

ARCHDIOCESE OF WESTMINSTER



Botwell House Catholic Primary School



Reception & In Year Arrangements 2022 - 2023

“LOVE ONE ANOTHER AS I HAVE LOVED YOU”

Botwell House Primary School is a Catholic School intended for the education of Catholic children where we aim to provide a Catholic education for all our pupils.

At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

To apply for a place at this school, parents must complete the **eAdmissions form/online form** from the Local Authority where you live. The school's **Supplementary Information Form** should also be completed by **all applicants applying** and returned to the school together with a baptismal certificate. Applicants wishing to claim priority will be required to provide a current "Certificate of Catholic Practice" which can be obtained from the priest in the parish in which the family normally worships. The Certificate of Catholic Practice is also available on the Diocese of Westminster website.
(NB current Certificate of Catholic Practice means dated within one year of admission)

'Although completion of the SIF is not compulsory, if you do not submit it your application will not be given any priority against the religious criteria and you may be ranked in the lowest category.'

The Governing Body intends to admit up to the school's published admission number of 90 pupils into the Reception class year. Pupils whose 5th birthday falls between **1st September 2021 and 31st August 2022** inclusive are invited to apply for entry for **September 2022**. Admission to the school is the direct responsibility of the Governing Body whose admission panel meets in the spring term to consider the applications.

Please note that admission to the Nursery DOES NOT automatically guarantee a place in reception.

THIS INFORMATION WILL BE AVAILABLE TO DOWNLOAD FROM THE SCHOOL WEBSITE

IN A LARGER FONT

www.botwellhouseschool.co.uk

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Oversubscription Criteria

Where more than 90 applications have been received by the published deadline, places will be offered according to the following criteria which are listed in order of priority:

1. Catholic/Other “looked after” children and previously “looked after” children, who have been adopted or made subject to child arrangements orders or special guardianship orders.
2. Baptised Catholic children with a Certificate of Catholic Practice who will have a sibling attending Botwell House School at the time of admission.
3. Baptised Catholics with a Certificate of Catholic practice resident in the parish of the Immaculate Heart of Mary. A map of the parish is supplied with this policy.
4. Baptised Catholic children with a Certificate of Catholic Practice who have a parent who is a member of staff at Botwell House School and has been employed at the school for at least 2 years at the time of application.
5. Other baptised Catholics with a Certificate of Catholic Practice.
6. Other baptised Catholics.
7. Children of other denominations/faiths who have a parent who is a member of staff at Botwell House School and has been employed at the school for at least 2 years at the time of application.
8. Christians of other denominations whose application is supported either by a certificate of baptism or by a letter from their Minister of Religion confirming membership of the faith community.
9. Children of other faiths whose application is supported by a letter from their religious leader confirming membership of the faith community.
10. Any other children.

The governors will give top priority to an application within a category where compelling professional evidence is provided at the time of an application of an exceptional social, medical or pastoral need of the child that can only be met at this school. Evidence must be provided at the time of application, from a doctor, priest or social worker.

When the last offer is made to a child of a multiple birth i.e. twin, triplet etc., the remaining child(ren) will also be offered a place, even though it will mean exceeding the published admission number.

Where the offer of places to all the applicants in any of the categories listed above would lead to oversubscription the governors will implement the following provisions:

- a) 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. This includes half and step brothers and sisters.
- b) *Tie Break*

When the offer of places to all 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.

(For information on how this is measured, please see NOTES)

APPLICATION PROCEDURES AND TIMETABLE

Parents applying for a place in the Reception classes must submit the **eAdmissions form/online form** from your local authority and return it to them by the **15th January 2022**. You should also complete the School's **Supplementary Information Form (SIF)**. Whilst this is not compulsory, the information on the SIF enables the Governing Body to assess your application fully against the school's criteria in the event of oversubscription. Please return the SIF (in person or by post) to the school, together with all other relevant paperwork required for your application. If you do not complete both forms described above and return them by **15th January 2022**, the Governing Body will be unable to consider your application against the oversubscription criteria and your child will be ranked under the lowest criterion. It is very unlikely that your child will be offered a place if a SIF is not supplied.

Parents will be advised of the outcome of their application by their Local Authority on **16th April 2022**. Unsuccessful applicants will be given reasons related to the over-subscription criteria listed above and advised of their right of appeal to an independent appeal panel.

CERTIFICATE OF CATHOLIC PRACTICE

Applicants applying under criteria 2 -5 must submit a Certificate of Catholic Practice by the closing date. The Certificate is available from your parish or from the diocesan website. It is the parent's duty to ensure that the Certificate of Catholic Practice is submitted to the school in good time.

CHANGE OF DETAILS

If any of the details on either of your forms changes between the date of application and the receipt of the letter of offer or refusal, you must inform the school and the local authority immediately. If misleading information is given or allowed to remain on either of your forms, the Governing Body reserves the right to withdraw the place, even if the child has already started school.

