out more about how we work and the education that we offer. Parents are welcome to arrange a visit by contacting the headteacher. However, such visits are not obligatory and do not form part of the process of deciding which children are to be offered a place at the school.

### ***WAITING LIST***

The school operates a waiting list for any places which may become available during the year. When such places come up, all children on the waiting list are considered. Places are not offered on the basis of length of time on the waiting list. We will ask parents annually whether they wish their child's name to remain on it and will retain or remove the name according to their response. Where parents fail to respond the child's name will be removed from the list.

### ***APPEALS***

If your application is turned down you have the right to appeal to an appeal panel. This is an independent body that is not bound by the Governors' admission priorities, or the published admission numbers. You should act quickly to register your appeal, normally within 14 days of receiving a letter informing you of the decision about your allocation. Appeals are administered by the clerk to the Governors who can be contacted at the School's address given above and from whom further details can be obtained.

There is a legal limit on the size of infant classes where the majority of children will reach the age of 5, 6 or 7 by the end of the academic year. Such classes must not contain more than thirty pupils with a single school teacher. Where classes are at maximum capacity an appeal panel can only agree the appeal if it can be shown that the Governors as the School's admissions authority, have (1) admission arrangements in place that are not lawful, (2) have made a mistake in applying its admissions criteria or (3) have acted unreasonably.

#### **CRITERIA TO BE USED IF PLACES ARE OVERSUBSCRIBED**

In the event that the School receives more applications than there are places available, the order of priority for admission will be established using the following criteria.

- |            |   |
|------------|---|
| Category 1 | Baptised Catholic children in the care of the LA.   |
| Category 2 | Baptised Catholic children with exceptional medical or social needs (see 'Exceptional Admissions' below.)   |
| Category 3 | Baptised Catholic children with a Sibling on the School roll on 1 <sup>st</sup> September 2011.   |
| Category 4 | Baptised Catholic children who reside in St Anne's parish Chertsey, a map of which is attached. Priority will be given within this category according to the degree to which one or both Parents of a child practise their faith as certified by their parish priest in the Supplementary Information Form. |
| Category 5 | Baptised Catholic children who do not reside in St Anne's parish. Priority will be given within this category according to the degree to which one or both parents of a child practise their faith as certified by their parish priest in the Supplementary Information Form.                               |
| Category 6 | Non-Catholic children in the care of the LA.  |
| Category 7 | Children from Christian families with a Sibling on the School roll on 1 <sup>st</sup> September 2011.   |
| Category 8 | Children from Christian families seeking a Christian based education.   |
| Category 9 | Other applicants.   |

#### ***Tie-breaker - Allocation of Places by the Casting of Lots***

In each admission category if there are more applicants than places available, taking into account allocation numbers from previous categories, then all the admissions within that category will be allocated by the drawing of lots which will be witnessed by an independent observer. No special priority can be given to the admission of children from multiple births (twins, triplets, etc.). In applying the tie-breaker the Governors will treat applications on behalf of twins or other multiple births (or Siblings within the same year group applying for places at the School) as a single application. If such an application is drawn at such a stage in the draw that to admit both or all the children would cause the School to exceed its permitted applications number the Parent will be informed and given the options of nominating such number of the children covered by the application as will fill the remaining available place(s) or declining such place(s). Failure to obtain a place as a result of the operation of the tie breaker will have no effect on Parents' normal right of appeal against refusal of admission.

#### ***Exceptional Admissions of Baptised Catholic Children***

**Exceptional Medical Need:** Parents of a child who has a serious medical condition or disability who feel that s/he must go to the School, must put this on the application form. The Governors will only consider the application for an exceptional placement if it is accompanied by written supporting evidence, for example a letter from a registered medical practitioner. This evidence should set out the particular reasons why the School is the most suitable school and the difficulties that would be caused of s/he had to attend another school.

The Governors will make their decision based on the medical evidence provided and will consult the LA's medical advisers. They will only agree to a priority placement if those medical advisers consider it necessary for the child to attend the School. It is expected that all mainstream schools will support children with the more common medical or social needs.

**Exceptional Social Need:** If Parents feel that there are sensitive, individual and serious family circumstances, perhaps involving the support services (e.g. social care) which mean that their child must go to the School they must put this on the application form. The Governors will only consider the application for an exceptional placement if it is accompanied by written evidence, such as a report from social services detailing why the School is the most suitable school for the child given the circumstances of the case.

### ***Supporting Documentation***

Failure to provide all of the required supporting documentation, Certificate of Baptism, priest's reference form or proof of address of residence, at the time of the formal application for admission, will result in the application being considered under one of the lower categories. Should any of the documentation details be subsequently found to be incorrect, the Governors reserve the right to withdraw the offer of a place.

### ***Additional Information***

#### *Initial Registering of Interest for Admission*

Applicants may record their interest in admission to the School by completing and returning the appropriate form, obtainable from the School or the School website.

