

Admission Criteria for Canon Palmer Catholic School 2011-2012

Introduction

Canon Palmer Catholic School is a mixed 11-18 Catholic voluntary aided comprehensive school under the trusteeship of the Diocese of Brentwood. The primary aim of the school is the education of Catholic children. The education provided is intended to foster the growth of pupils' understanding and appreciation of their faith, as well as their understanding of other human development. The Catholic faith is fostered and developed at Canon Palmer in the context of respect for each individual's freedom and dignity.

Admissions Policy

The Governing Body of the school is responsible for determining the school's Admission Policy. In undertaking this responsibility, the Governors are guided by the requirements of the law as well as the advice of the Diocesan Trustees, and their duty to the school and the Catholic community.

In consultation with Redbridge Local Education Authority, the Governing Body has set its planned admissions number of 192 pupils for the school year commencing September 2011.

Admissions Criteria

Within the normal range of a comprehensive school, the Governing Body will admit pupils of all abilities. Governors will give preference in each category to those who desire for their child a Catholic education.

Parents must be fully prepared to support the aims, objectives and ethos of the school as set out in the School Prospectus.

The Governors will determine practice of the Catholic faith with reference to the following criteria:

- Evidence that the child has been baptised in accordance with the disciplines and rites of the Catholic Church. A copy of the child's Baptismal Certificate is to be attached to the Priest's reference.
- The practice of the faith is confirmed by a Diocesan Priest's Reference.

Oversubscription (*that is – where there are more applicants than places available*)

Should there be more applicants than places available the Governing Body will consider applications in the following order of priority:

1. Looked after children from Catholic Families (*children in Public Care – see glossary of definitions*).
2. To the children of practising Catholic families whose permanent residence is within one of the following Catholic Parish boundaries. (See Glossary of Definitions)

SS Peter & Paul (Ilford)	St Augustine (Barkingside)
St Cedd (Goodmayes)	St John Vianney (Clayhall)
St Teresa (Newbury Park)	The Assumption (Hainault)
St Bede (Chadwell Heath)	Our Lady of Lourdes (Wanstead)
SS Mary & Erconwald (Ilford Lane)	St Vincent (Becontree)
SS Mary & Ethelburga (Barking)	St Thomas More (New Barking)
St John the Baptist (Wanstead Park Road)	

3. The Governors, at this point, will offer any remaining places available to Baptised Catholic Children whose permanent residence is within one of the Catholic Parishes listed in Category 2.
4. The Governors, at this point, will offer any remaining places available to the children of Practising Catholic families residing the in the Deaneries of :-

Redbridge (Other than Parishes listed in Category 2)
Barking & Dagenham (Other than Parishes listed in Category 2)
Newham;
Waltham Forest;
Havering;

and within the remainder of the Diocese of Brentwood.

5. The Governors, at this point, will offer any remaining places available to Baptised Catholic children residing in the Deaneries of :-

Redbridge (Other than Parishes listed in Category 2)
Barking & Dagenham (Other than Parishes listed in Category 2)
Newham;
Waltham Forest;
Havering;
and within the remainder of the Diocese of Brentwood.

Oversubscription within each category – Tie break criteria

At each point within categories 1-5 should there be more eligible applicants than places available, priority will be determined in each category in the following order:

- (i) **Children meeting the criteria who already have a sibling in the school Years 7 – 10 and, who, therefore will be attending the school in the academic year 2011-2012.**
- (ii) **Children meeting the criteria living nearest to the school, as determined by the shortest walking distance from the applicants home to the main entrance of the school, measured by the use of public highways and footpaths, excluding common land as calculated by the Local Authority Geographical Information System (G.S.I.)**
6. The Governing Body, having met its obligation to the Catholic Community, will offer any remaining places to the children of applicants who are not practising Catholics, but who genuinely desire their child to attend Canon Palmer Catholic School.

Remaining places will be offered in the following order of priority:

- (i) To “looked after” children in public care.
- (ii) To applicants of other Christian traditions whose parents support the aims and ethos of Canon Palmer Catholic School and whose application is supported by a reference supplied by their Minister of Religion.
- (iii) To applicants of other faith whose parents are supportive of the aims and ethos of Canon Palmer Catholic School and whose application is supported by a reference from their religious leader.
- (iv) To other applications from parents/guardians living nearest to the school as determined by the shortest walking distance to the applicant’s home to the main entrance of the school, measured by use of public highways and footpaths, excluding common land as calculated by the Local Authority Geographical Information System (G.I.S.)

In section (i) to (iv) of Category 6, should tie break arrangements need to be applied, priority will be given as follows:

- (a) To applicants who have a brother or sister (sibling) currently attending the school in Years 7 - 10, at the time of application and who will still be attending the school in the academic year 2011-2012.
- (b) To applicants living nearest to the school as determined by the shortest walking distance to the applicant’s home to the main entrance of the school, measured by use of public highways and footpaths, excluding common land as calculated by the Local Authority Geographical Information System (G.I.S.)

