

The Common Application Form (CAF)

All applications for places **MUST** be made on the Common Application Form which is available either from the Local Authority or on the East Sussex County Council Website www.eastsussex.gov.uk/admissions. For a valid application, the CAF must be returned either in paper form or online by **15th January 2016**.

The school's Supplementary Information Form (SIF)

The SIF is attached for completion and allows the governors to put all applicants in order of priority for admission in line with the school's published admission policy, also attached. Please note that while completion of the SIF is not mandatory, if a completed SIF is not received, the governors can only consider your application within the last criterion. The completed SIF must be returned to the school office by **15th January 2016**.

For those who require Fr. Seamus to validate their completed priest's reference forms, he will be available in the presbytery from 7pm (i.e. after 6pm Mass) on Saturdays. No need to book. Just turn up.

Late Applications

All pieces of paperwork are required on or before the published closing dates referenced above. Late applications (those where it is reasonable that a parent could have submitted an application by the closing date) will only be processed when those applications have been dealt with.

Any late applications will be considered by the Governors' Admissions Committee, in the event of there being any available places using the above criteria. If all places have been filled, parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

Diocese of Arundel & Brighton – Hastings & St. Leonards Deanery

Sacred Heart Catholic Primary School
Old London Road
HASTINGS
East Sussex
TN35 5NA



www.sacred-heart.e-sussex.sch.uk

Contact name for enquiries:
Mrs L Shaw (School Secretary)

Admissions Policy and Procedures for admission in 2016 – 2017

Sacred Heart Catholic Primary School in Hastings is a voluntary aided school in the Diocese of Arundel & Brighton. The school was founded by and is part of the Catholic Church and is in Trusteeship of the Diocese. The school is conducted as a Catholic school in accordance with canon law, the teachings of the Catholic Church and the Trust Deed of the Diocese of Arundel & Brighton. It seeks at all times to be a witness to Jesus Christ.

The school offers a Catholic education. The governors expect that parents applying for places for their children will accept and uphold the Catholic character and ethos of the school. The school was set up primarily to serve the Catholic community in the St. Mary Star-of-the-Sea Parish. The relevant parish map can be viewed at the school by arrangement. Although Catholic children have priority of admission, the Governing Body also welcomes applications from those of other denominations and faiths who support the religious ethos of the school.

Having consulted with the Diocese, Local Authority, other admission authorities and other relevant groups, the Governors intend to admit into the reception class, in September 2016, up to 30 pupils without reference to ability or aptitude.

Oversubscription Criteria:

Where the number of applications for admission exceeds 30, and after the admission of pupils with Statements of Special Educational Needs where the school is named on the Statement, the Governors will offer places using the following criteria in the order stated:-

Category/Criteria

1. Baptised Catholic looked after children or previously looked after children (see note a)).
2. Baptised Catholic children resident in the parish of St. Mary Star-of-the-Sea. Evidence of Baptism will be required (see note b)).
3. Other baptised Catholic children. Evidence of Baptism will be required (see note b)).
4. Other looked after children or previously looked after children (see note a)).
5. Children who are members of Eastern Orthodox Churches. Evidence of Baptism will be required.
6. Children who are members of other Christian denominations that are part of Churches Together in England. Evidence of Baptism (or dedication) provided by a priest or minister of a designated place of worship will be required.
7. Children who are members of other faiths. Evidence of membership of the faith provided by a priest, minister or religious leader of a designated place of worship will be required.
8. Any other children.

Priority within the Oversubscription Criteria (Tiebreakers):

The governors will apply the following cascading order of priorities within any of the above criteria when applications exceed the number of places available and it is necessary to decide between applications through a priority ranking:

- i. Exceptional social or medical need which make the school particularly suitable for the child in question. Strong and relevant evidence must be provided by an appropriate professional authority (e.g. qualified medical practitioner, education welfare officer, social worker or priest) (see note c)).
- ii. For Oversubscription Criteria 2 or 3 above - The strength of evidence of practice of the faith as demonstrated by the level of the family's Mass attendance on Sundays (see notes f) and g)). This evidence must be provided by the parent/carer and be endorsed by a priest at the church(es) where the family normally worship. Applications will be ranked in the order shown on the Supplementary Information Form i.e. firstly those attending Mass weekly or at least 3 times a month, then once or twice a month, then less than once a month, then those who do not attend.
- iii. For Oversubscription Criteria 5, 6, or 7 above - The strength of evidence of practice of the faith as demonstrated by the level of the family's attendance at services. This evidence must be provided by the parent/carer and be endorsed by the minister/faith leader at the family's designated place of worship. Applications will be ranked in the order shown on the Supplementary Information Form i.e. firstly those who attend services weekly or at least three times a month, then once or twice a month, then less than once a month, then those who do not attend.
- iv. A sibling on the school roll at the time of admission. Evidence of the relationship may be required (see note d).
- v. Distance from home (the address at which the child resides) to the school (closest proximity receives highest priority) (see note e)). Evidence of residence may be required.

