



SACRED HEART CATHOLIC PRIMARY SCHOOL

PRIMARY SCHOOL ADMISSIONS POLICY FOR 2021/2022

Sacred Heart School was 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.

Whenever there are more applications than places available, priority will always be given to Catholic applicants, in accordance with the oversubscription criteria below. Where places are available, applications for non-Catholic children will also be considered in accordance with the oversubscription criteria listed below.

The Governing Body has sole responsibility for Admissions to this school and intends to admit 60 pupils to the Reception Class which begins in September 2021.

Admission to Sacred Heart Primary School is in accordance with the determined Admission arrangements. If the number of applications outnumbers the admission limit, applications are allocated in accordance with the Oversubscription Criteria and therefore not all applications are successful.

Application Procedures and Timetable

Admission limit 60

During the first week of September, flyers and posters encouraging parents/carers to apply are sent by Southend on Sea Borough Council to all Nursery schools, Pre-schools, Registered child-minders, Doctors, Dentists, Libraries and to parents/carers on the early years register. Adverts and editorials are in the local press. Parents/carers are encouraged to apply on-line on southend.gov.uk/admissions from mid-September 2020 to 15th January 2021.

The Single Application Form must be returned to the Council by the closing date of 15th January 2021

Parents applying for a place at this Catholic school must also complete a Supplementary Information Form (SIF) which can be obtained from the School or the Local Authority. A Certification of Practice can be obtained from the Parish Church.

The SIF form and the Priest's Form must be returned to Sacred Heart School by 22nd January 2021

The SIF form is not an application form but provides the Governors with information in order to place applications in priority order according to the school's admission criteria, as seen below.

The standard number of children admitted each year is 60 in all year groups from reception to year 3 and 30 in years 4 to 6; the Governors intend to admit this number. The parish catchment area for the school extends from Eastern Avenue and along the north boundary to Thorpe Hall Avenue. The southern boundary follows along the B1016 including Thorpe Esplanade, Eastern Esplanade and onto Marine Parade and Pier Hill. It continues along the west boundary along High Street and Victoria Avenue to East Street on the B1015.

All admissions are determined by the Governing Body, who reserve the right to protect the denominational character of the school and to consider each application in line with the admissions criteria below. Parents will be advised of their applications by the Local Authority on 16th April 2021.

Oversubscription Criteria

- 1) Looked after children from Catholic Families and children who were looked after but ceased to be so because they were adopted by Catholic families (or became subject to a child arrangements order or special guardianship order).¹
- 2) Baptised Catholic children of practising Catholic parent(s) whose practice is verified by a Catholic Priest and who live in the parish of Sacred Heart and St John Fisher (only within the boundary of the former parish of Sacred Heart).²
- 3) Baptised Catholic children of practising Catholic parent(s) whose practice is verified by a Catholic Priest, who do not live in the parish of Sacred Heart and St John Fisher (only within the boundary of the former parish of Sacred Heart)
- 4) Baptised Catholic children residing in the parish.
- 5) Baptised Catholic children, but live outside the parish.
- 6) Other looked after children and children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order)¹
- 7) Catechumens and their children seeking baptism and members of other Eastern Christian churches
- 8) Baptised (or equivalent) children of another Christian faith who attend church regularly and whose application is supported by their minister.³
- 9) Baptised (or equivalent) children of another Christian faith.
- 10) Other children whose parents have shown a preference for Sacred Heart School.

Notes:

- Evidence of Baptism (or equivalent) needs to support application to the school.
- 'Catholic' means a member of a church in communion with the See of Rome. This includes 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.
- 'Catechumen' means 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 Churches' includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that church.

¹ Any reference to looked after children refers to children who are in the care of local authorities as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation a 'looked after child' is a child in public care at the time of application to the school'. Any reference to previously looked after children means children who were adopted (or subject to child arrangements or special guardianship orders) immediately following having been looked after.

² 'Practising Catholic' is a person who observes the Churches precept of attending Mass each Sunday and on Holy Days of Obligation and where the application is supported by a Catholic Priest. The Governing Body will expect this practice to be verified by a reference from the Priest in the standard format laid down by the diocese.

