



St. John Vianney Catholic Primary School



Admissions Policy 2022/2023

MISSION STATEMENT

“In our school children, staff, parents and carers, governors and parish will work together to create a caring, learning environment with Our Lord as the focal point in which each child is valued as an individual, nurtured and encouraged to fulfil his/her potential.”

St. John Vianney Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will always be given to Catholic children in accordance with the oversubscription criteria listed below. 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 Our Lord Jesus Christ.

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 be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admission authority and has responsibility for admissions to the school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The governing body has set its Published Admissions Number (PAN) at 30 pupils to be admitted to Reception Class in the school year which begins in September 2022. Applications for Reception are welcome from families whose child reaches his/her 4th birthday between 1st September 2021 and 31st August 2022.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last ranked within the school's Published Admissions Number PAN.

PUPILS WITH AN EDUCATION, HEALTH AND CARE PLAN (EHC) OR A STATEMENT OF SPECIAL EDUCATIONAL NEEDS

The admission of pupils with a Statement of Educational Needs or an Education, Health and Care Plan (EHCP) is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

OVERSUBSCRIPTION CRITERIA

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

1. Catholic 'looked after' children and previously 'looked after' children, who have been adopted or made subject to child arrangements orders or special guardianship orders.
2. Baptised Catholic children who have a sibling at the school at the time of admission.
3. Other baptised Catholics.
4. Other 'looked after' children and previously 'looked after' children who have been adopted or made subject to child arrangements orders or special guardianship orders.
5. Non-Catholic children who have a sibling at the school at the time of admission.

6. Children of catechumens and members of an Eastern Christian Church whose application is supported by a certificate of baptism.
7. Christians of other denominations whose application is supported by a certificate of baptism or a letter from their minister confirming membership of the faith.
8. Children of other faiths whose application is supported by a letter from their religious leader, confirming membership of the faith community.
9. Any other children.

Within each of the categories listed above, the provision below will be applied:

- (i) The Governing Body will give top priority, within a category, 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.
- (ii) The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made after the children in (i).

APPLICATIONS IN PREVIOUS YEARS

In five of the last six years the governing body has been able to offer places to applicants up to oversubscription criterion 8.

TIE BREAK

Where the offer of places to the applicants in any of the categories listed above would exceed the number of places available, the places up to the admission number will be offered to those living nearest to the school as measured in a straight line from the applicant's home address point to the school address point using a computerised mapping system. The measurement will be conducted by the Local Authority (LA), whose process is:

Children living closest to the school measured in a straight line from the post office address point for the child's home, to the post office address point of the school, supplied by the Royal Mail using a computerised mapping system. The tiebreak for two or more applications that live exactly the same distance from the school will be random allocation using a computerised system.

If two or more applications are received from the same block of flats, the applicant with the lower door number will be classed as the nearest and offered a place because they are likely to be closer to the ground floor and, therefore, the school. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out by the local authority's computerised allocation system.

APPLICATION PROCEDURES AND TIMETABLE FOR 2022 -2023

To apply for a place at this school in the normal admission round, you **must** complete an online Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form (SIF) attached to this policy if you wish to apply under oversubscription criteria **2, 3, 5, 6 or 7**. Whilst this is not compulsory, 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 to the school, 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 Friday, **15th January 2022**, the Governing Body will be obliged to consider your application using only the documents available. If you don't return the SIF on time your child may receive a lower ranking because of this and not be offered a place.

You will be advised of the outcome of your application, on **16th April or the next working day by the local authority on our behalf**. This information will also be available online for those who have submitted an online application. Parents should accept or decline the place as soon as possible. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above and you have the right of appeal to an independent appeal 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. Appeals should be submitted to the school in writing by Friday, **20th May 2022**.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15th January 2022.

LATE APPLICATIONS

Applications received after the closing date will be dealt with after the initial allocation process has been completed. If the school is oversubscribed it is very unlikely that late applicants will obtain a place.