Admission Procedure

The governing body of Sacred Heart Catholic Primary School is responsible for determining the admission arrangements of the school, including the priority of admissions to the school when the school is oversubscribed. When the application deadline has closed, the Local Authority (LA) provides to the school a list of all applicants who have applied to the school. The school will then rank the applications in strict accordance with its published admission arrangements and provide the LA with the ranked list. The LA is responsible for coordinating the allocation of places in its area, offering individual places to parents on behalf of the school governors on the common offer date of 16 April 2016.

To apply for a place at this school, you should complete and return the following two forms:

1. The **Common Application Form (CAF)**
All applications for places **must** be made on the Common Application Form which is available either from the Local Authority (where the parent lives) or on that Local Authority's website. For a valid application, the CAF **must** be returned either in the paper form or online by 15th January 2016.
2. The school's **Supplementary Information Form (SIF)**.
This is available from the school and the school website and allows the governors to put all applicants in order of priority for admission in line with the published admission policy. Please note that while completion of the SIF is not mandatory, if a completed SIF is not received, the governors will only be able to consider the application based on information provided to the Local Authority on the CAF. To put this in practical terms, if a completed SIF is not received, it is likely that governors will only be able to rank the application within the last i.e. 'Any other children' criterion. The completed SIF must be returned to the school office by **15th January 2016**. You are advised to make a copy of the two forms for your records.

Late Applications

All pieces of paperwork are required on or before the published closing dates referenced above. Late applications (those where it is reasonable that a parent could have submitted an application by the closing date) will only be processed when those applications have been dealt with.

Any late applications will be considered by the Governors' Admissions Committee, in the event of there being any available places using the above criteria. If all places have been filled, parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

Waiting Lists

If the school is oversubscribed, parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list. The waiting list will be operated using the same admissions criteria listed above. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place. The waiting list will be maintained for one year. The waiting list will be ranked in line with the oversubscription criteria each time a child is added to the list.

Appeals

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with sections 88 and 94 of the School Standards and Framework Act 1998. Appeals must be made in writing and must set out the reasons on which the appeal is made. Appeals should be made to the Admissions Appeal Clerk at the school address. Parents/Carers have the right to make oral representations to the Appeal Panel.

In Year Admissions

The oversubscription criteria in this admission policy will also apply to applications made outside the normal age of entry to primary education (Reception Year) i.e. in succeeding years or during the academic year.

Please ensure that you contact the school directly when making an In-Year application.

Visiting the School

We encourage parents to visit our school in order to find out more about how we work and the education we offer. Parents are welcome to arrange a visit by contacting the school office. However, such visits do not form part of the process of deciding which children are to be offered a place at the school.

Giving us the wrong information

If a parent/carer is found to have supplied false or incorrect information to gain a place at this school, the governing body reserves the right to withdraw any offer of a place even if the child has already started school. An example of false or incorrect information would be the use of an address that is not the child's normal residence.

Admission of children outside their normal age group

Please note that it is the view of the Government, the Diocese, the LA and the Governing Body of this school that a child is educated alongside his/her age equivalent peers, in almost all cases.

Should a parent/carer request to have a decelerated entry to school i.e. to start later than other children in their chronological age group, they must initially apply for a school place in accordance with the deadlines that apply for their child's chronological age.

As an example, a request to the school for a summer born child (i.e. between 1 April to 31 August), to be admitted to the reception class in the September following their fifth birthday, must be made prior or during the application process for the child's normal year group. An application also needs to be made to the LA for

a school place in the correct year group. This will ensure that parents/carers are not disadvantaged for a preference school place in the event the request is refused.

If the request is accepted, the application for the normal year group may be withdrawn before a place is offered. The parent/carer will be required to apply in the usual way the following year, along with the cohort of applicants for that year group. It should be noted that the application will not receive priority over or above any other applicant for this year group and the application will be considered in line with the published admission criteria applicable for that year of entry alongside all other applicants to the school.

In relation to the request, decisions are made on the basis of the circumstances of each case and in the best interest of the child. The governing body will expect the parent/carer to supply them with appropriate information and evidence. What the governing body will take into account will include:

- Views of parent/carer
- Information relating to the child's academic, social and emotional development, where relevant
- Medical history and the views of a medical professional
- Any previous history of being educated outside of their normal age group
- If the child may naturally have fallen into a lower age group if it were not for being born prematurely
- Views of the headteacher of the school.

