

**Determined School Admission  
Arrangements**

**Newham Deanery Catholic Primary  
Schools**

**For entry from September 2016**

## Introduction

All admissions authorities for maintained schools in England must comply with the Schools' Admissions Code which is produced by Department for Education and sets out the law relating to school admissions. Local authorities have an important role in monitoring compliance with the Admissions Code and are required to report annually to the School's Adjudicator on the fairness and legality of the admissions arrangements for all schools in their area, including those for whom they are the admissions authority.

The Admission Authorities (i.e. the governing body of each Newham Catholic primary school) are required to draft, consult on and determine their admission arrangements.

Where there are more applicants than places available the Admission Authority – will apply the published arrangements to determine which applicant's children will be offered places.

The admission authorities for Newham Catholic primary schools have formulated these admission arrangements to ensure they comply with the Equality Act 2010 and therefore do not unlawfully discriminate against pupils, parents or carers because of their sex, race, disability, religion or belief and sexual orientation or pupils who are pregnant or undergoing gender reassignment.

The exceptions to the discrimination provisions for schools are admissions to single-sex schools.

Admission arrangements for other state funded academies/schools (non fee paying) located in Newham are set by their own Governing Body's, who are the Admission Authority. These are academies and free schools, they are responsible for drafting, consulting and determining their own admission arrangements.

The Local authority has the duty to provide suitable education or otherwise for all children of compulsory school age resident in the borough.

All parent/carers of children of compulsory school age (5 to 16) are required by law to ensure that they receive suitable education by regular attendance at school or otherwise. Failure to comply with this duty can lead to prosecution

To ensure all children of compulsory school age receive suitable education their parent/carers must apply for a school place or notify the Local authority of the arrangements they have made. Newham residents will apply to London Borough of Newham, Pupil Services. They will liaise with other Admissions Authorities in Newham and outside of the borough where required. Pupil Services will notify the applicant in writing of the outcome of any application.

For Reception 2016 Newham residents will apply to London Borough of Newham, Pupil Services for any school or academy in London where they want their child to be considered for a place. They will liaise with other Admissions Authorities in Newham and outside of the borough where required. Newham Pupil Services will notify the applicant in writing of the outcome of any application.

*1 The Equality Act 2010 replaced all previous equality legislation such as the Race Relations Act, Disability Discrimination Act and Sex Discrimination Act. This act provides a single, consolidated source of discrimination law, covering all the types of discrimination that are unlawful. It simplifies the law by removing anomalies and inconsistencies that had developed over time in the existing legislation, and it extends the protection from discrimination in certain areas.*

For 'In Year' admissions and from Reception 2016 entry where the application is being submitted after 31 August 2016:

- Newham residents wanting to apply for schools outside of the borough must check the website for the borough where the school is located to obtain details of the application process.
- Families from outside of Newham who want to apply for a school/academy located in Newham must apply direct to Newham Pupil Services. Newham Pupil Services will notify the family and their home borough of the outcome.

Parents/carers living in Newham have the right to name their six preferences for the schools/academies they would prefer their child to attend by completing a common application form relevant to the phase of education they applying for.

Common Application Forms (CAF's) are available from [www.newham.gov.uk/admissions](http://www.newham.gov.uk/admissions) and can be requested by phone on 020 8430 2000. They must be returned to:

Pupil Services  
P.O. Box 69972,  
London,  
E16 9DG

Parents living outside of Newham who want their children to attend a community, voluntary aided school or trust school within Newham must apply using the Newham Common Application Form (CAF).

### **1. Compulsory school age**

Compulsory school age is set out in section 8 of the Education Act 1996 and The Education (Start of Compulsory School Age) Order 1998. A child reaches compulsory school age on the prescribed day following their fifth birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August. From this date parent/carers must ensure their child receives suitable education until the last Friday in June of the year they become 16 provided their birthday is before the beginning of the next school year.

In Newham if parents/carers of a school aged child who is residing in the borough fails to provide suitable education and refuses to complete a 'common application form' Newham reserve the right to apply on their behalf and allocate their child a place at the closest school to the child's home with a place available at that time. Where the child has a sibling at a Newham school, in the first instance the admissions department will try to allocate a place at the same school if a place is available at the time.

### **2. Admission Number (AN)**

The Admission Number (AN) is the number of places available in a school/academy for the year of entry. This is calculated using a Department for Education formula.

A child cannot be refused admission to the normal year of entry on the grounds of prejudice to the provision of efficient education and efficient use of resources unless the published admission number has been reached.

Outside of the year of entry it is expected that the AN will continue to be applied. However, if circumstances at the school have changed since the year of entry, a place may be refused even if the admission number has not been reached.

The admissions numbers (AN) for entry in the 2016/17 academic year are shown in appendix 1.

### **3. Children from overseas**

Applications for children who have come from outside the UK are dealt with in accordance with the latest European Union law or Home Office rules for non-European Economic Area nationals.

For the children of service personnel with a confirmed posting to Newham, or crown servants returning from overseas to live in Newham, the Local authority will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a unit postal address or quartering area address.

For all other children from overseas the application will not be processed until the child has moved to an address in the UK (which must be specified by the parent/carer on the application form along with the date they moved to this address). Applications for children who will be moving to the UK in the future will not be accepted even if contracts/rental agreements have been signed until they are actually living at an address in UK.