RECEPTION YEAR DEFERRED ENTRY

A child is entitled to a full-time school place in the September following his/her 4th birthday. Applicants may defer entry to school up until compulsory 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 until January or April is requested. The place will then be held until the first day of the spring or summer term as applicable. Entry may not be deferred beyond compulsory school age or beyond the year for which the application has been made. Therefore, applicants whose children have birthdays in the summer term may only defer until **1st April 2022**. Upon receipt of the offer of a place a parent should notify the school as soon as possible if they wish to defer until the spring or summer term.

PART TIME ATTENDANCE

Applicants may also request that their child attend part-time until compulsory school age is reached. Upon receipt of the offer of a place a parent should notify the school as soon as possible if they wish to take up a part-time place.

ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP

A request may be made for a child to be admitted outside his/her normal age group e.g. if the child is gifted and talented or has experienced problems such as ill-health. In addition, the parents of a summer born child i.e. a child born between 1st April – 31st August, may request that the child be admitted out of his/her normal age group, starting reception at 5 years of age.

Any such requests should be made in writing to the Headteacher / Chair of Governors at the school address at the same time as the admission application is made. The governing body will make its decision based on the

circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and educational professionals, as appropriate.

Parents must have received the agreement of the governing body before any admission application for delayed entry is made. If permission is received then the parents will make their admission application for the year in which they wish their child to start school. The granting of such permission does not guarantee that a place will be offered. **Applications cannot be held over from one academic year to the next.** If permission is refused then parents must make their admission application at the normal time.

WAITING LIST

In addition to their right of appeal, unsuccessful children 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 above and **not** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until 31st July 2023.

Inclusion in the school's waiting list does not mean that a place will eventually become available.

IN-YEAR ADMISSIONS

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made to the school by contacting the school office on the main telephone number.

Where there are places available but more applications than places, the published oversubscription criteria, as set above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing and you have the right of appeal to an independent appeal panel.

The local authority will be informed of the offer as soon as it has been accepted.

FAIR ACCESS PROTOCOL

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 admission 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 Governing Body for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

NURSERY CHILDREN

Attendance at the school's nursery **does not** automatically guarantee a place in Reception Class. For children currently attending the school's nursery, application to the Reception class of the school must be made in the normal way, to the home local authority.

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 offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.

NOTES (these notes form part of the oversubscription criteria)

An Education, Health and Care Plan is a plan made by the local authority under S.37 of the Children and Families Act 2014, specifying the educational provision required for a child.

A **'Looked after child'** has the same meaning as in S.22 (1) of the Children Act 1989, and means any child in the care of a local authority or provided with accommodation by them in the exercise of their social functions (e.g. children with foster parents at the time of making an application to the school). A previously 'looked after' child is a child who was looked after, but ceased to be so because he or she was adopted or became subject to a child arrangement order or a special guardianship order.

'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). A child 'looked after' immediately before the order is made qualifies in this category.

A **'Parent'** means all natural parents, any person who is not a parent but has parental responsibility for the child or any adult with legal responsibility for the child.

'Brother' or 'Sister' includes:

- a) All natural brothers and sisters, half-brother and sisters, adopted brothers and sisters, stepbrothers and sisters, foster brothers and sisters, whether or not they are living at the same address, and
- b) The child of a parent's partner where that child lives for at least part of the week in the same family unit at the same address as the applicant.

'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a Certificate of Baptism in a Catholic church or a Certificate of Reception into the full communion with the Catholic Church. For the purposes of this policy this includes a looked after child in the process of adoption and living with a Catholic family, where a letter from a priest demonstrates that the child would have been baptised were it not for his/her status as a looked after child. For a child to be treated as Catholic, evidence of Catholic baptism or reception in the Catholic Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their parish priest who, after consulting with the diocese will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.

'Children of other Christian denominations' means children who belong to other churches and ecclesial communities which, acknowledge 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 CYTŪN 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.

'Children of other faiths' means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 7 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that Supreme Being through worship.

