



St Monica's Catholic Primary School

Admissions Policy



2020/21 Academic Year

St. Monica's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. 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 is 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 Published Admission Number (PAN) for the Reception class at St Monica's is 30. The Governing Body has sole responsibility for admissions to this school and intends to admit 30 children in the school year which begins in September 2020. Applications are welcome from families whose child reaches his/her 4th birthday between 1st September 2019 and 31st August 2020.

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

In this policy *applicant* refers to the person making an application on behalf of a child; *candidate* refers to the child on whose behalf the application is being made.

OVERSUBSCRIPTION CRITERIA

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

1. Catholic 'looked after' children and Catholic children who have been adopted or made subject to child arrangements orders or special guardianship orders.
2. Catholic children with a Certificate of Catholic Practice, who have a sibling at the school at the time of admission.
3. Catholic children with a Certificate of Catholic Practice who are resident in the Parish of St. Monica's
4. Catholic children with a Certificate of Catholic Practice who are resident in the Parish of Our Lady's and St. Joseph's. St. Scholastica, St. Dominic's and St John's at Hackney.
5. Other baptised Catholics.
6. Other 'looked after' children and children who have been adopted or made subject to child arrangements orders or special guardianship orders.
7. Catechumens and members of an Eastern Christian Church.
8. Christians of other denominations whose application is supported by their Minister of Religion.
9. Children of other faiths whose application is supported by their Religious Leader.
10. Any other children

Note: "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 practices) in the form laid down by the Bishops' Conference of England and Wales.

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 child, which can only be met at this school.

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MULTIPLE APPLICATIONS

Where the final place is offered to a child who has other siblings applying for a place in the same school year, these siblings will also be admitted.

APPLICATIONS IN PREVIOUS YEARS

For the past three years the governing body has been unable to offer places to any applicants beyond oversubscription criterion [4]. Whilst the school welcomes applications from all categories, it is usually over-subscribed by Catholic candidates.

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 as measured by the Local Authority (LA) *The Hackney Learning Trust*.

FAIR ACCESS

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 local authority and the Diocese for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

IN-YEAR ADMISSIONS

In Year Applications are made to Hackney Learning Trust. If a place is available and there is no waiting list the child will be admitted. If there is a waiting list, 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 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 decide who is at the top of the list so that an offer can be made.

RECEPTION YEAR 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 deferral is requested. The place will then be held until the first day of the spring or summer term as applicable. 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. Applicants whose children have birthdays in the summer term should be aware that, if they wish to defer until the following September, they will need to apply again and that there may no longer be spaces in Year 1.

SUMMER BORN CHILDREN

Any application for a child to be educated out of his/her age group will be considered by governors on an individual basis and will only be granted in exceptional circumstances. Parents should write to the Chair of Governors during the autumn term in the (academic) year of application, giving reasons and compelling professional evidence.

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APPLICATION PROCEDURE 2020 - 2021

In order to make an application, you **must** complete a **Common Application Form (CAF)** from your local authority and return it to them. You **should** also complete the **School's Supplementary Information Form (SIF)**. 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 [address below] together with all other relevant paperwork required for your application. If you do not complete both of the forms described above and return them by 14th January 2019, the Governing Body will be unable to consider your application fully and it is very unlikely that your child will be offered a place. Applications received after the closing date will be dealt with after the initial allocation process has been completed.

The local authority will write to you on behalf of the Governing Body with the outcome of your application on or about Monday 15th April 2019. This information will also be available on line. Parents/carers should accept the place as soon as possible.

NURSERY CHILDREN

Attendance at the nursery **does not** guarantee a place in reception. Parents of children attending St Monica's nursery **must** make a fresh application for reception.

RIGHT OF APPEAL

If you are unsuccessful you may ask us for the reasons for the refusal of a place. These reasons will be related to the oversubscription criteria listed in the policy and you will have the right of appeal to an independent panel. Should you wish to appeal please contact the school as soon as possible for an appeal form on which you must list your reasons for making an appeal.

WAITING LIST

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This list will be maintained in order of the oversubscription criteria set out in the policy and not in the order in which applications are received or added to the list. Names will be removed from the list on 31st August 2020, unless applicants request in writing to remain on the list.

PUPILS WITH AN EDUCATION, HEALTH AND CARE PLAN (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.

CHANGE OF DETAILS

If any of the details on either of your forms changes between the date of application and the receipt of the letter of offer or refusal, you **must** inform the School and the local authority immediately. If misleading information is given or allowed to remain on either of your forms, the Governing Body reserves the right to withdraw the place, even if the child has already started at the School.



