

### **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](http://www.eastsussex.gov.uk/admissions). For a valid application, the CAF must be returned either in paper form or online by **15<sup>th</sup> January 2017**.

### **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 **15<sup>th</sup> January 2017**.

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](http://www.sacred-heart.e-sussex.sch.uk)

**Headteacher: Mr J Hellett**

**Contact name for enquiries:**  
**Mrs L Shaw (School Secretary)**  
**Telephone: 01424 429494/720387**  
**Email: [g-office@sacred-heart.e-sussex.sch.uk](mailto:g-office@sacred-heart.e-sussex.sch.uk)**



## **Admissions Policy and Procedures for admission in 2017 – 2018**

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 ask 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, other faiths and of none.

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 2017, 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/Education, Health and Care Plans (EHCPs) where the school is named on the Statement/EHCP, 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 with a sibling at the school at the time of admission who are resident in the parish of St. Mary Star-of-the-Sea and whose parent/carer has attended Sunday Mass at least three weeks out of every four over the 12 months prior to the deadline for applications. Evidence of Baptism and a signature of the parish priest to confirm the above practice will be required (see notes b and c).
3. Baptised Catholic children who are resident in the parish of St. Mary Star-of-the-Sea and whose parent/carer has attended Sunday Mass at least three weeks out of four over the 12 months prior to the deadline for applications. Evidence of Baptism and a signature of will be required (see note b).
4. Baptised Catholic children with a sibling at the school at the time of admission who are resident outside the parish of St. Mary Star-of-the-Sea and whose parent/carer has attended Sunday Mass at least three weeks out of

- every four over the 12 months prior to the deadline for applications. Evidence of Baptism and a signature of the parish priest to confirm the above practice will be required (see notes b & c).
5. Baptised Catholic children who are resident outside the parish of St. Mary Star-of-the-Sea and whose parent/carer has attended Sunday Mass at least three weeks out of every four over the 12 months prior to the deadline for applications. Evidence of baptism and a signature of the parish priest to confirm the above practice will be required (see note b).
  6. Other baptised Catholic children with a sibling at the school at the time of admission. Evidence of baptism will be required (see notes b & c).
  7. Other baptised Catholic children. Evidence of baptism will be required (see note b).
  8. Other looked after children or previously looked after children (see note a).
  9. Other children with siblings at the school at the time of admission (see note c).
  10. Children who are members of Eastern Orthodox Churches. Evidence of Baptism will be required.
  11. 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.
  12. 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.
  13. 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. 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.
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### **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 18<sup>th</sup> April 2017.

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 15<sup>th</sup> January 2017.

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. Unless you are applying under criterion 8, 9 or 13, if a completed SIF is not received, this could result in being allocated a lower priority ranking. The completed SIF must be returned to the school office by **15<sup>th</sup> January 2017**. 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.

## **Notes (these form part of the admission arrangements):**

- a) **'Looked after children'** are children who are registered as being in the care of the Local Authority (LA) or provided with accommodation by a Local Authority in accordance with section 22 of the Children's Act 1989(a) e.g. fostered or living in a children's home, at the time an application for a school is made. **'Previously looked after children'** means such children who have previously been in the care of a Local Authority or provided with accommodation by a Local Authority in accordance with section 22 of the Children's Act 1989(a) and who have left that care through adoption, a 'child arrangement order' (in accordance with section 8 of the Children's Act 1989 as amended by the Children and Families Act 2014) or special guardianship order (in accordance with section 14a of the Children's Act 1989).
- 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.

<b>Eastern or Oriental Rite Catholic Churches in Full Communion with Rome</b>	
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) **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.

d) **Distance:** Distances 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 any two or more children live equidistant from the school, for example, 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.

e) **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/carers to attend.

f) **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 the parish priest.

g) **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.

The DfE have clarified that only Summer born children can legally request decelerated entry to reception until the Autumn term after they turn five. Autumn and Spring born children must legally be in full time education at the beginning of the term after they turn five years old i.e. Spring and Summer terms respectively. As such these children cannot be considered for decelerated entry to reception, although other provisions for them to start part time or to defer entry until later in the same school year (but not beyond the beginning of the term after their fifth birthday) remain.

Should a parent/carers 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 offered. The parent/carers 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:

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

**h) Re: Deferred entry:**

Admission authorities are required to provide for the admission of all children in the September following their fourth birthday. The parent/carer has the following options where the governing body has offered such a child a place at the school. The parent/carer can decide either:

- i) That the child starts school full-time in the September following their fourth birthday with their natural academic cohort; or
- ii) To defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; or
- iii) That the child starts school on a part-time basis until later in the school year, but not beyond the point at which they reach compulsory school age.

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.

**i) Children with Education, Health and Care Plan (EHCP) naming this school:**

These children are admitted under a separate procedure.

**Reminder :**

**Have you remembered to:**

- 1) Complete the Local Authority's (EAST SUSSEX) 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 by 15<sup>th</sup> January to:**

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

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

## Sacred Heart Catholic Primary School

### Supplementary Information (SIF) Form For admission in 2017 – 2018

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

**PARENTS/ CARERS** should complete Part 1 and Part 4 (and Part 5, if applicable)

Catholic applicants should also complete Part 2A and 4 and then take it to their priest for him to complete Part 2B. Parents should then return the completed form to the school by 15<sup>th</sup> January 2017

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, governors will only be able to consider the application based on information provided on the CAF. Unless you are applying under criterion 8, 9 or 13, if a completed SIF is not received, this could result in being allocated a lower priority ranking.**

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

#### PART 1 (To be completed by the Parent / Carer)

Surname of child: _____	
Forename(s) of child: _____	
Date of birth: _____	Boy <input type="checkbox"/> Girl <input type="checkbox"/>
*Child's home address: _____ _____	
_____	Post Code: _____
Parent/Carer Name: _____	Telephone No. _____
Any siblings who will be attending the school at the time of admission: _____	
<b>Faith Declaration:</b> <i>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</i>	
A) I confirm the child is a member of the Catholic Church	<input type="checkbox"/> Yes
Date and place of Baptism or Reception into Church (if applicable): _____ <i>If 'yes', now go to Part 2A</i>	
<b>OR</b>	
B) I confirm the child is a member of another denomination/faith	<input type="checkbox"/> Yes Which denomination/faith? _____
Date and place of Baptism/Dedication (if applicable): _____	

**\* 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 are resident \_\_\_\_\_

How long have you worshipped there? \_\_\_\_\_ years.

If you have recently moved to this parish, please give details of your previous parish: \_\_\_\_\_

How often do you attend Sunday Mass? At least three times a month  Do not attend at least three times a month

**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	
Is the parent/carer known to you?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does attend Sunday Mass at least 3 times a month	<input type="checkbox"/>
Does <u>not</u> attend Sunday Mass at least 3 times a month	<input type="checkbox"/>
How long has the parent/carer attended your Church?	_____ years

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 you have recently moved, please give details of your previous parish or designated place of worship: \_\_\_\_\_

\_\_\_\_\_

**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

\_\_\_\_\_

Name of minister/faith leader: \_\_\_\_\_ Denomination/faith: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Minister/faith leader signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PART 4 (To be completed by the Parent / Carer)**

I confirm that I have completed a Local Authority Common Application Form

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: \_\_\_\_\_

**Please return completed form and Certificate of Baptism by the 15<sup>th</sup> January 2017 to:**

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