



ST EDMUND'S CATHOLIC SCHOOL

SUPPLEMENTARY INFORMATION FORM

SEPTEMBER 2017

Please complete,
Supplementary Information Form and return to

The Admissions Secretary
St Edmund's School
Old Charlton Road
Dover
CT16 2QB

Please return to the school office by 31th October 2016

ADMISSIONS CRITERIA

From September 2017

Places will be allocated in accordance with the following criteria:

1. Looked after Catholic children or looked after children in the care of Catholic families and previously looked after Catholic children who have been adopted or who have become the subject of residence or guardianship order.
2. Members of practising Catholic families, as confirmed by a reference from a Catholic Priest or Deacon. Highest priority will be given to those who attend Mass at least once a month.
3. Members of Catholic families, with a reference from a Catholic Priest or Deacon
4. Other looked-after children and other previously looked-after children who have been adopted or who have become the subject of a residence or guardianship order.
5. Members of Eastern Christian Church families, with a reference from a member of their clergy
6. a) Baptised/Enrolled members of other Christian families, who are attenders of their Church **at least once a month**, as confirmed by a reference from their Minister
- b) Baptised/Enrolled members of other Christian families, who are attenders of their Church **less than once a month** as confirmed by a reference from their Minister.
- c) Baptised/Enrolled members of other Christian families, who are active participants in the worship at their **Primary School**, as confirmed by a reference from their Headteacher.
- d) Baptised/Enrolled members of other Christian families, who are **annual or occasional** attenders of their Church, as confirmed by a reference from their Church Authorities.
7. Special consideration may be given to other children if suitably supported by an appropriate referee (e.g. medical or social grounds/pastoral grounds which make the School particularly suitable for the child in question. Strong and relevant evidence must be provided by an appropriate professional authority (eg medical practitioner, education welfare officer, social worker, priest/minister)
8. Any other applicants

For All Criteria: Priority will be given to.

- a) Siblings who will be attending St Edmunds Catholic School at time of admission. Evidence of the relationship may be required.
- b) Social and medical needs that make the school particularly suitable for the child in question. Strong and relevant evidence must be provided by an appropriate professional authority (eg qualified medical practitioner, education welfare officer, social worker, priest)
- c) Distance from home to school is measured as a straight line from the home to the main gate of the school using the measurement supplied by the local authority derived from their computerised mapping system. Those living closest to the school being given the highest priority. For more information please see **Notes** attached.

For Criteria 2-3 and 5-6 every applicant is asked to provide details of Baptism and current Church membership.

In order for an application to be valid, you must complete the Local Authority's Common Application Form. In addition, in order for the school to fully consider your application and rank it according to the published admissions criteria, you should complete the Supplementary Information Form and return this to the School.

Additional Notes

Looked-After Children has 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 (eg children with foster parents).

Catholic means a member of a Church in communion with the See of Rome. This includes the Eastern Catholic Churches. The evidence for this will normally be a certificate of Baptism or Reception. 'Eastern Christian Churches' includes the Orthodox Churches. The evidence for this will normally be a certificate of Baptism or Reception from that Church's Authorities. 'Practising' means regular attendance at Mass or Sunday Worship, the basis for which is taken to be at least monthly. The Common Diocesan Reference Form will be used for this purpose when necessary. Where appropriate, evidence of enrolment in the Catechumenate will be required.

Siblings - Brother and sister includes all siblings whether by blood, marriage, foster or adoption.

Medical / Health and Special Access Reasons will be applied in accordance with the school's legal obligations, in particular those under the Disability Discrimination Act 1995. Priority will be given to children under this criterion whose health or physical impairment means they have a demonstrable and significant need to attend a particular school. Medical/Health and Special Access Reasons must be supported with written evidence from an appropriately qualified medical practitioner. The evidence must demonstrate a special connection between the child's needs and the particular school.

Distance - The distance is measured between the child's permanent address and the school measured in a straight line using Ordnance Survey address point data. Distances are measured from a central point within the child's home to a similarly defined point within the school as specified by Ordnance Survey. The school uses measurements provided by the LA and further information on how distances are calculated is available in the Admissions Booklets provided by the LA. The school uses distances as provided by Kent Local Authority. Further details of how measurements are made and how applications from pupils resident in blocks of flats will be measured are available in the "Admission to Secondary School in Kent 2017 booklet. This booklet will also provide further details of what constitutes main residence where a child may reside at more than one family home.

In-year (casual) admissions - Applications for a place at the school in-year must be made using school's supplementary form, this should be completed to enable the governors to rank the application in the event of there being more than one application for a place. The governors will use the same criteria to rank the application as that listed above. The offer of a place at the school will be made by the school on behalf of the governors. In the event of the governors deciding that a place cannot be offered, 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 List - 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, which will be maintained until 1st August 2017 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. It is possible that when a child is directed under the local authority's fair access protocol they will take precedence over those children already on the list.

Right of Appeal - In September 2017 it is intended to admit 120 pupils into Year 7. Should a child not be offered a place and the parents/carers consider that there is a positive reason to appeal against the Governors' decision; they have a right to do so under the 1980 Education Act. They should address their appeal to the Clerk to the Governors, c/o The School within 21 days of being refused a place, stating the full grounds of objection to the Governors' decision.

Sixth Form - Priority will be given to existing pupils transferring from Year 11. The PAN for external candidates will be 20, but this figure may be exceeded in the event that this and the number of internal pupils transferring into Year 12 is less than the overall total figure for the year group, which is 60.