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NOTES (these notes form part of the oversubscription criteria)

'Looked after child' has the same meaning as in S.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).

'Adopted'. An adopted child is any child who has been formally adopted, having previously been in care and whose parent/ guardian can give proof of this.

'Child Arrangements Order'. A Child Arrangements order is an order under the terms of the Children Act 1989 s.8 settling the arrangements to be made as to the person with whom the child is to live. Children 'looked after' immediately before the order is made qualify in this category.

'Special Guardianship Order'. A special guardianship order is an order under the terms of the Children Act 1989 s.14A appointing one or more individuals to be a child's special guardian(s). Children 'looked after' immediately before the order is made qualify in this category.

'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.

'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 Certificate of Baptism in a Catholic church or a Certificate of Reception into the full communion of the Catholic Church.

'Family' includes the Catholic or Catholics who have legal responsibility for the child.

'Catechumen' means a child who is a member of the catechumenate of a Catholic Church. This will normally 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.

'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.

'Distance from school' means distance as measured by a straight line, from the front door of the child's residential address (including flats) to a point at the school. If distances are identical, the Governing Body will draw lots in the presence of an independent witness.



St Monica's Catholic Primary School

Hoxton Square, London N1 6NT.

T: 020 7739 5824; F: 020 7613 4465; E: office@st-monicas.hackney.sch.uk

Head Teacher: Mrs A Ruthven



DIOCESE OF WESTMINSTER PRIEST'S REFERENCE: GUIDANCE FOR PARENTS INTRODUCTION

Responsibility for the admission of pupils to Catholic maintained schools rests with the governing body of each school. The governing body determines and publishes an admissions policy each year, which is included in the school prospectus. Where there are more applications than places available, the policy must state how the places are to be allocated. Parents should read the admissions policy carefully. It will vary from school to school, and from year to year.

The bishops expect all Catholic schools to give first priority to Catholic applicants. Catholic schools exist to assist parents in handing on the Catholic faith to their children. So where there are insufficient places in an area for all Catholics, governing bodies may decide to give priority to children from practising Catholic families. Where schools do so, they should use, as evidence of practice, the priest's reference supplied with these notes (**Part B**). Please note, however, that **a supportive reference from a priest is no guarantee of a place in any particular school.**

This reference form is intended to give all priests a framework in which they can let schools know whether an applicant for a place at a Catholic school is from a practising Catholic family.

Where a school is over-subscribed with Catholic applicants, all of whom have provided evidence of Catholic practice, the governing body will apply other criteria such as proximity to the school, or whether there is an older sister or brother attending the school at the same time. These factors are likely to be crucial in deciding how places are to be allocated. These points will be explained in detail in the school's prospectus.

HOW IT WORKS

1. Fill in the two pages marked **PART A** following carefully the notes below (you also fill in the top box on the page marked **PART B**). You may need to fill in more than one Part B if you are making application to more than one Catholic school.
2. Give both Part A and Part B of the form to the appropriate priest (see below). Part B will be completed by the priest and returned to you for you to include with your application to the school. The priest will fill in extra copies of Part B if necessary. He will keep Part A for reference but **it will not be supplied to the school.**

Which Priest should complete the form?

The reference should be given by the appropriate priest, who is normally either:

- your own Parish Priest (i.e. the Parish Priest of the Parish in which you live); or
- the Parish Priest of the Parish where you worship regularly (if different).

If you worship at a church which does not have a Parish Priest, then the priest who is the equivalent of a Parish Priest is the appropriate priest (e.g. Administrator, Ethnic Chaplain etc.). If the priest giving the reference is not one of the priests described above, an explanation will be required.

HOW TO FILL IN THE FORMS

PART A requires you to consider your responsibilities. It will be used by the priest when he completes Part B. All the questions are designed to help the priest give you the most accurate reference possible in the circumstances. So it is important that you give him as much relevant information as you can. Please answer all the questions as fully as possible, filling in the forms clearly in capital letters and in black ink.

Normal home address of child. Please give the address of the family home. If the child lives at more than one address, please give both and give full details of the arrangements.

Religion/Denomination of the child. Please state if the child is a Catholic. A Catholic is one who has been baptised into the Catholic Church (or has been received into it after being baptised in another Christian church). NB: if the child has undergone more than one ceremony of baptism, **ONLY** the first is valid and is the only one that can be taken into account for the purposes of admissions.