### **4. School applications, offers and alternative allocations.**

It is the responsibility of all parents/carers to apply for a school place for any child they have parental responsibility for or arrange suitable alternative education and notify their home local authority of these arrangements. Newham Catholic schools do not automatically reserve any child a place at their Parish school, or the school where the child attended the nursery or the school where their other siblings are or was previously on roll. A child will only be considered for places at schools where their parent/carer has applied by completing and submitting the appropriate common application form (CAF). This does not mean a child can only be offered a place at one of the schools named, as the Local Authority reserve the right to allocate an alternative placement if parental preferences cannot be met.

Newham parents/carers are given the opportunity to name up to maximum of six schools as part of their common application.

All of the schools/academies (up to a maximum of six) named by parents/carers on their application forms will be treated equally to assess whether a school place can be offered to their child based on places available or their oversubscription criteria where applications exceed places available.

All parent/carers are given the opportunity to supply their religious, philosophical, medical, personal or social reason for wanting a school place at the time of application.

Reception applications for admission in the next academic year received by the published national closing date will have priority above those who apply after that date, provided their preference for the school has not been withdrawn. A preference will be withdrawn if a change of preference is submitted before the deadline and the school is not included on the new form.

Each application form submitted for a child for the same academic year will supersede the last except where a change of preference is received for reception after the deadline (see above). In this instance the latest application received before closing date will be used to determine the initial allocation and the change of preference will be processed as a late application.

Applications that have been sent to Newham Pupil Services but not received will only be back dated if the parent/carer has proof of submission from the Head Teacher/Business Manager or Office Manager of their child's current school. No other proof of postage or delivery will be accepted.

All school places are offered based on the child's date of birth, their academic ability cannot be taken into account at the application or offer stage of the process.

## **5. Gifted and talented children and those who have missed part or whole school years.**

All school places in Newham are offered for a particular year group based on the child's date of birth. However the law does not prescribe the year group a child should be admitted to. There is no statutory barrier to children being educated outside their normal year group.

Parents/carers can seek in writing at the point of application places outside their child's normal academic year group but all offers or alternative allocations will be based on the child's age not ability or educational history. At the admission meeting the head teacher will, on behalf of the Admission Authority, consider any parental representations to support their request for their child to be educated a year group higher or lower than for their age group. In all cases the head teacher's decision is final and there is no right of appeal for a place outside a child's academic year group. This does not affect a parent/carers rights of an appeal for a place at their preferred school where they have applied and been refused.

## **6. Siblings**

For admission purposes a siblings is defined as:

Adopted siblings<sup>1</sup>, step-children, common law step-children  
half-siblings, children subject of a residence order and foster children (only those "looked after" by any local authority).

Examples of those who will not be considered as siblings

- Cousins, friends, other family members living in the same home,
- Other children living in the same household who are not included in the list above,
- Children who share the same childminder. This connection does not count when the sibling is attending the school's nursery class irrespective of their age

Sibling priority will only apply to children if they live in the same home as another sibling attending the named school who is reasonably expected to still be in attendance when the child is admitted. Siblings priority can only be granted where it forms part of the oversubscription criteria and the applicant has supplied the full name and date of birth of the sibling on the application form in the appropriate section and where the sibling is and will be reasonably expected to be on roll at the school when the child for whom a place is being sought is due to start.

*1 An adoption order is an order under Section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).*

*Note; in order to be given highest priority for admission, a child has to fall within the definition of 'looked after' in section 22 (1) of the Children Act 1989. As this Act applies to England and Wales, a child has to be looked after by an English or Welsh local authority in order to be given highest priority.*

*In addition, in order to fall within the definition of a previously looked after child, an adopted child must have been adopted under the Adoption and Children Act 2002 but as this Act did not come fully into force until December 2005, it is not possible for a child to have been adopted under that Act prior to then. This means that children adopted between 1989 and December 2005 under the Adoption Act 1976 will not be entitled to be prioritised in Group 1. However, as residence orders and special guardianship orders were brought into force by the Children Act's 1989 and 2004 and there was no applicable legislation before these Acts all children subject to a special guardianship order or residence order in place immediately after being looked after will be place in priority group 1 above.*

If a child awaiting a school offer or on a Newham Catholic school waiting list has a sibling who has started at the school since the submission of their application their parent/carer must notify school in writing of the sibling's enrolment details for the child's priority for a place from the waiting to be changed to include their sibling priority.

## **6. Change of home address**

If a child awaiting a school offer or on a waiting list changes their home address their parent/carer must notify the school in writing and provide Newham with approved proof of that change.

Any change of home address will not on its own be considered as a fresh application.

If the school are not notified of an address change, the school and the Local Authority cannot be held responsible for letters being sent to a child's previous address or the child's priority for a placement being incorrect.

If a child changes home address to live temporarily or permanently with another person other than their parent/carer named on the application, even if this person is a family member school and Pupil Services will need proof of the change of parental responsibility before the address change will be applied.

## **7. Equal Preference - Single Offer Scheme**

The Local Authority operates an equal preference system in line with the School Admissions Code. This means all schools (up to a maximum of six) named by the parent/carer on their common application form (CAF) will be treated equally to assess whether a school place could be offered to their child based on the published admissions criteria for each school named. In cases where more than one school place could be offered to a child, the ranked order (the preference order) on the CAF will be taken into account and the school place offered will be in the school that was ranked highest of those that could be offered.