'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 for a child aged 7 or over. For a child under 7 years of age it will be the certificate of the parent.

'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a Certificate of Baptism or Reception from the authorities of that Church.

'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.

For information on the School's Privacy Policy please visit the school website at <https://www.st-johnvianney.haringey.sch.uk>

PROPOSED

**Diocese of Westminster
Catholic Primary Schools
Supplementary Information Form 2022 – 2023**



Name and Address of School:

**ST. JOHN VIANNEY CATHOLIC PRIMARY SCHOOL,
Stanley Road, Tottenham, London N15 3HD**

If you are expressing a preference for a place for your child at ST JOHN VIANNEY CATHOLIC PRIMARY SCHOOL in the local authority area of Haringey and **wish to apply under a faith criterion**, you should complete this Supplementary Information Form.

- The completed Supplementary Information Form, together with all supporting documentation (see Notes below), should be **returned to the school office at Stanley Road, Tottenham London N15 3HD** by the closing date, 15th January 2022.
- If you are applying to more than one Catholic school or academy you will need to complete a separate Supplementary Information Form (SIF) for each school/academy.
- **If you do not provide the information required in this form and return it to the school/academy, with all supporting documentation, by the closing date, your child may not be placed in the appropriate faith category and this is likely to affect your child's chance of being offered a place.**
- Remember – you **must** also complete the Local Authority Common Application Form.

Please read the relevant school Admission Policy, noting in particular any faith criteria, and your Local Authority booklet, before completing this form.

NOTE: When completing the Common Application Form, it is important that you provide details of any siblings (brothers or sisters) who will be attending the Catholic school at the proposed time of admission. If this information is not provided the admission authority of the Catholic school may not be able to place the application within the correct criteria.

Child's Details

<u>Child's surname:</u>	
<u>Child's first name:</u>	
<u>Home Address:</u>	Date of Birth:
Postcode:	

Parent/Carer Details

<u>Parent / Carer's name:</u>	Relationship to child:
Address (if different to above):	
Telephone number:	
<u>Alternative contact details:</u>	Relationship to child:
Address (if different to above):	
Telephone number:	

Religious Status of child (please indicate by placing a tick in the appropriate box – please note that a tick should be indicated in only a single box)

Criteria	Tick ONE Box	Evidence [insert details in accordance with the Notes below]
1. Baptised Catholic	<input type="checkbox"/>	
2. Catechumen	<input type="checkbox"/>	
3. Member of an Eastern Christian Church	<input type="checkbox"/>	
4. Member of other Christian denomination	<input type="checkbox"/>	
5. Member of other faith	<input type="checkbox"/>	

Catholic Parish you live in:	
Church where child was baptised and date of baptism: (baptism certificate required)	

Other

Name of brothers or sisters at this school who will still be attending in September 2022.	
<u>Name</u>	<u>Class /Year Group:</u>
<p>Is the child 'looked-after' by a Local Authority, adopted or subject to a child arrangements or special guardianship order having previously been 'looked after'?</p> <p>YES / NO If YES, please name the local authority? _____</p>	
<p>Does your child have an exceptional medical, pastoral or social need that can only be met by attendance at this school?</p> <p>YES / NO (Professional evidence will be required)</p> <p>If YES, please list and attach supporting evidence from a relevant professional e.g. a doctor.</p> <ul style="list-style-type: none"> • _____ • _____ • _____ 	

I confirm that I have read and understood the St John Vianney School 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 governors may withdraw any offer of a place even if the child has already started school.

Signed: _____ Date: _____

Print your name; _____

DATA PROTECTION

In compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked you to provide on this form.

