Faith schools - Admission arrangements for entry from September 2015

Voluntary-aided (VA) faith schools

These schools are part of the local system and have strong ties with either the Catholic Church or the Church of England.

VA schools have their own admissions policy. There is one policy for the Catholic schools and another for St Luke’s Church of England school (see page 35).

You will need to apply to Pupil Services for a place. You can do this online at www.eadmissions.org.uk

If you are refused a place you can appeal (see page 40).

Supplementary information forms (SIF)

For admission to any Newham VA school you must complete:

- the common application form (CAF) via the online application at www.eadmissions.org.uk or return a paper form to Pupil Services as well as

- the school’s own supplementary information form (SIF) where you want your child to be considered for a faith placement, which should be returned to the relevant school.

The CAF and the SIF MUST be received by Thursday 15 January 2015 for your application to be considered as on time for the 2015 reception class.

If the CAF is received after the closing date and the school receive your completed SIF before the closing date, 15 January 2015, your application will be processed as a late application. This means it will not be considered until all the ‘on time’ applications have been offered or allocated a place.

You must complete one supplementary form for every VA faith school you name as a preference.

If a CAF is received by Pupil Services naming a VA faith school as a preference and the named school(s) do not receive a fully completed SIF, the school’s governing body will still consider your application but your child’s priority for a place may be reduced as they will not have all the information they need to give your application the correct priority.

If Pupil Services do not receive a CAF naming the VA faith school but the school receive your completed SIF, the school’s governing body will be unable to consider your application for their school.

Faith schools outside of Newham

If you want to apply for any state maintained school (non fee-paying) in London or the home counties you must include these schools with your other preferences on your CAF; this includes voluntary-aided faith schools. As these schools usually require a completed SIF please check with the school, or borough that the school is in, for the procedures and timelines.

How to apply to Newham Catholic Deanery Primary Schools

Newham Catholic Deanery Primary Schools were founded by the Catholic Church to provide education for children of Catholic families. Schools are conducted by their governing body as part of the Catholic Church in accordance with their trust deed and instrument of government, and seek at all times to be a witness to Jesus Christ.

Pupils with a statement of Special Educational Needs (SEN)

The admission of pupils with a Statement of SEN and/or an Education Health Care and Plan (EHCP) 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.

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 have sole responsibility for admissions to their school. The number of pupils the governing bodies intend to admit for September 2015 for St Antony’s, St Edward’s, St Francis’, St Helen’s is 60 pupils; for St Winefride’s it’s 45 pupil and for St Joachim’s and St Michael’s it’s 30 pupils.

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. For definitions of terms used in the criteria below see page 17-27. Children with Statements of Special Educational Needs and Education Health and Care Plans (EHCP) will be admitted to the school named in their statement before any other applicants are considered.

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) not from Catholic families.
8. Children who are members of an Eastern Christian Church whose application is supported by a minister of religion.
9. Christian children 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.

The attendance of a sibling 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. Please refer to pages 25-27 for information on how we calculate home to school distances.

**Application procedures and timetable**

The standard Local Authority (LA) Common Application Form (CAF) must be completed and returned to the school office or the LA by 15 January 2014. The supplementary information form (SIF) and priest’s reference form must be submitted by 15 January 2014 to the school office on the form attached to this policy.

For each Catholic Primary School or voluntary-aided school named on the (CAF), a Supplementary Information Form (SIF) must also be completed. The SIF must be returned to each school.

The outcome of their applications will be sent by first class post to parent/carers on national offer day. Unsuccessful applicants will be given reasons related to the oversubscription criteria and advised of their right of appeal to an independent appeal panel.

Applicants are requested to note that they must return a completed CAF online at www.eadmissions.org.uk or to Pupil Services for their application to be considered. If the supplementary information form (SIF) and priest’s reference form confirming the practice of their faith are not returned to the school as requested, the application will only be considered under admission criterion 11.

**Waiting lists**

Please see information on page 22.

**Notes**

*(these notes form part of the oversubscription criteria)*

‘Baptised Catholic children’ – the date of baptism must be before the deadline date for all applications for admission.

‘Catholic’ means a member of a Church in communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of reception into the full communion of the Catholic Church.

‘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.

It is up to the applicant to identify and approach a priest who will complete the standard diocesan reference which is obtained from your parish priest or your ethnic chaplain. The parish priest’s reference form must accompany the Supplementary Information Form (SIF).