If a child was not initially offered a place at the school named as their parent/carer's first preference, and a place can be offered from the waiting list at a school that was ranked higher than the school currently offered, the existing offer will be automatically withdrawn even if it was previously accepted, unless the child has started at the school or the parent/carer has notified Newham in writing that they no longer want their child to be considered for places at school ranked higher than the school offered. This notification will mean that the child will be removed from the waiting list for those schools and the child can only be considered for a place if the parent/carer submits a fresh application.

## **8. Schools offers and alternative allocations**

All school places are offered conditionally, they can be withdrawn if the parent/carer does not or cannot provide the originals of the required documents as listed on the offer letter or the parent provided false information on the application form. If the parent/carer is unable to provide the required documents, a home visit maybe required to confirm residence/parental responsibility.

Newham will make every effort to offer every child a place at one of a parent/carers preferred schools. Where this is not possible, and the child is out of education because they are not on roll at a school, or where no previously allocated placement is available to them, an alternative placement will be allocated unless the child does not live in Newham. This alternative will be the closest school to their home address that had a place available at the time of their application. If the child does not live in Newham their home borough will be responsible for providing a suitable alternative placement.

Newham cannot guarantee that any alternative allocation will be close to the family's home, but it will be within the borough boundary.

The Authority will not allocate a second alternative placement, as a result of a placement becoming available at a school closer to their home unless they are number one on that school's waiting list. The only exception is where the alternative allocation was for a reception class place and the child was below compulsory school age and the parent/carer refused the original alternative allocation and it was withdrawn. For these cases an alternative allocation will be made each time a fresh application is made, where parental preference cannot be met and the child is still below compulsory school age. It is possible that each subsequent alternative allocation may be further from the child's home address than the last and, each allocation will be for the closest school to their home at the time of application.



Newham Catholic schools or the Local Authority cannot guarantee that siblings will be placed in the same school. If this is the case and an alternative allocation is required for all of the children, as parental preference cannot be met, or the parent has agreed via their application form, the Authority will attempt to place all the siblings or the majority of the siblings in the closest school that can accommodate the maximum number of the children even if individually they could have been placed in separate schools closer to their home address.

If a parent/carer of a compulsory school aged child is unhappy with the school offer school they must still ensure their child is admitted to and regularly attends that school unless they can provide evidence they have suitable alternative education for their child or they no longer need a school place in Newham as they have moved away and can prove they are in the process of securing education for their child outside of Newham.

If a parent/carer of a child of not yet compulsory school age is unhappy with the offered school they must:

Accept the place offered and ensure their child attends until a place becomes available at their current preferred school.

OR

Notify Pupil Services and the named school in writing that they do not want the place, and where possible supply the reason why and request that the offer/alternative allocation is withdrawn.

### **9. Split site schools**

Where a school is split across more than one site and the same year groups are taught on more than one site, places will be offered using the published admission arrangements and the site for educational purposes will be determined by a second tier criteria. All families offered a place will be asked which of the two sites they prefer, where there are more applications for one site than places available, priority will be given where a child has a sibling at the site who is reasonably expected to still be on roll when the child is due to start. In all other cases home to school distances will be calculated for offered children to both sites and those living closest to each site will have priority.

### **10. Start date**

The normal month for admission for infant/primary schools is September.

'In Year' applicants, those outside the normal admission rounds, usually start within five school days of the parent/carers contact with the named school following receipt of the conditional offer/allocation letter.

Parent/carers must contact the named school to arrange admission within three school days from receipt of the school offer letter to arrange an admission meeting. At this meeting parent/carers must provide acceptable proof of their child's date of birth and address which must correspond with the details supplied on the application form. If a child's address has changed since the form was completed, the school will require proof of the address on the application form and the new address.

If the parent/carer is unable to provide the required documents, the school may arrange an unannounced home visit to confirm residence.

### **11. Deferred start and part time arrangements**

Children due to start reception in September can have their admission deferred up to but not beyond the term in which the child reaches compulsory school age. Any offered placement will only be reserved for deferred entry if the parent/carer has applied for deferment in writing to the head teacher of the school offered, has exceptional circumstances and the head teachers agrees to their request.

Children born between 1 April and 31 August will reach compulsory school age on 31 August, that is, during the summer term.

Children being admitted to reception can be admitted on a part-time basis, until the child reaches compulsory school age or full-time basis, or choose a place at a nursery or other early learning setting if the parents prefer. Any placement will only be considered on a part-time basis if the parent/carer has applied for the hours they prefer in writing to the head teacher of the school offered and the head teacher agrees to their request.

## **12. Summer born children and request for admission outside a child's year group.**

Children are educated in school with others of their year group, this group is based on their date of birth and not their ability or the amount of schools they have already received

However, parents may request that their child is exceptionally admitted outside their age group. The Admission Authority\* of a school must decide whether or not the individual child's circumstances make this appropriate on educational grounds. Such requests will only be agreed in exceptional circumstances. There is a right to appeal if a place cannot be offered in another age group at the school.