Admission of children outside their normal age group - Governors will make decisions on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group, and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They will also take into account the views of the school's head teacher. When informing a parent of the decision which year group the child should be admitted to, the governors will set out clearly the reasons for their decision. Where the governors agree to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to the age group to which pupils are normally admitted to the school the local authority will process the application as part of the main admissions round, (unless the parental request is made too late for this to be possible) and on the basis of the determined admission arrangements, including the application of oversubscription criteria where applicable. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

Co-ordinated Admissions Arrangements, with Kent Education Committee - The Governing Body works in conjunction with the policy imposed by the Secretary of State and operating across Kent, which requires all parents to indicate their schools in order of preference on a Form issued to all Year 6 pupils by their Primary Schools in October.

Entry Procedure - Parents who are considering serious application for admission should complete the Common Application Form (CAF) obtainable from Primary School and a Supplementary Information Form (SIF) obtainable from St Edmund's. The SIF should be returned to St Edmund's and the CAF to the Primary School. Failure to complete the SIF will adversely affect the offer of a place at St Edmund's, because we would not have information needed to apply our admissions criteria. The Governing Body intends to make 120 places available for admission in September 2017.

Home School Agreement - Applicants will be provided with a copy of the Home School Agreement. This is a voluntary document that details the expectations parents/carers and pupils can have of the school and the expectations of the school for parents/carer and pupils.

Pupils with a Statement of Special Educational Needs or Education, Health and Care (EHC) Plan - The admission of pupils with a Statement of Special Educational Needs or with an EHC Plan is dealt with by a completely separate procedure. The procedure is integral to the making and maintaining of statements and EHC plans by the pupil's home local authority. Details of this separate procedure are set out in the SEND code of practice. Pupils with a statement or EHC plan naming the school will be admitted without reference to the above criteria.

Fair Access Protocol - The school participates in the local authority's Fair Access Protocol to allocate places to vulnerable and other children in accordance with the School Admission Code 2014. Admitting pupils under the protocol may require the school to admit above the planned admission number for the relevant year group.

SUPPLEMENTARY INFORMATION FORM

ST. EDMUND'S SCHOOL
Old Charlton Road, Dover, Kent CT16 2QB

Tel: 01304 201551
Fax: 01304 202226

email: office@st-edmunds-dover.kent.sch.uk
website: www.st-edmunds.com

PUPIL INFORMATION

Surname of Child Forename
Middle Name Chosen Name
Gender Date of Birth

HOME INFORMATION

Parent DETAILS

Surname Initials Title
Address
Town Post Code
Daytime Contact Number

Parent DETAILS

Surname Initials Title
Address
Town Post Code
Daytime Contact Number

Siblings at St Edmunds

Sibling's currently attending St Edmunds at time of entry YES / NO

Name: _____ Year: _____

RELIGION

Child's Religion:

Please attach a copy of your child's baptismal certificate

Please tick the appropriate box:

Tick as appropriate

..... (Child's Name)

Attending church at least once a month	<input type="checkbox"/>
Attending church less than once a month	<input type="checkbox"/>
Attending church with Primary School	<input type="checkbox"/>
Attending church annually	<input type="checkbox"/>

Please ensure the attached Clergy form is also completed

Failure to complete the Supplementary Information Form may affect your child's chances of gaining a place at the school.

Church Commitment

On becoming a member of the School, parents and their families are encouraged to participate as fully as possible in the wider family of the Church.

Other Information

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, social or pastoral needs of your child that make only this school suitable for them. Strong and relevant evidence must be provided by an appropriate professional authority (eg qualified medical practitioner, education welfare officer, social worker or priest)

I/We acknowledge that all information supplied on this form is correct

Signed(Parent/Carer) Signed (Parent/Carer)

Date

Date

Please provide the clergy with a stamped envelope addressed to the School. All forms MUST be returned to the school

CLERGY'S FORM

WOULD PARENTS/CLERGY KINDLY COMPLETE THE RELEVANT SECTIONS AS INDICATED AND RETURN TO: St. Edmund's Catholic School, Old Charlton Road, Dover, Kent, CT16 2QB.

PARENTS TO COMPLETE:

Child's Full Name: _____

Address: _____

CLERGY TO COMPLETE

(a) I would like to confirm that the above mentioned child has been attending my Church/Sunday

School:

For _____ Years _____ Months

REGULARLY	(Almost Every Week)
	(Fortnightly)
FREQUENTLY	(Once a Month)
OCCASIONALLY	(Church Festivals)
INFREQUENTLY	(Hardly Ever)

PLEASE TICK
RELEVANT BOX

(b) I would also like to confirm that the parents of the above mentioned child has been attending my Church:

For _____ Years _____ Months

REGULARLY	(Almost Every Week)
	(Fortnightly)
FREQUENTLY	(Once a Month)
OCCASIONALLY	(Church Festivals)
INFREQUENTLY	(Hardly Ever)

PLEASE TICK
RELEVANT BOX

(c) The child is also a member of one of the Church Affiliated Organisations (e.g. Brownies, Scouts, etc.). Please state which clubs the child attends:

(d) Please add any further comments which you feel may be of use to the School:

Name: _____ Office Held: _____
(PLEASE PRINT)

Signature: _____ Date: _____

Telephone Number: _____