‘Catechumen’ means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

‘Eastern Christian Church’ includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

If you want to find out where your local parish is please contact your local Catholic school or church or visit www.newham.gov.uk/schoolfactfinder/

For additional arrangements and further definitions see page 17-27.
Reception Offers for September 2014 at national offer day 16 April 2014

<table>
<thead>
<tr>
<th>School</th>
<th>Total Admissions</th>
<th>Group 1 with sibling</th>
<th>Group 2 with sibling</th>
<th>Group 3 with sibling</th>
<th>Group 4 with sibling</th>
<th>Group 5 with sibling</th>
<th>Group 6 without sibling</th>
<th>Group 7 without sibling</th>
<th>Group 8 without sibling</th>
<th>Group 9 without sibling</th>
<th>Group 11 without sibling</th>
<th>Home to School of children offered the final place (miles)</th>
</tr>
</thead>
<tbody>
<tr>
<td>St. Antony’s RC</td>
<td>199</td>
<td>12</td>
<td>19</td>
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<td>1</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>60.0</td>
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<td>St. Edward’s</td>
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<td>30</td>
<td>11</td>
<td>11</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>60.0</td>
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<tr>
<td>St. Francis</td>
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<td>8</td>
<td>18</td>
<td>5</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>59.0</td>
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<td>St. Helen’s</td>
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<td>13</td>
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<td>5</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>60.0</td>
</tr>
<tr>
<td>St. Joachim’s</td>
<td>161</td>
<td>19</td>
<td>11</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>0</td>
<td>30.0</td>
</tr>
<tr>
<td>St. Michael’s</td>
<td>150</td>
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<td>18</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>30.0</td>
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<tr>
<td>St. Winefrid’s</td>
<td>153</td>
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<td>9</td>
<td>2</td>
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<td>4</td>
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<td>3</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>45.0</td>
</tr>
</tbody>
</table>

*Amalgamated - The entries are zero for all the following categories as detailed in this column:

- Statement of SEN
- Looked After and Previously Looked After
- Group 5 with sibling
- Group 6 with sibling
- Group 7 with sibling
- Group 7 without sibling
- Group 8 with sibling
- Group 10 with sibling
- Group 10 without sibling
St Luke's is a Church of England voluntary-aided (VA) primary school. The governors admit 30 pupils to each year group. If there are more applicants than places the governors’ admission panel offers places, according to the following over subscription criteria, in order of priority:

1. Children whose parents/guardians have a practising membership of St Luke’s Church, Victoria Dock, which meets in the school every Sunday and who live within the school catchment area. A church reference must be provided.

2. Children whose parents/guardians have a practising membership of Fife Road Methodist Church, the River Church or St Margaret’s and All Saints RC Church and who live within the school catchment area. A church reference must be provided.

3. Children who will have a brother or sister at St Luke’s School when they start and who live within the school catchment area.

4. Children of parents/guardians who live within the school catchment area and have a practising membership of the adjoining parish churches of the Church of the Ascension, St John the Evangelist, St Martin, St Mary, St Matthias, St Philip and St James. A church reference must be provided.

5. Children of parents/guardians who live within the school catchment area who have a practising membership of other Christian churches in the area. A church reference must be provided.

6. Children whose parents/guardians live in the Parish of St Luke’s, Victoria Docks who have a practising membership of another Christian church outside the school catchment area or practise another faith. A religious reference must be provided.

7. Children whose parents/guardians live within the school catchment area who have a practising membership of another Christian church outside the school catchment area or practise another faith. A religious reference must be provided.

8. Children whose parents/guardians live within the school catchment area and attend worship at least monthly or are new members. A religious reference must be provided. Priority order will be as per the above criteria.

9. Any remaining places to be allocated to children whose parents/guardians live within the school catchment area on the proximity of the front entrance of the home address to the school’s front entrance measured by the shortest walking distance.

10. Any remaining places to be allocated to children whose parents/guardians live outside the catchment area on the proximity of the front entrance of the home address to the school’s front entrance measured by the shortest walking distance.

Parents/guardians will be informed of the result of their application as soon as possible.

Notes

- Children in care and previously in care and children with statements will be admitted ahead of categories.
- Membership must be affirmed by the priest/leader and would be for at least six months. For people who have recently moved into the area, previous membership is taken into consideration.
- ‘Practising’ would be considered to be at least fortnightly attendance at the place of worship.
- In categories 1 and 2, priority will be given to children who already have brothers/sisters in school at the time of admission.
- If oversubscribed in category 3, additional criteria are allocated to each applicant and then ranked in order. Places are then allocated to these applicants who have the highest numbered criteria allocated.
- In all categories, priority will be given to the proximity of the front entrance of the home address (see page 19).
- All applicants should provide proof of residence.
- A map of the parish and school catchment areas will be included in the admission pack.

Reception 2014 Offers for St. Luke’s CofE

<table>
<thead>
<tr>
<th>‘On time’ Applications</th>
<th>Looked After</th>
<th>G1</th>
<th>G2</th>
<th>G3</th>
<th>G4</th>
<th>G5</th>
<th>G6</th>
<th>G7</th>
<th>G8</th>
<th>G9</th>
<th>G10</th>
</tr>
</thead>
<tbody>
<tr>
<td>131</td>
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<td>4</td>
<td>3</td>
<td>10</td>
<td>0</td>
<td>2</td>
<td>6</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>0</td>
</tr>
</tbody>
</table>

Distance of child offered the final place

0.50 miles