Date and place of Baptism. Fill in the date and place of baptism. If the child was not first baptised in the Catholic Church, you must also give the date and place of reception into full communion with the Catholic Church.

www.stmonicasprimaryhackney.co.uk





St Monica's Catholic Primary School



DIOCESE OF WESTMINSTER PRIEST'S REFERENCE: GUIDANCE FOR PARENTS

Parents' names. The terms 'Mother', 'Father' and 'Parent' include all persons who legally have parental responsibility for the child. Please enter the details of each person who has parental responsibility, and if any of them is not the child's mother or father, please state clearly for each the relationship with the child. There may be more than two people with parental responsibility. If so please give details on a separate sheet.

Parents' religions / denominations. If you are a Christian, please state which denomination. You are a Catholic only if you have been baptised into the Catholic Church (or have been received into it after being baptised in another Christian church).

Home address(es) of parent(s). If any parent does not live at the address given for the child, please give their address(es).

Catholic Parish in which you live. This is each parent's Parish of residence. Please give the title of the church and the geographical parish (e.g. St. Edmund's, Millwall). If the parents do not live together, give both parishes of residence (if different).

Usual place of worship. Some people regularly attend a church other than their Parish Church. If you often attend more than one church, please give as much detail as you can here. Always give both the title of the church (e.g. St Joseph's) and the geographical parish (e.g. Highgate). You do not need to answer this question if you are not a Catholic.

How often do you attend Mass? Please tick which statement you feel best describes your attendance as a family.

For how long has this been your practice? Please indicate how long you have been practising at the level described in the previous question. Please give the answer in years and months. If this is a relatively short time, you may wish to give the priest further information about your practice before then to assist his assessment.

If you do not go to Mass regularly, it will be helpful for the priest to know why. It is therefore helpful if you give reasons in the space provided. Please also give any other details which you think may help the priest decide whether you are a practising Catholic family or whether there are exceptional pastoral circumstances.

Your Declaration

Unless there is a good reason, each person with parental responsibility should sign and date the form.

This is to affirm that the contents of the form are true, and that you understand and accept that:

- the information you have given will remain confidential to the priest and will not be shared with the school, and
- the information will not be used in any way except for purposes connected with your pastoral care within the Catholic Church.

Warning: making a false statement in order to gain entry to a school is both immoral and illegal, as it might deprive another child of a place which is rightfully his or hers. Making a false statement is a good reason for a school to withdraw any place which has been offered and could leave you without a school place.

PART B identifies your child and allows the priest to confirm whether you are a practising Catholic family. This judgment will be based on your Mass attendance. In very exceptional circumstances, Part B also allows the priest an opportunity to let the school know about particular pastoral circumstances which may affect an application. In these cases the school and not the priest will make a judgment whether such circumstances will have any effect on your application. The school's decision will be based on its published criteria.

Name of child and date of birth. You need to give the child's name and date of birth again. This is simply because the school will only see this part of the form and must be able to match it up with your application.

Address of child. As before, if the child lives at more than one address, please give both and give full details of the arrangements.

THIS PART IS TO BE KEPT BY THE PRIEST: NOT TO BE SENT TO THE SCHOOL



St Monica's Catholic Primary School



THIS PART IS TO BE KEPT BY THE PRIEST: NOT TO BE SENT TO THE SCHOOL

Diocese of Westminster

Diocesan Priest's Reference – PART A

This form should be completed when applying for a place in a Catholic School in the Diocese of Westminster. Please complete and sign Part A of the form below and hand it to your parish priest or the priest at the church at which you normally worship. He will add his reference in Part B.

NB Please ensure that you have also completed and returned one Common Application Form and a Supplementary Information Form to EACH AND EVERY school to which you are applying (available from schools and/or Local Authorities)

PART A (To be completed by all parents and carers)

ABOUT YOUR CHILD

Full Name of child: _____ Date of birth: _____

Religion/Denomination: (e.g. Catholic) _____ Boy Girl

Normal home address of child: _____

_____ Postcode _____

Date and place of Baptism (if applicable): _____

Name of current school, nursery or playgroup (if any): _____

ABOUT YOU

Father

Mother

Parents' names: _____

Parents' religions/denominations: _____

Home address(es) of parent(s)
(if different to child's normal address): _____

Catholic Parish in which you live
(e.g. St Anselm's, Southall) _____

If Catholic:

Usual place of worship (if different): _____

How often do you attend Mass? weekly

at least twice a month

at least once a month

less often

weekly

at least twice a month

at least once a month

less often

For **how long** has this been your practice? _____ years _____ months

_____ years _____ months

Which Mass do you normally attend? Sat/Sun _____ (time)

Sat/Sun _____ (time)

How long have you worshipped at this Mass? _____ years _____ months _____

years _____ months

Please give details of any other church(es)
at which you worship or have worshipped
regularly in the past few years. _____

Do you attend Mass on Holy Days of Obligation? Yes No

Yes No

Which Mass do you normally attend? _____ (time)

_____ (time)

Please turn over and complete the rest of this Part, sign it, and hand it to your Priest

NB: This form is a Diocesan Form. It does not form part of any school's admission arrangements.



