

# RUNNYMEDE ST EDWARD'S SCHOOL

Inspire, challenge and support through faith



## September 2020 Admissions policy for the proposed

### Runnymede St Edwards voluntary aided primary school

#### **Transitional Arrangements:**

Pupils in Runnymede St Edwards Independent Preparatory School, in year groups from Reception to Year 5 on Monday 4<sup>th</sup> November 2019 would have a guaranteed place in Runnymede St Edwards Voluntary Aided School on 1<sup>st</sup> September 2020 if the offer of place is duly accepted.

#### **Reception:**

In September 2020, Runnymede St Edwards will admit 54 children aged 4 to Reception.

When the number of applicants exceeds the number of places available, the Governing Body will apply the following over-subscription criteria:

1. Baptised Catholic children who are in the care of the Local Authority (looked after children) and children who were looked after, who ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Baptised Catholic children who have a sibling in the school at the time of admission.
3. Baptised Catholic children of members of staff where the member of staff was employed at the school on 1<sup>st</sup> September 2020 or where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made.
4. Baptised Catholic children
5. Other children who are in the care of the Local Authority (looked after children) and children who were looked after, who ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
6. Other children who have a sibling in the school at the time of admission.
7. Other children of members of staff.
8. Other children whose parents express a preference for a place at the School.

If there are more applicants than places in criteria 2 to 8, the tie-break will be via a random allocation process.

#### **Year 3:**

In September 2020 and in subsequent years, Runnymede St Edwards School will admit a maximum of 6 Baptised Catholic boys aged 7, who have had a successful voice trial at the Metropolitan Cathedral of Christ the King and been offered a place in the cathedral choir.

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Notes:

- a) All applications will be considered at the same time and after the national closing date. Applications received after that date will be treated as late applications and will not be considered until after the main allocation of places has taken place.
- b) Children with a Statement of Special Educational Needs or Education Health Care Plan that names a school will be offered place without using the admission criteria and will count as part of the school's published admission number.
- c) For a child to be considered as a Catholic evidence of a Catholic Baptism is required. Baptism should take place before the closing date for applications.  
A Baptised Catholic can also be defined as one who has been baptised by the Rites of Baptism of one of the various Churches in communion with the See of Rome (cf Catechism of the Catholic Church 1203). Written evidence of this baptism can be obtained by recourse to the Baptismal Registers of the church in which the baptism took place.  
Or  
A person who has been baptised in a separate ecclesial community and subsequently received into full communion with the Catholic Church by the Rite of Reception of Baptised Christians into the Full Communion of the Catholic Church. Written evidence of their reception into full communion with the Catholic Church can be obtained by recourse to the Register of Receptions, or in some cases a sub-section of the Baptismal Registers of the Church in which the Rite of Reception took place.  
The Governing Body will require written evidence in the form of a Certificate of Reception before applications for school places can be considered for categories of 'Baptised Catholics'. A Certificate of Reception is to include full name, date of birth, date of reception and parent(s) name(s). The certificate must also show that it is copied from the records kept by the place of reception.
- d) Sibling is defined in these arrangements as full, half or step brothers and sisters, adopted and foster brothers and sisters who are living at the same address and are part of the same family unit. This does not include cousins or other family relationships.
- e) A waiting list for children who have not been offered a place will be kept and will be ranked according to the Admission Criteria. The waiting list does not consider the date the application was received or the length of time a child's name has been on the waiting list. This means that a child's position on the list may change if another applicant is refused a place and their child has higher priority in the admissions criteria. The waiting list will be retained until at least the end of December of the relevant year of the admissions process.
- f) For 'In Year' applications received outside the normal admissions round, if places are available they will be offered to those who apply. Direct application to the school can now be made under this heading. If there are places available but more applicants than places then the published oversubscription criteria will be applied. A waiting list for those who have not been offered a place will be kept until the end of the relevant academic term.
- g) If an application for admission has been turned down by the Governing Body, parents can appeal to an Independent Appeals Panel. Parents must be allowed at least twenty school days from the date of notification that their application was unsuccessful to submit that appeal. Parents must give reasons for appealing in writing and the decision of the Appeals Panel is binding on the Governors.
- h) The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to the application.