All requests must include recent professional evidence of the child's circumstances which make education outside the age group necessary. Each Admission Authority must make its own decision, but all will expect to see evidence of an individual child's educational need, rather than general factors which relate to a wider group of children born at a similar time. They will want to discuss with parents the impact of the child being educated with children of a different age, both within primary school and at transition to secondary school when admission outside the age cohort cannot be guaranteed.

Summer born children can be admitted to the reception class in the September following their fifth birthday, if their parent/carers indicate this on their common application form. It is expected that parent/carers discuss this as soon as possible with the schools they are interested in applying for and the local authority and consider the impact of this application on their child's future educational career.

Each such application will be considered on an individual basis and the admission authority in conjunction with the Local Authority. Factors that maybe considered include:

- the needs of the child and the possible impact on them of entering year 1 without having first attended the reception class;
- in the case of children born prematurely, the fact that they may have naturally fallen into the lower age group if they had been born on their expected date of birth;
- whether delayed social, emotional or physical development is adversely affecting their readiness for school;
- relevant research into the outcomes of summer born and premature children – some links are provided at the end of this document.

This is not an exhaustive list.

### *When to apply - Option A*

Parents requesting admission to an age group below the child's actual age should submit an application for the child's actual age group before the closing date on 15 January. The request for later admission should accompany the application. This enables the application to be processed and a school place secured in the child's actual age group if the request is refused by an Admission Authority.

### *When to apply - Option B*

Parents seeking admission to an age group below the child's actual age should submit their request in the September of the year before the year when children of the same age are due to start school. This enables a parent to apply for a school place in their child's actual age group before the closing date on 15 January, if the request for later admission is refused by an Admissions Authority.

Where a child was not living in Newham on 15 January proceeding the start of the academic year, Parents must submit a letter expressing their wishes along with the professional evidence with their 'In Year' common application.



If the Admission Authority approves the request, the parent will be advised to re-apply in the following year and provide a copy of the decision. However there can be no guarantee of a place being available at the school, as this is dependent on the number of applicants that year. It is not possible to reserve a place for the following year. Parents are therefore advised to have alternative arrangement in place.

*\* The Local Authority is the Admission Authority for community and voluntary controlled schools. The Governing Body is the Admission Authority for all other schools. Any decision is applicable only to the school for which the Admission Authority is responsible.*

### **13. Waiting lists**

Waiting lists open on the first day of September and are closed and cleared on the last school day of each academic year, except where the application was received by a Newham Catholic school on or after the first day of the month in which the school holiday starts then the application will be automatically rolled forward to the same school waiting list for the new term. For reception the child will remain on the waiting list until the last day of school year when they are due to start school.

If a child cannot be offered a place at any of their parent/carers preference as detailed on their application, a child's name will be automatically added to the waiting list for each of the schools named.

The allocation of a preferred school will automatically result in lower ranked schools being withdrawn unless the applicant notifies Pupil Services of their requirements.

Waiting lists are organised in accordance with the published criteria (below), not on a first come, first served basis. Children added to a waiting list are added in their rightful place based on their priority for a place.

As a result of waiting lists being organised in accordance with published criteria it is possible for a child to move down a list as well as up.

A child added to a waiting list will remain on that list until:

The child is offered a place at a school ranked higher

OR

The child is offered a place at the school and the place is refused

OR

The parent/carers request their child to be removed from the list, in writing.

OR

The parent/carer submits a fresh application and has not named the school as one of their current preferences

OR

The application was found to be fraudulent or completed to deliberately mislead.

OR

The last school year, where the application was received in Pupil Services on or after the first day of the month in which the school holiday starts, at which time the application will be automatically rolled forward to the same school waiting list for the new term

Where a child has been removed from a waiting list to be added again their parent/carer must submit complete and submit a fresh application form.

When any school officially reports a vacancy, the place will be offered to the child who is at the number one position on the waiting list for that year group on the day the vacancy was reported.

#### **14. Independent admission appeals**

A parent/carer whose child has not been offered a place at a school named on their application form will be notified in writing of their right to an independent admissions appeal hearing under the School and Standards Framework Act 1998.

Irrespective of the ranked order of the school offered parent/carers still have the right of appeal for a place ranked lower than the school offered.

Parent/carers do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, they may make a complaint in accordance with the relevant published complaints procedure.

If a parent/carer has had an unsuccessful appeal, a second appeal application for a place in the same academic year, for the same school, will not be considered unless there have been significant changes in circumstances relevant to the application. The LA will make their decision as to whether to grant the second appeal based on the significance of the change.

#### **15. Fair Access Protocol**

The Council is legally required to have a fair access protocol. This explains that children who come under certain vulnerable groups, for example, children: in the care of a local authority; without a school place; who are the main carer in their family; with physical disabilities; and those who are from traveller families, will be given priority admission to a school if necessary. These children will be given priority over the children on a school's waiting list. You can see the full fair access protocol at [www.newham.gov.uk](http://www.newham.gov.uk) Where a Newham child cannot be placed in any school in the borough due to a shortage of school places, a place will be offered in accordance with this protocol. A copy of this protocol is available on the Newham website or by calling 020 8430 2000.

#### **Parishes**

A parent/carer can find out which Catholic school's parish they live in by visiting the Newham website or by contacting your local school(s).