St Monica's Catholic Primary School



THIS PART IS TO BE KEPT BY THE PRIEST: NOT TO BE SENT TO THE SCHOOL

Additional Information

If you do not worship at Mass regularly, or you have only started to do so recently (i.e. within the past few months or years) please give any reasons below. Please give any other details which you think may either be relevant or assist the priest in identifying you, including any exceptional circumstances. (Continue on a separate sheet if necessary).

Please give contact numbers (in case there is a query about any information on this form):

_____ (please specify: home / work / mother / father / carer etc.)

Declaration

I/we declare that the information given on this Form is full, accurate and true. I/we give permission for the information on this Form to be held and processed by the Diocese in accordance with its policy on School Admissions, and I/we understand and accept that (except in cases of suspected fraud) the information given on this sheet remains confidential and will not be shared with the school, or used in any way except for purposes connected with my/our pastoral care within the Catholic Church. I understand that if I/we have made any false statements this can lead to any school place(s) offered being withdrawn.

Signed: _____ Parent/carer Date: _____

Signed: _____ Parent/carer Date: _____

Signed: _____ Parent/carer Date: _____

Please sign this part of the Form, and hand it to your Priest.

NB: This form is a Diocesan Form. It does not form part of any school's admission arrangements.



St Monica's Catholic Primary School



PART B (To be completed by the appropriate priest)

Details of Child (for identification only)

Full Name of child: _____ Date of birth: _____

Address of child: _____

_____ Postcode _____

A. For all schools:

To the best of my knowledge the child is a baptised Catholic

Yes No

(The school will verify this by means of a certificate of baptism or reception)

B. For schools requiring evidence of Catholic practice:

1. I hereby confirm that I know the child and the family and that the child is a member of a practising Catholic family for the purposes of school admissions in accordance with Diocesan Guidance.	<input type="checkbox"/>
2. I have insufficient evidence to be able to make the statement set out in 1 above with full confidence.	<input type="checkbox"/>

If there are exceptional circumstances which may explain the lack of practice, or lack of sufficient evidence of practice, please give full details below:

Declaration

I have read and understood the Guidance Notes for Parish Priests on Admission to Catholic Schools and I confirm that, on the basis described in that guidance, the above statements about the child named above and his or her family's practice are true, to the best of my knowledge and belief. I am the appropriate Catholic priest in relation to the child in accordance with that guidance.

Date: _____ Priest's Name: _____

signed: _____

Parish Seal

(to be applied over the priest's signature)

Please return this part of the Form to the school.

NB: This form is a Diocesan Form. It does NOT form part of any school's admission arrangements.



Diocese of Westminster Catholic Primary Schools
Supplementary Information Form 2020/2021



Name and Address of School:

St Monica's Catholic Primary School, 43 Hoxton Street, London N1 6QN

Child's Details

Child's surname:	
Child's first name:	
Home Address:	Date of Birth:
	Postcode:

Parent/Carer Details

Parent's name:	
Address (if different from above):	
Telephone number:	

Details of Religion

Religion of child: (Please tick)	Catholic	Other Christian (name of denomination)	Other faith
Catholic Parish you live in:			
Church where child was baptised and date of baptism: (baptism certificate required)			
Name and position of priest or religious leader supplying reference (where appropriate) :			

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' the governors may withdraw any offer of a place even if the child has already started school.

Signed.....

Date.....

Please note:

- Where applicable parents can obtain a Certificate of Catholic Practice Form from the school or from the Diocese of Westminster website.
- Applicants from other Christian denominations and other faiths may attach a letter confirming membership, from their minister or religious leader.
- You **must** complete your local authority's Common Application Form and return it to the council offices by the closing date. If you do not do this you will not be offered a place.

Checklist:

Have you enclosed:

Copy of birth certificate

Copy of baptism certificate

Certificate of Catholic Practice (where necessary)

Evidence of exceptional need (where necessary).

Have you completed your local authority's Common Application form?

.....
For office use only:

Date form received:

Is this family Catholic and new to the area? Yes / No

If 'Yes', please refer the family to the Parish Priest. Date referred (if applicable).....