Please note that parents/carers do not have the right to insist that their child is admitted to a particular age group. It is the governing body who, having considered the circumstances of each individual case, will make a decision. The governing body will set out clearly for the parents/carers concerned the reasons for their decision in each case.

If the parent/carer is unhappy with a decision about which year group their child will be admitted to, the following applies. Parents/carers who are refused a place at a school for which they have applied have the right of appeal to an independent admission panel. However, there is not a right of appeal if the child has been offered a place and it is not in the year group the parent/carer would like. In such cases, the parent/carer could make a complaint through the school's complaint procedure.

If a parent/carer requests to have an accelerated entry to school i.e. to start earlier than other children in their chronological age group, they must initially apply for a school place at the same time that other families are applying for that cohort. If the governing body agrees for the child to have an accelerated entry, the application will be processed. If it is not agreed for the child to have an accelerated entry, they will be invited to apply again in the following year for the correct cohort.

Notes (these form part of the admission arrangements):

- a) **‘Looked after children’** are children who are in the care of the local authority (LA) as defined by section 22(1) of the Children’s Act 1989. **‘Previously looked after children’** means such children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.
- b) **‘Baptised Catholic’** describes a member whose Church of Baptism is ‘in communion with the See of Rome’. The Catholic Church comprises the Latin Rite (Roman Catholics) and the Eastern or Oriental Rite (composed of Catholic (Uniate) Churches—see below). This will be evidenced by a certificate of Baptism in a Catholic Church or certificate of reception into full communion with the Catholic Church.

Eastern or Oriental Rite Catholic Churches in Full Communion with Rome	
ALEXANDRIAN	Coptic, Ethiopian (Gheez)
ANTIOCHIAN	Malankrese, Maronite, Syrian
ARMENIAN	Armenian
CHALDEAN (EAST SYRIAN)	Chaldean, Syro-Malabar
CONSTANTINOPOLITAN (BYZANTINE)	Albanian, Belarusian, Bulgarian, Georgian, Greek (Hellenic), Greek-Melkite, Hungarian, Italo-Albanian, Krizevci, Macedonian, Romanian, Russian, Ruthenian, Slovak (Greek), Ukrainian (Greek)

Notes: 1. Eastern Orthodox Churches, including the Coptic Orthodox, Greek Orthodox and Russian Orthodox Churches, are NOT in full communion with the See of Rome. 2. Ordinariates are members of the Latin Rite. 3. Anglicans describing themselves as ‘Anglo Catholics’ are members of the Anglican Communion and therefore not in communion with the Holy See. Please refer any queries to the Catholic Schools Service.

- c) **Exceptional medical need:** If the child has a serious medical condition/disability such that the parent feels the child must go to the first-ranked school, this must be specified on the Supplementary Information Form. Governors can only consider applications under this category if supporting evidence is attached, e.g. a letter from a registered health professional, setting out the particular reasons why this school is the most suitable and the difficulties that would be caused if the child attended another school. Governors will make their decision based on the medical evidence provided by the child’s medical consultants. Governors will consult the LA’s medical advisers and only agree to a priority placement if the medical advisers consider it necessary for the child to attend this school. Governors will also take into account any information on exceptional medical need that is provided by the Local Authority from the Common Application Form.
- Exceptional social need:** If parents feel there are sensitive, individual and serious family circumstances, perhaps involving the support services (e.g. social care) these may be considered at the time of the application for a school place. This will need to be specified on the Supplementary Information Form and evidence provided, e.g. a report from social services or from a priest detailing why this school is the most appropriate placement for the child given the circumstances of the case. Governors will also take into account any information on exceptional social need that is provided by the Local Authority from the Common Application Form.
- d) **Siblings:** For admission to this school, a sibling is defined as a brother or sister (i.e. another child of the same parents, whether living at the same address or not), or a half-brother/ half-sister or a step-brother/ step-sister or an adoptive or foster brother/ sister, living at the same address. A child will be given sibling priority if they have a sibling at the school at the time of the child’s admission. Governors will also take into account any information on siblings provided by the Local Authority from the Common Application Form.
- e) **Distance:** Distance will be measured using the Local Authority’s computerised measuring system from the child’s home to the nearest gate used by children at the school. The routes taken from admission purposes recognised those routes most parents and their children would take between home and school. The Local Authority’s system does not include unmade footpaths and there must be a public right of way.
- A child’s home address is considered to be a residential property that is the child’s only/main residence and not an address that is sometimes used due to certain domestic/special arrangements. The address must be the pupil’s home address that applies at the closing date for applications and which is either owned by the child’s parent, parents, or guardian OR leased or rented by the child’s parent, parents or guardian under a lease or written rental agreement. If parents live separately but share responsibility for the child, and the child lives at two different addresses during the week, the ‘home address’ will be regarded as the one at which the child sleeps for the majority of weekday nights. If two addresses are provided, the Local Authority will decide which address should be used as the main residence for the purpose of processing the application as they only accept