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 over-subscription criteria set out above and **not** in the order in which applications are received or added to the list. **Names will be removed from the list at the end of the academic year.**

PUPILS WITH AN EDUCATION, HEALTH CARE PLAN (EHC)

The admission of pupils with an Education, Health Care Plan (EHC) is dealt with by a completely separate procedure. Details of this separate procedure are set out in the **SEND Code of Practice**. Children with this school named in their EHC plan will be admitted.

FAIR ACCESS PROTOCOLS

The School is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Diocese and the Governing Body for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

IN-YEAR ADMISSIONS

Applications for In-Year admissions are made directly to the school. If a place is available and there is no waiting list then the school will communicate the governors' offer of a place to the family. If more applications are received than there are places available then applications will be ranked by the governing body in accordance with the oversubscription criteria. If a place cannot be offered at this time, then you may ask us for the reasons and you will be informed of your right of appeal. You will be offered the opportunity of being placed on a waiting list. This waiting list will be maintained by the Governing Body in the order of the oversubscription criteria and not in the order in which the applications are received. Names are removed from the list at the end of each academic year. When a place becomes available the governing body will re-rank the list so an offer can be made.

RIGHT OF APPEAL

If you are unsuccessful you may ask us for the reason for the refusal of a place. These reasons will be related to the oversubscription criteria listed in the policy and you will have the right of appeal to an independent panel. You will have a minimum of 20 school days from the date of offer of a school place in which to lodge an appeal. Should you wish to appeal please contact the school as soon as possible for an appeal form on which you must list your reasons for making an appeal.

NOTES *(these notes form part of the over-subscription criteria)*

- A 'Looked after child' has the same meaning as in S.22 of the Children Act 1989, or a child who was 'previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order including those who appear (to the governing body) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- 'Child Arrangement Order'. A child arrangement order is an order under the terms of the Children Act 1989 s. 8 which defines it as an order settling the arrangements to be made as to the person with whom the child is to live with. Children "looked after" immediately before the order is made qualify in this category.
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- ‘Special Guardianship’. A special guardianship order is an order under the terms of the Children Act 1989 s.14A which defines it as an order appointing one or more individuals to be a child’s special guardian(s). A child “looked after” immediately before the order is made qualifies in this category.
- ‘Adopted’ means a child who has ceased to be looked after having been adopted and whose parents can give proof of this status.
- ‘Catholic’ means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will be evidenced by a Certificate of Baptism in a Catholic church or a Certificate of Reception into full communion with the Catholic Church. For the purposes of this policy this includes a looked after child in the process of adoption and living with a Catholic family, where a letter from a priest demonstrates that the child would have been baptised were it not for his/her status as a looked after child. For a child to be treated as Catholic, evidence of Catholic baptism or reception in the Catholic Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their parish priest who, after consulting with the diocese will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church.
- **‘Certificate of Catholic Practice’** means a certificate issued by the family’s parish priest (or the priest in charge of the church where the family attends Mass) in the form laid down by the Bishops’ Conference of England and Wales. It will be issued if the priest is satisfied that at least one Catholic parent or carer (along with the child, if he or she is over seven years old) have (except when it was impossible to do so) attended Mass on Sundays and holy days of obligation for at least five years (or, in the case of the child, since the age of seven, if shorter). It will also be issued when the practice has been continuous since being received into the Church if that occurred less than five years ago. It is expected that most Certificates will be issued on the basis of attendance. A Certificate may also be issued by the priest when attendance is interrupted by exceptional circumstances which excuse from the obligation to attend on that occasion or occasions.
 - Further details of these circumstances can be found in the guidance issued to priests <http://rcdow.org.uk/education/governors/admissions/>
- Family includes the Catholic or Catholics who have legal responsibility for the child.
- ‘Regular’ Mass attendance is defined by the teaching of the Catholic Church as weekly attendance on a Sunday (or Saturday evening) and holy days of obligation.
- **“Children of other Christian denominations”** means: children who belong to other churches and ecclesial communities which, acknowledging God’s revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God’s will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.
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➤ All members of Churches Together in England and of CYTŪN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

● **Definition of children of other faiths**

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

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

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

- To demonstrate an exceptional social, medical or pastoral need of the child which can only be met at this school, the governing body will require and must receive a written supporting statement as evidence from an appropriate professional, such as a social worker, doctor or priest.
- ‘Parent’ means the adult or adults with legal responsibility for the child.
- ‘Sibling’ means brother or sister, adopted brother or sister, half brother or sister, step brother or sister. A sibling relationship does not apply when the older child(ren) will leave before the younger one starts.
- ‘Home address’ is where the child is deemed to be resident at a particular address when he/she resides there for more than 50% of the school week.
- Distance will be measured in a straight line from the point set by Ordnance Survey from the front door of the child’s home and in the case of flats from the front door of the flat within the building to the front gate at Botwell House Catholic Primary School, using the shortest distance from the Local Authority’s computerised measuring system, with those living closer to the school receiving the higher priority. Where two or more applicants live equidistant from the school the place will be offered using random allocation i.e. lottery. This will take place in the presence of an independent witness.

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