³ **Definition of children of other Christian denominations.** "Children of other Christian denominations" means: children who belong to other churches and ecclesial communities which, acknowledging God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and of CYTUN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

In the event of too many applications within any particular criteria then the following deciding criteria will be used in the order below to allocate places:-

- Applicants with siblings in the school take precedence in the category in which they fall.
Siblings are considered to be an older brother or sister, half-brother or half-sister, step-brother or step-sister, adopted brother or sister, living at the same address, who attends the school at the time of application with reasonable expectation that he or she will be attending at the time of the proposed admission.
In the exceptional situation where one twin or one or two triplets are refused a place, in order to keep family members together the additional pupil(s) will be admitted even if this results in the admission limit for the year group being exceeded. This arrangement will apply to admission into Key Stage 1 & 2 year groups (Reception-Year 6). This child will count as an excepted pupil for the time they are in an Infant class or until the class numbers fall back to the current Infant class size limit.
- Where the applicants all have siblings within the school, preference will be given to those with the highest number of siblings within the school.
- In the event that there are still two or more applicants for the same place, when the children are in the same category, preference will be given to those living closest to the school by the "shortest straight line" distance, based on figures provided by the Local Authority. If the same distance is shared by more than one pupil, and only one place is available, the place will be awarded on the basis of a computerised random allocation process (supervised by someone independent of the Governing Body). Distances will be measured using the Local Authority's computerised measuring system.

Pupils with Education, Health and Care Plans

All children whose statement of special educational needs (SEN) or Education, Health and Care (EHC) plan names the school must be admitted. Children with a statement or a plan will follow a different process for admission. Further information can be found on:

http://www.southend.gov.uk/info/200225/children_with_disabilities/290/special_educational_needs

<http://www.southendinfopoint.org/kb5/southendonsea/fsd/localoffer.page>

Distance where parents have separated

Only one application can be received. The Governing Body or LA should not have the details of both parents or know of the marital status of the parents. If more than one application is received from parents, applications will be placed on hold until such time that:

- 'an application is made that both parents agree to; or
- 'written agreement is provided from both parents; or
- 'a court order is obtained confirming which parent's application takes precedence'.

Details on address checks and which address is relevant are also provided in the admission booklet. In all cases the child's normal place of residence is applicable for the purposes of the application.

Over and Under age applications (including children admitted outside normal age group)

Parents may seek a place for their child outside of their normal age group, (usually during the school year and not at the point of admission), for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

All other applications for over or under age in-year will be handled in line with the School Admissions Code 2014, 2.17 (a & b). Such requests are made initially informally in discussions with the Head Teacher and where parents wish to proceed with the request a written letter with any relevant documentation should be

provided to the Head Teacher. The School would make decisions on the basis of the circumstances of the individual case and will be in the best interests of the child.

Requests for year 3 and 6 must have been submitted by the parent and considered by the admission authority before the closing date for applications to year 7, i.e. 31st October and 15th January for year 3 of any given year.

When informing a parent of their decision on the year group the child should be admitted to, the admission authority must set out clearly the reasons for their decision. (2.17a School Admissions Code 2014). In circumstances where a child transfers from another school already 'outside of normal age group', the Academy will support any over or under age application where the above has been met and the Academy is satisfied that the child should continue to be educated out of normal age group.

A parent cannot appeal against refusal to the 'out of normal age group' application.

Further details provided in the Admission Scheme 2021/22 and Guidelines on deferred entry to school for summer born children on the Council Web site.

The composite prospectus for all schools in the Borough, the scheme (process), admission procedures and all other policies and procedures are available on www.southend.gov.uk/admissions

The relevant Coordinated Admissions Scheme and Primary Admission booklets should be read in conjunction to the Determined Admission Arrangements for all schools in the Borough of Southend-On-Sea.

Unsuccessful Applicants

Unsuccessful applicants will be advised of their right to appeal to an independent panel. Details of this can be obtained from the School Office. The School Standards and Framework Act 1998 and the School Admission Appeals Code of Practice allows any parent who so wishes at least 20 days in which to appeal against the Governors' decision not to admit their child. The decision of the subsequent Appeals Committee is binding on both school and parents. In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on the waiting list.

Mid-year Applications/ Waiting List

Parents can complete a Supplementary Information Form (SIF) and hand it to the office, for their child to be put on the Waiting List. The Waiting List will hold names of the children wishing to attend the school, but for whom there is no place available. The Waiting List will be maintained by the school and in order of the oversubscription criteria and not in the order in which applicants are received or added to the list. When a space becomes available, the school will refer to the Waiting List for that Year Group and then also to the Admissions Criteria and the place will be offered to the child in the highest category. The Waiting List will be held open until the last school day of the summer term in July.

Parents wishing to apply for Year 3 will need to make a fresh application to the Council in the main round of admissions which is during mid-September 2020 and 15th January 2021. If there are no places to be offered during the Year 3 main round those applications will be on the waiting list.

The Governing Body has sole responsibility for admissions to this school and will only admit a maximum of 60 for those year groups with two forms and a maximum of 30 for those year groups with one form.

This Policy is subject to annual review.

Last reviewed: January 2020