#### *Child's Address*

We require you to state your child's home address. If the child resides at an address in the parish of St Anne, Chertsey you will be required to prove that this is a residential property that is your child's only or main residence and not an address at which s/he might sometimes stay or sleep due to your own domestic or other reasons. If your child regularly stays with his or her other parent or a relative and therefore has more than one address, the school place will be allocated based on the address at which your child spends the majority of weekday nights. If you put two addresses on the form, we will decide which address should be used as the main residence for the purpose of processing your application as we only accept one current address.

#### *Proof of Residence*

The current year's Council Tax bill in respect of the property in which the child resides will be accepted as proof of residence. If you do not pay Council Tax the following may be accepted:

- Council rent book for the current year,
- Tenancy Agreement from a private letting agency,
- Letter from Social Services or Housing Department confirming placement at your address,
- Letter from National Asylum Support Services (NASS).
- If you are moving home, a solicitor's letter confirming the date that contracts were exchanged and the proposed completion date.

We must see the original document. Copies are not acceptable.

#### *Late Applicants*

Applications will be deemed to be 'late' when the LA's common application form is submitted after 15<sup>th</sup> January 2011 and will be subject to the LA's coordinated entry scheme. The Governors may use their discretion to accept a late application if the LA informs them of it before the date of the Governors' meeting to consider admission applications, providing it is accompanied by an explanation stating the circumstances of the late submission.

#### *Religious Participation*

While children of other religious denominations are welcome, space permitting, they will be expected to participate in all of the religious activities of the School.

#### *Class Size*

In line with the statutory requirements applying to Infant Classes, it is the Governors' policy that, in the general interest of the quality of education, all classes within the School should normally be

limited to no more than 30 pupils. Where this limit is exceeded for any reason, then the Governors will not automatically seek to replace a pupil who leaves until the pupil count is below thirty for that class.

#### *Admissions for earlier years*

The numbers of children admitted in each category for 2010-2011 school year were as follows:

Category	Description	Children Admitted
1	Baptised Catholic children in the care of the Local Authority	
2	Baptised Catholic children with exceptional medical or social needs	
3	Baptised Catholic Siblings	
4	Baptised Catholic children residing in St Anne's parish whose application is supported their parish priest's signature and the parish stamp or seal on the Supplementary Information Form	
5	Other Baptised Catholic children residing in St Anne's parish	
6	Baptised Catholic children residing outside St Anne's parish whose application is supported their parish priest's signature and the parish stamp or seal on the Supplementary Information Form	
7	Other Baptised Catholic children residing outside St Anne's parish	
8	Non-Catholic children in the care of the Local Authority	
9	Non-Catholic Siblings	
10	Children from Christian families seeking a Christian based education.	
11	Other applicants.	

#### **IN-YEAR ADMISSIONS**

Applications for In-Year admissions are made in the same way as those during the normal admissions round. If a place is available and there is no waiting list then the Governors will admit the child. If more applications are received than there are places available then applications will be ranked by the Governors in accordance with the oversubscription criteria with the following modifications: Baptised Catholic children without an offer of a school place elsewhere are given priority immediately after Baptised Catholic 'looked-after' children; similarly, other children without an offer of a school place are given priority after other 'looked-after' children. The school is also committed to taking its fair share of pupils who are vulnerable and / or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round, the Governors are empowered to give absolute priority to a child whose admission is requested under any local protocol that has been agreed between the Diocese, LA and Governors for the current school year. The Governors have this power even when admitting the child would mean exceeding the published admission number. These children must take precedence over any children already on the waiting list. This waiting list will be maintained by the Governors in the order of the oversubscription criteria [as modified above] and not in the order in which the applications are received. When a place becomes available the

Governors will decide who is at the top of the list, applying the tie-breaker if necessary, so that the LA can inform the parent that the school is making an offer. 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 then be offered the opportunity of being placed on a waiting list.

#### **GIVING US THE WRONG INFORMATION**

If our decision to allocate a place at this school is based on false or incorrect information (for example, the use of an address that is not the child's normal residence) the Governors reserve the right to withdraw any offer of a place even if the child has already started school.

**It is a criminal offence to give false information to obtain a place at a school.**

**ST. ANNE'S CATHOLIC PRIMARY SCHOOL, CHERTSEY  
SUPPLEMENTARY INFORMATION FORM - ADMISSION YEAR 2011-2012**

**Child's details**

Child's first name:	
Child's surname:	Date of birth:
Child's home address*:	
Proof of residence will be required	Postcode:

*(\*This should be a residential property that is your child's only or main residence and not an address at which he or she might sometimes stay or sleep due to your own domestic or other reasons. If your child regularly stays with his or her other parent or a relative and therefore has more than one address, the school place will be allocated based on the address at which your child spends the majority of weekday nights. Evidence will be required to confirm the address given on this form.)*

**Parent / carer details**

1 <sup>st</sup> Parent/carer's name:	
Address:	
Telephone number:	
2nd Parent/carer's name:	
Address:	
Telephone number:	

**Details of religion**

Religion of child (Please tick)	<input type="checkbox"/> Catholic	<input type="checkbox"/> Other Christian	<input type="checkbox"/> Other faith
Parish you live in:			
Church where child was baptised: (baptism certificate is required)			
Church you currently attend:			
Name and address of priest supplying reference:			

**Siblings**

Name(s) of brothers or sisters at this school who will be attending at date of admission:	
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**Children 'looked after' by the local authority**

Is the child 'looked after' by the local authority? If so, please name the Authority:	
Name of social worker:	

**Children with exceptional and compelling medical or social needs**

If your child has exceptional and compelling medical or social needs that make it essential for him/her to attend this school, please describe them here. If you need more space you may wish to attach additional sheets. Compelling professional evidence will be required to support your statement and must be supplied by a doctor, social worker or other qualified professional explaining why it is essential for your child to attend this school.