#### **Twins and children from multiple births**

For reception for the following September twins and children from multiple births will be admitted over the 30 class limit if one of the siblings is the 30th child admitted. For 'In year' admissions outside the normal admission round twins or child from a multiple birth may not be allocated a place over the schools admission number if only one sibling can be offered. Random allocation would be used to determine which of the children will be offered the place available. An officer independent of the school and the admissions processes will be responsible for drawing the name of the successful applicant and the draw will be overseen by an independent adjudicator who will not work in a Newham Catholic school or have any involvement with the admissions process.

#### **Sibling (brother or sister)**

For admission purposes this is:

Adopted siblings, step-children, common law step-children  
half-siblings, children subject of a residence order and foster children (only those "looked after" by any local authority).

*Examples of those who will not be considered as siblings*

*Cousins, friends, other family members living in the same home,*

*Other children living in the same household who are not included in the list above,*

*Children who share the same childminder.*

*Or*

*Children of a childminder.*

Sibling priority will only apply to children if they live in the same home as another sibling attending the named school who is reasonably expected to still be in attendance when the child is admitted.

A sibling will only be considered if their details are supplied by the parent/carer on the application form.

This connection does not count when the sibling is attending the school's nursery class irrespective of their age.

### ***Home address***

An address supplied as the child's home address will not be considered if it is:

- An address registered with the Council as commercial property,  
OR
- An address registered with the Council as empty or derelict  
OR
- A tenant's address, where the property owned by the parent/carer and rented to a third party,  
OR
- Another family members/friends address who does not have parental responsibility for the child, even if the tenant is responsible for the child's daycare arrangements,  
OR
- Their child-minder's address,  
OR
- A PO Box address  
OR
- Second or other additional property's owned by the child's family, which do not have other tenants and where the child is not resident for at least 6 months of the academic year.  
OR
- Future addresses even if contracts have been exchanged or the Council have offered the property in writing

And these will not be used for the purposes of allocating school places.

Where a child's natural parents are not living together and the child spends a few days in both households on week days, then the address that will be used for measurement purposes will be the one from which the child goes to school in the morning most often on week days.

### ***Tie Break***

If Admission Authority have to decide between applicants in any of the above admissions criterion the tie break will be: home to school shortest walking distance, starting with the nearest address. In the event of two or more children living equidistant from the school, the place will be decided by drawing lots, the first name drawn will be offered the place.

For St. Joachim's Catholic School only, the home to school distance is calculated using a straight line (as the crow flies), not shortest walking distance.

The local authority uses an industry leading and council approved Geographical Information System (GIS) to calculate shortest walking distance measurements. This system provides distances in miles and yards to three decimal places using a routing database system, based upon two dimensional maps. Contour, elevation or terrain is not taken into account when the distances are measured.

## **Shortest walking distance and straight line measurements**

### **Start point of calculation (home address)**

For calculation purposes the local authority uses the best address database available to determine the location of the address start point.

This start point is the centroid point of within the property building boundary. The property buildings used are based upon the UK's definitive map base supplied by the UK's national mapping agency Ordnance Survey (OS).

This means if a child lives in a block of flats where a communal entrance is used as an entry point the LA will use the centroid of the block and not the individual flat for these calculations.

All calculations are based on the child's home address supplied on the application form being correct at the date of parental/carer's signature and the address being classified as a residential property on the Council's database.

## **Shortest walking distance and straight line measurement**

### **End point of calculation (school nominated entrance)**

The school's nominated entrance (nominated gate) used for calculation purposes is the main gate at the official postal address of the school unless their governing body has officially notified the LA by 31 August every year of a different entrance for measurement purposes. No other entrance will be used to calculate the distance.

### **Route (shortest walking distance)**

The shortest walking route is calculated using the LA's adopted highways and approved footpaths available to the best of our knowledge at the time of the calculations.

The route starts and is measured from the pupils home address centroid, links to the nearest point on the Ordnance Survey MasterMap Integrated Transport Network (ITN), then follows the shortest available walking route (see below) to link to the nearest ITN point to the schools nominated entrance and then ends at that nominated entrance.

All routes are measured using data from Ordnance Survey, the officially recognised national mapping agency. Where necessary we have enhanced this dataset to reflect the characteristics that aim to best deliver our adopted local standards.

The following are excluded from our calculations (this is not an exhaustive list and are subject to change depending on conditions outside the control of the Admissions Service)

Unlit areas

Parks/recreational areas (The Greenway is included in our calculations)

Unofficial crossing points of the A12/3 and Newham docks

Footpaths not approved by the LA

### **Route (straight line distance)**

The straight line distance is calculated using the LA's adopted highways and approved footpaths available to the best of our knowledge at the time of the calculations.

The route starts and is measured from the pupils home address centroid, links to the nearest point on the Ordnance Survey MasterMap Integrated Transport Network (ITN), then follows a straight line to link to the nearest ITN point to the school's nominated entrance and then ends at that nominated entrance.

All routes are measured using data from Ordnance Survey, the officially recognised national mapping agency. Where necessary we have enhanced this dataset to reflect the characteristics that aim to best deliver our adopted local standards.

### **Second stage tie break**

If the LA's system calculates that two or more pupils applying for the same school in the same year group have the same home to school distance (to three decimal places) the following criteria is used to determine their priority.

For pupils who live in a flats, whether they are within a block or a house, priority will be given based on the floor the child lives, with the lowest floor having priority over higher floors.