one current address. Parents/Carers must notify the school about any address changes during the application deadlines to ensure all applications are treated in the same way.

A block of flats has a single address point reference, so applicants living in the same block will be regarded as living the same distance away from the school. In the unlikely event that two or more children live in the same block and in all other ways have equal eligibility for the last available place, the names will be issued a number and drawn randomly to decide which child receives the place.

- f) **Parents/carers/family members:** The terms 'parent' or 'carer' are used for all persons who legally have responsibility for the child. Where the admission arrangements refer to parents or the family's attendance at Mass, it is sufficient for just one parent to attend. 'Family members' include only parents (as defined above) and siblings.
- g) **Practice:** The definition of Catholic practice for the purpose of admission to this school is membership of the Catholic Church (see note b) above) and attendance at Sunday Mass (this includes the Vigil Mass on Saturday evening as well as other Masses on Sunday), evidenced by a priest.
- h) **Starting School at Age 4+:** Although children are of compulsory school age from the beginning of the term following their fifth birthday, schools must provide for the admission of all children in the September following their fourth birthday. Parents can choose for their child to start school on a part-time or fulltime basis in the September following their fourth birthday. It is recommended that any decision about whether a child attends part-time or full-time is reached in discussion with the headteacher (and, if appropriate, staff at the child's pre-school setting).

Parents may also request that their child's entry be deferred until later in the same school year. The place allocated is then held and is not available to be offered to another child. If parents do not want their child to start school in the September following their fourth birthday, they should talk to the headteacher (and, if appropriate, the head of the pre-school playgroup/ nursery setting) about when the place is taken up. Places cannot be deferred beyond the beginning of the term after the child's fifth birthday, nor beyond the school year for which the original application was accepted. Therefore, if your child is four years old between 1 April and 31 August 2014 the latest date the offer of a place may be deferred would be the start of the summer term 2015.

- i) **Infant Class sizes:** Current infant class legislation spells out that infant classes (Reception, Year 1 and Year 2) must not contain more than 30 pupils with a single school teacher. Additional children may only be admitted under very limited exceptional circumstances. One of these exceptions is where it is a child whose twin or sibling from a multiple birth is allocated the final place in an infant class. This school will allow this exception wherever logistically possible.
- j) **Children with Statements of Special Educational Needs (SEN) naming the school on the Statement:** These children are admitted under a separate procedure.

Reminder :

Have you remembered to:

- 1) Complete the Local Authority's Common Application Form (CAF)?**
- 2) Complete the School's Supplementary Information Form (SIF)?**
- 3) Attach a copy of your child's Certificate of Baptism?**

Return your completed SIF and Certificate of Baptism to:

**Mrs L Shaw
Sacred Heart Catholic Primary School
Old London Road
Hastings
East Sussex
TN35 5NA**

Sacred Heart Catholic Primary School

Supplementary Information (SIF) Form

For admission in 2016 – 2017

This form should be completed when applying for a place in Sacred Heart Catholic Primary School.

ALL applicants should complete Part 1 and Part 4 (and Part 5, if applicable)

Catholic applicants should also complete Part 2A and 4 and then hand it to their priest for him to complete Part 2B. He will return the form to the school.

If you are not a Catholic but a member of another Christian denomination or from another faith, please also complete part 3A and then hand the form to your minister/faith leader who will add his/ her reference in Part 3B before returning the form.

NOTE: While it is not mandatory to complete a Supplementary Information Form (SIF), if the school does not receive a completed SIF, it is likely that governors will only be able to rank the application within the last oversubscription criterion.

You MUST also complete and return a Common Application Form (available from & returnable to the Local Authority)

PART 1 (To be completed by ALL parents or carers)

Name of school to which you are applying: _____

Address of school: _____

Surname of child: _____ Forename(s) of child: _____

Date of birth: _____ Boy Girl

Child's home address *: _____

Postcode _____

Parent/Carer Name: _____ Parent/Carer Contact Tel: _____

Any siblings who will be attending the school at the time of admission? _____

Faith Declaration:

If your child is a member of the Catholic Church or another denomination or faith, please complete either A) or B) below, as appropriate. If neither A) or B) applies to your child, please go straight to Part 4 of this form.