**I confirm that I have read and understood the Admissions Policy and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that should any information I have given prove to be inaccurate that the governors may withdraw any offer of a place even if the child has already started school.**

**Signed:**.....

**Date:**.....

Please note:

- Parents/carers can obtain a priest’s reference form from the school or local authority *if this is a requirement*. It should be completed by the parent/carer and attached to a completed version of this form.
- Applicants from other Christian denominations and other faiths may attach a reference from their minister or religious leader.
- You **must** complete the Local Authority’s Common Application Form and return it to the appropriate local authority’s admissions team by the closing date. If you do not do this you will not be offered a place. If you do not live in the County or City where the school is situated you must complete the Common Application Form for the County or City in which you live and return it to them by the closing date.

Checklist:  
Have you enclosed ?

Copy of baptismal certificate  
 Proof of residence, i.e. current year’s Council Tax bill. (If you do not pay Council Tax the following may be accepted:

- Council rent book for the current year,
- Tenancy Agreement from a private letting agency,
- Letter from Social Services or Housing Department confirming placement at your address,
- Letter from National Asylum Support Services (NASS).
- If you are moving home, a solicitor’s letter confirming the date that contracts were exchanged and the proposed completion date.)

< Priest’s Reference Form (if required) >  
 < Evidence of exceptional need (if the school has a criterion which includes children where there is strong medical or other exceptional evidence) >

**Have you completed the Local Authority’s Common Application Form and returned it to their admissions team?**

Once completed, this form together with a completed priest's reference form, if required should be returned to St Anne's Catholic Primary School, Free Prae Road, Chertsey, Surrey KT16 8ET marked for the attention of Mrs J Raymond.

**Form for obtaining a priest's reference in connection with an application for admission to a diocesan school**

The name and address of the school to which you are applying for a place for your child.

The name and address of the child for whom you are applying for a place.

Your name and address. (Give all names by which you are or have been known. Give all addresses at which you have resided in the past three years)

Your telephone numbers and other contact details.

What is your relationship to the child? (Parent, grandparent, guardian, etc)

Please give details of your religious affiliation. *(Please study the notes accompanying this Form before completing this section)*

Which parish, parishes or places of worship do you normally attend for Sunday Mass (or 'first Mass' on Saturday)? Give the name and contact details of the parish priests, and the names and addresses of the Churches.

If the admission policy of the school to which you wish to apply gives priority to children whose parents worship regularly, you must indicate below how frequently on average you attended Sunday Mass (or 'first Mass' on Saturday) in the last year. Place a tick in the box that most accurately describes your practice.

Every week	<input type="checkbox"/>	Once every six weeks	<input type="checkbox"/>
Three weeks in four	<input type="checkbox"/>	Once every two months	<input type="checkbox"/>
Two weeks in four	<input type="checkbox"/>	Once every six months	<input type="checkbox"/>
One week in four	<input type="checkbox"/>	Once every year	<input type="checkbox"/>

Please give any other supporting information concerning your religious affiliation and practice that you wish to be taken into account.

*Note: the priest cannot give additional weight to subjective factors such as your 'commitment' to the parish. Nor can he take into account participation in parish activities to which some parishioners might have little access, for example, because of their hours of employment. It is not necessary to mention siblings or other associations with the school. If the school gives priority to siblings, this will be applied by the school, not the priest who signs this form. Previous attendance by the child's relatives cannot be taken into account.*

### **Parental Declaration**

I certify that I am a member of the Catholic Church (as defined by the information notes accompanying this Form).

I certify that the information given in this Form is true to the best of my knowledge. I accept that if any of this information is subsequently found to be false, my child will be liable to lose their place at the school.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

### **Priest's Declaration**

*\*Please delete as appropriate:*

\*I certify that \_\_\_\_\_ has signed this self declaration form in my presence and that the information he/she has given concerning his/her religious practice is accurate to the best of my knowledge.

\*I certify that \_\_\_\_\_ has signed this self declaration form in my presence. I have recorded below, under 'comments', any reservations that I may have concerning the accuracy of the information on religious practice.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parish: \_\_\_\_\_

Phone contact number \_\_\_\_\_

Parish Stamp



Use separate sheet for additional comments if necessary

*Note: Completed copies of this Form and separate comment sheet should be retained by the Priest for reference purposes.*