In all other cases random allocation would be used to determine which of the children will be offered the place available. An officer independent of Children's Services and the admissions processes will be responsible for drawing the name of the successful applicant and the draw will be overseen by an independent adjudicator who will not work in Children Services or have any involvement with the admissions processes.

### **Split site schools**

Where a school is split across more than one site and the same year groups are taught on more than one site places will be offered using the published admission arrangements and the site for educational purposes will be determined by a second tier criteria. All families offered a place will be asked which of the two sites they prefer, where there are more applications for one site than places available priority will be given where a child has a sibling at the site who is reasonably expected to still be on roll when the child is due to start. In all other cases home to school distances will be calculated for offered children to both sites and those living closest to each site will have priority.

### **For applications from outside of Newham**

The route starts and is measured from the pupils home address, links to the nearest point on the Ordnance Survey MasterMap Integrated Transport Network (ITN), then follows a straight line measurement (as the crow flies) to the nearest point on the Ordnance Survey MasterMap Integrated Transport Network (ITN) on the Newham borough boundary, then follows the shortest available walking route (see below) to link to the nearest ITN point to the schools nominated entrance and then ends at that nominated entrance.

The entrance (gates) used for home to school distance tie break purposes are the main entrance of the school using the official postal address except for the following schools which use alternative entrances as requested by their Governing Body.

St. Francis' Catholic School – Bow Street

St. Joachim's Catholic Primary School – Front Entrance Newham Dockside

St. Michael's Catholic Primary School – Howard Road

*Note: to ensure continuity for all applicants only the LA council approved system can be used to calculate home to school distance tie breaks.*

*Other GIS systems such as Google Maps or personal Satellite Navigation Systems will not necessarily calculate the same route as the LA approved system as they may not be able to accommodate our approved routes.*

# NEWHAM CATHOLIC DEANERY PRIMARY SCHOOLS

## ADMISSION POLICY

FOR ADMISSION FROM September 2016

Newham Catholic Deanery Primary Schools were 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 Christ.

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

The governing bodies (incorporating their nominated admissions committee) have sole responsibility for admissions to their school and intend to admit pupils in the school year which begins in September 2016 as follows:

St. Antony's Catholic Primary School	60 pupils
St. Edward's Catholic Primary School	60 pupils
St. Francis' Catholic Primary School	60 pupils
St. Helen's Catholic Primary School	60 pupils
St. Joachim's Catholic Primary School	30 pupils
St. Michael's Catholic Primary School	30 pupils
St. Winefride's Catholic Primary School	45 pupils

### **Pupils with a Statement of Special Educational Needs or an Education Health Care Plan**

The admission of pupils with a statement of Special Educational Needs or an Education Health Care Plan is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining statements by the pupil's home Local Authority. Details of this separate procedure are set out in the Special Educational Needs Code of Practice.

### **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. Looked after children and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order), from Catholic families.
2. Baptised Catholic children from practising Catholic families who are resident in the parish in which the school is situated.
3. Baptised Catholic children from practising Catholic families who are resident in other Newham Deanery parishes.
4. Other baptised Catholic children who are resident in the parish in which the school is situated.
5. Other baptised Catholic children.
6. Catechumens of the Catholic Church.
7. Other looked after children and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
8. Members of Eastern Christian Churches.
9. Christians of other denominations whose parents are in sympathy with the aims and ethos of the school and whose application is supported by a minister of religion.
10. Children of other faiths whose parents are in sympathy with the aims and ethos of the school and whose application is supported by a religious leader.
11. Any other applicants whose parents are in sympathy with the aims and ethos of the school.



Where the offer of places to all the applicants in any of the categories listed above would lead to oversubscription the following provision will be applied as follows:

### **Siblings**

For school admission purposes in Newham Catholic schools this is:

Adopted siblings, step-children, common law step-children, half-siblings, children subject of a residence order and foster children (only those “looked after” by any local authority).

*Examples of those who will not be considered as siblings:*

*Cousins, friends, other family members living in the same home, other children living in the same household who are not included in the list above, children who share the same child-minder or children of a child-minder.*

Sibling priority will only apply to children if they live in the same home as another sibling attending the named school.

Siblings priority can only be granted where the applicant has supplied the full name and date of birth of the sibling on the application form in the appropriate section and where the sibling is and will be reasonably expected to be on roll at the school when the child for whom a place is being sought is due to start.

If a child applying for a place has a sibling who has started at the school since the submission of their application, the parent/carer must notify the school in writing of the sibling’s enrolment details for the child’s priority for a place to be changed to include their sibling priority.

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.

### **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. Distance will be the walking distance measured from the home to the main entrance of the school. The route will not go through parks, private property or unlit footpaths, and will only use designated pedestrian crossing points for the A13 and the Royal Docks.