1. We are,
ST JOHN VIANNEY CATHOLIC PRIMARY SCHOOL, Stanley Road, Tottenham, London N15 3HD.
2. Being a Catholic education provider, we work closely with the School's Diocesan Authority, the School's Trustees, the Local Authority, the Catholic Education Service and the Department for Education, and may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions.
3. The person responsible for data protection within our organisation is the Headteacher and you can contact them with questions relating to our handling of the data. You can contact them by email at admin@st-johnvianney.haringey.sch.uk
4. We require the information we have requested for reasons relating to our functions as the admission authority of the School.
5. It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR).
6. To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
7. It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the GDPR).
8. If the application is successful, the information you have provided on this form will be migrated to the School's enrolment system, and the data will be retained and processed on the basis of the School's fair processing notice and data protection policies which apply to that data.
9. If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the School's data retention policy.
10. To read about your individual rights you can refer to the School's fair processing notice and data protection policies.
11. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by contacting the school by emailing admin@st-johnvianney.haringey.sch.uk If you are unhappy with how your

complaint has been handled, you can contact the Information Commissioner's Office via their website at: ico.org.uk.

I confirm that I have read the Admissions Policy of the school 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 governing body may withdraw any offer of a place even if the child has already started school.

Signed _____ Date _____

Please print your name: _____

PROPOSED

Notes

1. Evidence of Catholic Baptism

If application is being made for a place at the school for a Catholic child evidence of Catholic baptism or reception into the Church is required. A certificate of baptism or certificate of reception into the full communion of the Catholic Church should be provided at the same time as this form is returned to the school.

[The Admission Authority may request additional supporting evidence if the written documents that are provided do not clarify the fact that the child was baptised or received into the Catholic Church, e.g. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not. Those who have difficulty obtaining written evidence of baptism or reception into the Church should contact their Parish Priest.]

2. Evidence for Catechumens

If application is being made for a place at the school for a catechumen evidence of their being a member of the catechumenate of a Catholic Church will be required. A certificate of reception into the order of catechumens should be provided at the same time as this form is returned to the school.

3. Evidence of Membership of an Eastern Christian Church

If application is being made for a place at the school for a member of an Eastern Christian Church, including Orthodox Churches, evidence of membership will be required. A certificate of baptism or reception from the authorities of that Church should be provided at the same time as this form is returned to the school.

4. Evidence for Other Christian Denominations and Other Faiths

If application is being made for a place at the school as a member of another Christian denomination or another faith a letter confirming membership of that Christian denomination or faith, and signed by the appropriate minister of religion or faith leader, will be required. The letter should be provided at the same time as this form is returned to the school.

Checklist:

Have you enclosed?

- Copy of baptism or certificate of reception into the Catholic Church (where applicable).
- Letter confirming membership of a Christian denomination or other faith (where applicable).
- Have you completed and returned your local authority's Common Application Form?



ST. JOHN VIANNEY CATHOLIC SCHOOL

Stanley Road, Tottenham, London N15 3HD

Tel No: 020 8889 8421

email: admin@st-johnvianney.haringey.sch.uk

Headteacher: Mr Stephen McNicholas

RECEIPT - APPLYING FOR A RECEPTION CLASS PLACE IN SEPTEMBER 2022

Thank you for requesting a Supplementary Information Form (SIF) for a place at our school.

When returning the completed Supplementary Information Form (SIF) to the school office, please tick to indicate that you have enclosed all the following documentation:

- Original Baptism Certificate,
- Applicants from other faiths should attach a letter from their minister or religious leader confirming membership of their faith community.
- Have you enclosed evidence of exceptional need, if applicable?
- Have you completed your local authority's online application? form?

Please note: The address on the Supplementary Information Form for the child must be the address at which the child normally lives. An address of a relative or a temporary address will not be accepted.

Signature: _____ Date: _____

Print Name: _____

FOR ST. JOHN VIANNEY SCHOOL OFFICE USE ONLY

Date received at St John Vianney School: _____ Signed: _____

Documentation checked: YES / NO _____ Complete: YES / NO _____

Outstanding documentation: YES / NO _____ Receipt copied to parent: YES / NO

**APPLICATIONS MUST BE RECEIVED AT ST. JOHN VIANNEY SCHOOL BY
15th JANUARY 2022, AT THE LATEST.**