

# HOLY GHOST CATHOLIC PRIMARY SCHOOL

## ADMISSIONS POLICY 2018

Admission to the school is normally restricted to baptised Catholic children who have one or two parents who are committed, practising members of the Catholic Church, who attend Mass regularly. By this is meant parents who fulfil the obligation of attending Mass each weekend in accordance with the norms of the Catholic Church. All other Catholic applicants will be grouped in the order shown on the Supplementary Form (Firstly weekly Mass attendance, secondly less than weekly etc.) Children admitted by the school each year are expected to complete their seven years primary education at the Holy Ghost School.

Boys and girls will normally be admitted at the beginning of the school year in which they become five. They are admitted without reference to ability or aptitude.

The Governors, having consulted with the Local Authority, intend to admit 30 children for the year.

Where the number of applications exceeds the number of places available, places will be offered in accordance with the following categories set in order of priority:

1. Baptised Roman Catholic "looked after children"\*  
(Children Looked After and those who ceased to be Children Looked After because they were adopted, or because they became subject to a residence order or a special guardianship order)
2. Baptised Roman Catholic children who have one or two parents who are practising Catholics and who attend Mass regularly (as verified by a reference from the parish priest) at the Holy Ghost Church.
3. Baptised Roman Catholic children who have one or two parents who are practising Catholics and who attend Mass regularly (as verified by a reference from the parish priest) at neighbouring Catholic Churches, which do not have a Catholic school [St. Vincent de Paul; Christ the King].
4. Baptised Roman Catholic children who have one or two parents who are practising Catholics and who attend Mass regularly (as verified by a reference from the parish priest) at neighbouring Catholic Churches which have a Catholic school. [St Anselm's, St Mary's Clapham and St Bede's].
5. Baptised Roman Catholic children living in Holy Ghost Parish, who are not included in 2 above.
6. Baptised Roman Catholic children living in neighbouring Catholic Parishes who are not included in 3 or 4 above.
7. All other Baptised Roman Catholic children.
8. All other "looked after children" \*  
(Children Looked After and those who ceased to be Children Looked After because they were adopted, or because they became subject to a residence order or a special guardianship order)
9. Baptised children of practising Christian families (as verified by a reference from their minister) who wish their children to attend a Catholic primary school.
10. Other applicants not meeting categories 1 - 9 above.

## Over Subscription

If there is over subscription in any of the above categories, the Governing Body will allocate places in accordance with the following sub-categories in the order of priority set out below:

- i. children who have a sibling\*\* attending the school at the time of admission;

- ii. children with an established medical need, who can demonstrate that Holy Ghost School has characteristics which make it particularly suitable to meet their educational, physical or behavioural needs. Applications should be supported by statement(s) from a doctor, and other relevant healthcare professionals, and disclosed at the time of application, or subsequently, but before the published date by which admissions are to be considered;
- iii. children in order of straight line distance from home to school, as measured by Wandsworth Council's Geographical Information System\*\*\*.

## Procedures

All application forms, including the Local Authority Common Application Form (CAF), and the Supplementary Application and Religious Inquiry Form are available from the Local Authority and the school.

Local Authority's Common Application Form (CAF) must be received by Pupil Services at Wandsworth Council on or before the **15<sup>th</sup> January 2018**

Supplementary Application Forms, accompanied by copies of the child's short birth certificate, baptismal certificate, Current Financial Year's Council Tax Statement, and any letters of reference, should be received by the school on or before the **15<sup>th</sup> January 2018**. Please note that while the Common Application Form constitutes a 'valid' application, applications received without a completed supplementary application and religious inquiry form will receive a lower priority than all other applications.

## Admission of children below compulsory school age

The governors will provide for the admission of all children in the September following their fourth birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year; parents may also request that their child attends part-time until the child reaches compulsory school age. Parents may request that entry to Reception class for summer born children (born between 1<sup>st</sup> April and 31<sup>st</sup> August) is delayed until the following year. The school expects such requests to be made at time of application.

## Appeals

Parents have the right to appeal against any refusal by the governors to admit their child. Appeals should be directed to an appeals committee established within the terms of the Education Act 1980 (as amended). Details of the appeals procedure can be obtained from the Local Authority.

## Waiting List

Parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list. The waiting list will be operated using the same admissions criteria listed above. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

## Notes

\* (A child looked after is a child in the care of a local authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989. An adopted child is defined by Section 46 of the Adoption and Children Act 2002. A residence order is defined by Section 8 of the Children Act 1989. A special guardianship order is defined by Section 14A of the Children Act 1989)

\*\* A sibling is defined as a full brother or sister, a step/half brother or sister living at the same address, a child who is living at the same address as part of the family by reason of a court order, or a child who has been placed with foster carers as a result of being looked after by a Local Authority.

\*\*\* The straight-line measurement used to prioritise applicants for admission to schools in Wandsworth commences in all cases at the location of the property determined by the National Land Planning Gazetteer and terminates at the central point of the school site as determined by Wandsworth Council's Geographical Information System. Measurements by alternative systems and/or to other points will not be taken into account in any circumstances. Where applicants have identical distance measurements, priority amongst them will be determined at random.