### **For St Joachim’s (ONLY)**

*If the governors have to decide between applicants in any of the above admissions criterion the tie break will be: straight line distance (as the crow flies), starting with the nearest address. In the event of two or more children living equidistant from St. Joachim’s Catholic Primary School nominated end point (front entrance of Newham Dockside, 1000 Dockside Road, E16 2QU), the place will be decided by drawing lots, the first name drawn will be offered the place.*

*The Local Authority uses an Industry Leading and Council approved Geographical Information System (GIS) to calculate straight line measurements. This system provides distances in miles and yards to three decimal places using a routing database system, based upon two dimensional maps. Contour, elevation or terrain is not taken into account when the distances are measured.*

#### ***Start point of calculation (home address)***

*For calculation purposes the local authority uses the best address database available to determine the location of the address start point.*

*This start point is the centroid point of within the property building boundary. The property buildings used are based upon the UK’s definitive map base supplied by the UK’s national mapping agency Ordnance Survey (OS).*

*This means if a child lives in a block of flats where a communal entrance used as an entry point the LA will use the centroid of the block and not the individual flat for these calculations.*

*All calculations are based on the child’s home address supplied on the application form being correct at the date of parental/carer’s signature and the address being classified as a residential property on the Council’s database.*

#### ***End point of calculation (St. Joachim’s Catholic Primary Schools nominated end point)***

*The school’s nominated end point used for calculation purposes is the main entrance of Newham Dockside 1000 Dockside Road, E16 2QU. No other entrance or school entrance will be used to calculate the distance.*

#### ***Route***

*The shortest route is calculated using the straight line distance (as the crow flies) from the home to main entrance of Newham Dockside 1000 Dockside Road.*

*The route starts and is measured from the pupils home address centroid, links to the nearest point on the Ordnance Survey MasterMap Integrated Transport Network (ITN), then follows the shortest straight line route to link to the nearest ITN point to the school’s nominated entrance and then ends at that nominated entrance.*

*All routes are measured using data from Ordnance Survey, the officially recognised national mapping agency. Where necessary we have enhanced this dataset to reflect the characteristics that aim to best deliver our adopted local standards.*

#### ***Second Stage Tie Break***

*If the LA's system calculates that two or more pupils applying for the same school in the same year group have the same home to school/ nominated end point distance (to three decimal places) the following criteria is used to determine their priority.*

*For pupils who live in a flats, whether they are within a block or a house, priority will be given based on the floor the child lives, with the lowest floor having priority over higher floors.*

*In all other cases random allocation would be used to determine which of the children will be offered the place available. A member of the Admissions Committee will be responsible for drawing the name of the successful applicant and the draw will be overseen by an independent adjudicator who will not work in St. Joachim's Catholic Primary School or have any involvement with the admissions processes.*

***For applications from outside of Newham***

*The route starts and is measured from the pupils home address, links to the nearest point on the Ordnance Survey MasterMap Integrated Transport Network (ITN), then follows a straight line measurement (as the crow flies) to the nearest point on the Ordnance Survey MasterMap Integrated Transport Network (ITN) on the Newham borough boundary, then a straight line to link to the nearest ITN point to the school's nominated entrance and then ends at that nominated entrance.*

**For all other Newham Catholic Schools**

If governors have to decide between applicants in any of the above admissions criterion the tie break will be: home to school shortest walking distance, starting with the nearest address. In the event of two or more children living equidistant from the school, the place will be decided by drawing lots, the first name drawn will be offered the place.

The Local authority uses an Industry Leading and Council approved Geographical Information System (GIS) to calculate shortest walking distance measurements. This system provides distances in miles and yards to three decimal places using a routing database system, based upon two dimensional maps. Contour, elevation or terrain is not taken into account when the distances are measured.

**Start point of calculation (home address)**

For calculation purposes the local authority uses the best address database available to determine the location of the address start point.

This start point is the centroid point of within the property building boundary. The property buildings used are based upon the UK's definitive map base supplied by the UK's national mapping agency Ordnance Survey (OS).

This means if a child lives in a block of flats where a communal entrance used as an entry point the LA will use the centroid of the block and not the individual flat for these calculations.

All calculations are based on the child's home address supplied on the application form being correct at the date of parental/carer's signature and the address being classified as a residential property on the Council's database.

**End point of calculation (school nominated entrance)**

The school's nominated entrance (nominated gate) used for calculation purposes is the main gate at the official postal address of the school unless their Governing Body has officially notified the LA by 31 August every year of a different entrance for measurement purposes. No other entrance will be used to calculate the distance.

**Route**

The shortest walking route is calculated using the LA's adopted highways and approved footpaths available to the best of our knowledge at the time of the calculations.

The route starts and is measured from the pupils home address centroid, links to the nearest point on the Ordnance Survey MasterMap Integrated Transport Network (ITN), then follows the shortest available walking route (see below) to link to the nearest ITN point to the schools nominated entrance and then ends at that nominated entrance

All routes are measured using data from Ordnance Survey, the officially recognised national mapping agency. Where necessary we have enhanced this dataset to reflect the characteristics that aim to best deliver our adopted local standards.

The following are excluded from our calculations (this is not an exhaustive list and maybe subject to change depending on conditions outside the control of the Admissions Service)

Unlit areas

Parks/recreational areas (The Greenway is included in our calculations)

Unofficial crossing points of the A12/3 and Newham docks

Footpaths not approved by the LA

## **Second Stage Tie Break**

If the LA's system calculates that two or more pupils applying for the same school in the same year group have the same home to school distance (to three decimal places) the following criteria is used to determine their priority.

For pupils who live in a flats, whether they are within a block or a house, priority will be given based on the floor the child lives, with the lowest floor having priority over higher floors.