Late Applications

Applications received after the admission date will be considered in accordance to the admission criteria but not so as to prejudice decisions taken regarding those who did apply by the admission date.

PLEASE NOTE

Residence

Governors require that Parents/Guardians submit proof of residence by attaching a copy of their most recent Council Tax Bill or Utilities Bill (i.e. Gas, Electricity) to their Priests' Reference Form.

Children who have a Statement of Special Educational Needs

The Governing Body acknowledges that the law provides a quite distinct and separate process for the admission of those children with a Statement of Special Educational Needs. The Governing Body undertakes to work in full co-operation with the appropriate agencies to ensure such applications are processed in accordance with the Code of Practice for Children with Special Educational Needs and the DfES, School Admissions code 2007.

Parish Boundaries

The school has a copy of the Parish Boundaries set out in Category 2 of the Admissions Criteria. Parents can contact the school or the Diocese of Brentwood to ascertain specific Parish Boundaries. Which may be viewed if required by applicants.

Diocesan Priest's Reference Form

The practice of the Catholic faith must be confirmed by a reference from the applicants Parish Priest or Priest of the Church at which the applicant worships. The **Diocesan Guidance Notes and Parish Reference Form** are obtainable only from the school. Please note that this guidance and the Priest Reference are Diocesan documents, they are not school documents. Applicants must complete the Self Assessment Form and give this and the Priest Reference Form (with personal details listed) to their Priest/Parish Priest. The Priest/parish Priest will then complete the Form and return it to the applicant.

N.B. Applicants must return the Priest Reference Form directly to the school by 31st October 2011.

Non Catholic Applicants – Confirmation of Faith Practice

Applicants who wish to be considered under the faith criteria must obtain from the school a FAITH PRACTICE REFERENCE FORM. This Form must be completed by the appropriate Minister of Faith and returned directly to the school by the applicant.

N.B. The Faith Practice Reference Form must be returned to the school by 31st October 2011.

Glossary of Definitions

Looked After Children

These are children in Public Care and include children living in Children's Homes, Foster Care, unaccompanied minors and children in other emergency provision.

Sibling

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother/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.

Definition of Ordinary Residence

- The residence at which a child lives with its birth parents, legal guardians or foster parent. That address will be considered to be the child's normal, permanent place of residence.
- Where a child has parents who are separated, the parents may nominate only one address for the application process. If one parent has parental responsibility (as evidenced by documentation) that parent's address must be used. If both parents have parental responsibility (as evidenced by documentation) the Governing Body will normally accept a parent's address where the child resides for the majority of the school week.
- If the child lives full or part-time with neither parent e.g. with a relative, the Governing Body will accept this as the application address only if the arrangement is long standing and can be confirmed as such. If such a formal arrangement has been agreed there should be some evidence that the relatives care for the child/ren on a full time basis. Practical examples will include: who holds the child's allowance book and collects it; where the child is registered with the GP; where the child spends weekends. If a child is merely looked after by a relative during the week, this would not alter their ordinary residence which is assumed to be with his or her parents and it is this address that will be used for admission purposes.

Practising Catholic Family

For the purposes of the admission process a Practising Catholic Family is one where both or one parent/guardian and the applicant (child) are confirmed as a Practising Catholic by their Priest/Parish Priest.

Baptised Catholic

For the purpose of the admission process a Baptised Catholic is an applicant who has been baptised into the Catholic Church as confirmed by a Baptismal Certificate.

Parents/Family Members

A parent/family member is any person who has parental authority for or is the legal guardian of the child for whom the application is made.

Additional/supplementary forms

All parents who list their preferred schools on the Local Authority's Common application Form are regarded as having made valid applications. An additional or supplementary form may also have to be completed for applicants considered under faith criteria of faith schools, for boarding schools and for selective schools.

Distance

Applicants living nearest to the school as determined by the shortest walking distance to the applicant's home to the main entrance of the school, measured by use of public highways and footpaths, excluding common land as measured by the Local Authority Geographical Information System (G.I.S.)

Appeals against refusal of admission:

The School Standards and Framework Act 1998 allows parents/guardians to appeal against any decision made by or on behalf of the Governing Body in refusing their child admission to Canon Palmer Catholic School. Should any parent wish to exercise this right they should, in the first instance, write to the Clerk to the Governing Body (Admissions Appeals) c/o the school. Parents will be provided with an Appeals Form on which they may state their case for appeal. The Appeals Panel will be made up of persons nominated by the London Borough of Redbridge and will not include any person who made, or took part in the discussion about, the refusal decision which is the subject of an appeal.

Parents/guardians making an appeal will have the right to attend the appeal hearing to make their case orally. They may, if they wish, be accompanied by a friend.