A) I confirm the child is a member of the Catholic Church? Yes

Date and place of Baptism or Reception into Church (if applicable): _____ If 'yes', now go to Part 2A

OR

B) I confirm the child is a member of another denomination/faith? Yes Which denomination/faith? _____

Date and place of Baptism/Dedication (if applicable): _____ If 'yes', now go to Part 3A

* This should be a residential property that is your child's only or main residence at which your child spends the majority of weekday nights. (see note in admission policy).

PART 2A (To be completed by CATHOLIC APPLICANTS)

Mass normally attended: Saturday evening vigil at: _____ (time) or Sunday at: _____ (time)

Parish in which you live (e.g. St Mary Star-of-the-Sea, Hastings) _____ Usual place of worship (if different): _____

How long have you worshipped there? _____ years.

If you've recently moved to the parish please give details of your previous parish _____

How often do you attend Mass? Weekly or at least 3 times/month Once or twice a month Less than once a month Do not attend

PART 2B (To be completed by CATHOLIC PRIESTS ONLY)

I am satisfied that the child is a baptised Catholic (or where applicable), has been received into the Church Yes No

Evidence of practice:

PARENT/CARER	
Are the parents known to you?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Attendance at Mass weekly or at least 3 times/month	<input type="checkbox"/>
Attendance at Mass once or twice a month	<input type="checkbox"/>
Attendance at Mass less than once a month	<input type="checkbox"/>
Does not attend Mass	<input type="checkbox"/>

Please comment, if appropriate, only to clarify the Mass attendance above:

Priest's name: _____ Parish (or ethnic chaplaincy): _____ Tel: _____

Address: _____

Priest's signature: _____ Parish stamp or seal:

Date: _____

PART 3A (To be completed by APPLICANTS of OTHER CHRISTIAN DENOMINATIONS / OTHER FAITHS)

Parish / faith community in which you live: _____

Usual designated place of worship (if different): _____

If you've recently moved, please give details of your previous parish or designated place of worship _____

How often do you attend services? Weekly or at least 3 times/month Once or twice a month Less than once a month Do not attend

PART 3B (To be completed only by MINISTERS/FAITH LEADERS of OTHER DENOMINATIONS/ FAITHS)

I am satisfied that the child has been baptised/dedicated/become a member of the faith

Yes No

Evidence of practice:

PARENT/CARER	
Are the parents known to you?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Attendance at services weekly or at least 3 times/mth	<input type="checkbox"/>
Attendance at services once or twice a month	<input type="checkbox"/>
Attendance at services less than once a month	<input type="checkbox"/>
Does not attend services	<input type="checkbox"/>

Please comment, if appropriate, only to clarify the attendance at services above:

Name of minister/faith leader: _____ Denomination/faith: _____ Tel: _____

Address: _____

Minister/faith leader signature: _____

Date: _____

Please tick Category (1-8) which best applies to your child:

CATEGORY	DETAILS	PLEASE TICK (✓)
1	Baptised Catholic looked after children or previously looked after children	
2	Baptised Catholic children resident in the parish of St. Mary Star-of-the-Sea	
3	Other baptised Catholic children.	
4	Other looked after children or previously looked after children	
5	Children who are members of Eastern Orthodox Churches	
6	Children who are members of other Christian denominations that are part of Churches Together in England.	
7	Children who are members of other faiths.	
8	Any other children	

PART 4 (To be completed by ALL parents or carers)

I confirm that I have completed a Local Authority Common Application Form Yes No

I confirm that I have read and understood the Admissions Policy and that the information I have given on this form is accurate and truthful. 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 false, the governors may withdraw any offer of a place even if the child has already started school:

Signed: _____ Parent/Carer Date: _____

PART 5 (ONLY to be completed by parents or carers where medical/social needs apply)

Please add here any other information you may feel is relevant to this application in relation to the school's admissions policy in respect of exceptional medical or social needs of your child that make only this school particularly suitable for them. Strong and relevant evidence must be provided by an appropriate professional authority (e.g. qualified medical practitioner, education welfare officer, social worker or priest). Governors will also take into account any information on exceptional medical/social need provided by the Local Authority from the Common Application Form. (Continue on a separate sheet if necessary).

Please return completed form and Certificate of Baptism by the 15th January 2016 to:

Mrs L Shaw
Sacred Heart Catholic Primary School
Old London Road
Hastings
East Sussex
TN35 5NA