In all other cases random allocation would be used to determine which of the children will be offered the place available. An officer independent of Children's Services and the admissions processes will be responsible for drawing the name of the successful applicant and the draw will be overseen by an independent adjudicator who will not work in Children Services or have any involvement with the admissions processes.

### **For applications from outside of Newham**

The route starts and is measured from the pupils home address, links to the nearest point on the Ordnance Survey MasterMap Integrated Transport Network (ITN), then follows a straight line measurement (as the crow flies) to the nearest point on the Ordnance Survey MasterMap Integrated Transport Network (ITN) on the Newham borough boundary, then follows the shortest available walking route (see below) to link to the nearest ITN point to the schools nominated entrance and then ends at that nominated entrance.

*Note: to ensure continuity for all applicants only the LA council approved system can be used to calculate home to school distance tie breaks.*

*Other GIS systems such as Google Maps or personal Satellite Navigation Systems will not necessarily calculate the same route as the LA approved system as they may not be able to accommodate our approved routes.*

**To check your own distance please visit the Newham Website and Type in School Fact Finder:**  
[www.newham.gov.uk/schoolfactfinder](http://www.newham.gov.uk/schoolfactfinder)

### **Home address**

An address supplied as the child's home address will not be considered if it is:

- An address registered with the Council as commercial property,  
OR
- An address registered with the Council as empty or derelict  
OR
- A tenant's address, where the property owned by the parent/carer and rented to a third party,  
OR
- Another family members/friends address who does not have parental responsibility for the child, even if the tenant is responsible for the child's daycare arrangements,  
OR
- Their child-minder's address,  
OR
- A PO Box address  
OR
- Second or other additional property's owned by the child's family, which do not have other tenants and where the child is not resident for at least 6 months of the academic year.  
OR
- Future addresses even if contracts have been exchanged or the Council have offered the property in writing

And these will not be used for the purposes of allocating school places.

Where a child's natural parents are not living together and the child spends a few days in both households on week days, then the address that will be used for measurement purposes will be the one from which the child goes to school in the morning most often on week days.

### **Application Procedures and Timetable**

The Local Authority (LA) Common Application Form (CAF) must be completed and returned to the school office or the LA office. The Supplementary Information Form (SIF) and the Certificate of Catholic Practice or faith leader letter of support must be submitted to the school office.

Parents will be advised of the outcome of their application within 20 school days. Unsuccessful applicants will be given reasons related to the oversubscription criteria listed above and advised of their right of appeal to an independent appeal panel.

Applicants are requested to note that they must return a completed copy of the Newham Common Application Form (CAF) as detailed above for the application to be considered. If the Supplementary Form and Certificate of Catholic Practice or faith leader letter of support confirming the practice of their faith are not returned as requested, the application will only be considered under the last admission criterion 11 as above.

For in year admissions the CAF must be completed and returned to the LA office and the SIF, where applicable must be submitted to the school.

**For each Catholic Primary School, or Voluntary Aided School, named on the Common Application Form, (CAF) a Supplementary Information Form (SIF) must also be completed. The SIF must be returned to each school.**

### **Twins and multiple Births**

In the case of infant classes twins and children from multiple births can be admitted over the 30 per class limit if one of the siblings is the 30th child admitted.

### **Waiting Lists**

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting 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. Names will be removed on the last school day at the end of every academic year and parents/carers will need to reapply for a place at the school if they wish their child to be considered for a place at the school in the new academic year starting in September.

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### Definitions and Notes (these notes form part of the oversubscription criteria)

‘Looked after children’ (who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order)), from Catholic families have the same meaning as in section 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).

‘Baptised Catholic children’ – Baptism is evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church, dated before the closing date for applications i.e. by 15<sup>th</sup> January for entry in the following academic year or at the point of application for the current year.

‘Catholic’ means a member of a Church in communion with the See of Rome. This includes the Eastern Catholic Churches. Ref [www.vatican.va/...vatican.../vat-ii\\_decree\\_19641121\\_orientalium-ecclesi](http://www.vatican.va/...vatican.../vat-ii_decree_19641121_orientalium-ecclesi).

‘Practising Catholic’ – it is the role of a priest to determine whether applicants meet the criteria for qualification as practising Catholic families. The definition of a practising Catholic is defined by ‘Canon Law’ which states that the faithful are obliged to participate in Sunday Mass and Holy Days.

Ref <http://www.vatican.va/archive/ENG1104/P4N.HTM>. It is up to the applicant to identify and approach a priest who will complete a Certificate of Catholic Practice, which must accompany the Supplementary Form.

‘catechumen’ means a member of the catechumenate of a Catholic Church. This will 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.

Christians of other denominations are defined as those listed on the Churches together in England website: [http://www.churches-together.net/Groups/234690/Home/About/Member\\_Churches\\_of/Member\\_Churches\\_of.aspx](http://www.churches-together.net/Groups/234690/Home/About/Member_Churches_of/Member_Churches_of.aspx)

Waiting list positions will be updated after primary national offer day or in the case of in year admissions, when the school is notified of a vacancy.

Definitions are confirmed by the admissions committee of the school on the date of the committee meeting.

For the purposes of this policy, parish boundaries are as shown on the attached map. Distances will be measured from the home to the main entrance of the school, please note that we do not use routes through parks, private properties or unlit footpaths and we only use the approved crossing points for the Docks and A13.

[Map attached]