



ADMISSION PACK – RECEPTION



ADMISSION TO RECEPTION 2024 (FS2) FOR CHILDREN BORN BETWEEN 1ST SEPTEMBER 2019 AND 31ST AUGUST 2020

Dear Parents/Carers,

Thank you for your interest in applying for a place for your child into Our Lady of the Visitation Catholic Primary School.

This pack provides information that will help you to complete an application for your child into the **September 2024 Reception intake**. The Reception year group is the 2nd and final year of what is called the Foundation Stage (the first being the year children spend in a Nursery).

All of the information you need about how to apply is available on Ealing's website – www.ealing.gov.uk/admissions and in addition we have provided some guidance notes for you to read through. Please remember that there are 2 forms that you need to complete as part of the application process for the Visitation School:

Form 1: the Ealing Common Application Form - this should be returned by no later than 15th January 2024. The Admissions Staff are available to advise parents on making informed preferences. You are encouraged to complete and return this form electronically via the internet – go to www.eadmissions.org.uk to access the form. Parents are encouraged to apply online.

Form 2: the Supplementary Information Form (SIF) for Our Lady of the Visitation School - this should be returned to the School Office by noon on **Monday 15th January 2024**.

Please read through the enclosed Guidance Notes where you will find information about the two forms that you need to complete. If you do not complete and return both forms by the due dates, the Governing Body will not be able to consider your application. If you require any form of assistance with the completion of the two forms or if you require any additional information about the application process, then please do not hesitate to contact either myself or a member of the office staff.

You will be informed of the outcome of your application on 16th April 2024. If you apply online, you will be able to access the result of your application after 5pm on 16th April. You will be sent a letter by first class post on 16th April 2024 if you apply online or on paper.

Yours sincerely,



K Coll/Headteacher

MISSION STATEMENT

Our Lady of the Visitation Catholic Primary School looks to a loving God, through the life, death and resurrection of Christ, for the basis of its existence.

CORE PURPOSE:

We Learn, Love and Grow through Christ

Aims for Pupils:

Our Lady of the Visitation Catholic Primary School promotes high achievement and an enjoyment in learning for life so that children will:

- implement the Gospel message of justice, tolerance, forgiveness and understanding in all aspects of their schooling
- have the knowledge and skills to extend themselves in mind, body and spirit
- be able to respect religious views, moral values, disabilities other ethnic backgrounds and ways of life
- feel safe and secure
- display a positive attitude towards their learning, finding in it both satisfaction and a sense of achievement
- have high self esteem, respecting themselves, others and the environment
- be highly motivated lifelong learners who always strive to achieve their full potential
- work both independently and collaboratively, having an understanding of themselves as learners
- have the confidence to explore new challenges, to take appropriate risks in their learning and to learn from mistakes
- recognise the value and importance that modern technology brings to their own learning

MISSION FOR THE SCHOOL:

We believe each pupil will succeed through experiencing quality in:

- a range of opportunities that affirm the teachings of the Gospels, whilst also appreciating, respecting and valuing other faiths
- a range of opportunities which foster an understanding and appreciation of the similarities and differences related to culture, gender, social background and disability
- a curriculum of breadth, depth, balance, relevance and challenge that meets the needs of all pupils including those with Special Educational Needs
- a curriculum that fosters each child's intellectual, physical, aesthetic, spiritual, emotional, moral and social development
- an ethos of support, challenge and encouragement to succeed
- a welcoming, stimulating and healthy learning environment that caters for the variety of learning styles
- innovative teaching and an investigative approach to learning
- a varied, relevant and appropriate range of learning resources
- an enriching programme of extra-curricular activities and educational visits
- learning partnerships between school, home, parish and the community

We demonstrate our commitment to working as a thinking school in a learning community by:

- valuing and developing each child's spirituality and knowledge of their faith
- affirming the teaching of the Gospels
- developing the concept of prayer as a means of communicating with God
- recognising, affirming and developing each individual's gifts by valuing the uniqueness of each member of the school community
- valuing each person for who they are and for what they achieve
- helping each child to learn how to learn
- helping each child to pose and answer questions
- ensuring that teaching and learning is part of an evaluative process
- striving for continuous improvement in all that we do
- working collaboratively towards agreed common goals
- managing all aspects of provision through open and effective communication
- fostering an ethos of support, challenge and encouragement so that all staff achieve their potential

RECEPTION ADMISSIONS POLICY 2024-2025

Our Lady of the Visitation Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. As a Catholic school, 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.

The Published Admission Number (PAN) for Reception at Our Lady of the Visitation is 60. The Governing Body has sole responsibility for admissions to this school and intends to admit 60 children in the school year which begins in September 2024. Applications are welcome from families whose child reaches his/her 4th birthday between 1st September 2023 and 31st August 2024.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the Trust Deed of the Diocese of Westminster. Applications will be ranked using the criteria listed below.

In this policy *applicant* refers to the person making an application on behalf of a child; *candidate* refers to the child on whose behalf the application is being made.

OVERSUBSCRIPTION CRITERIA

Where there are more applications than the number of places available, places will be offered according to the following order of priority: -

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order. Including children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state

care as a result of being adopted (See below for definitions of children who are looked after or were previously looked after)..

2. Baptised Catholic children with a Certificate of Catholic Practice who have a sibling at the school at the time of admission.
3. Baptised Catholic children with a Certificate of Catholic Practice resident in the Parish of Our Lady of the Visitation, Greenford. (A map of the Parish and a list of streets within the Parish is attached.)
4. Other Baptised Catholic children.
5. Other 'looked after' children and previously 'looked after' children who have been adopted or made subject to child arrangements orders or special guardianship orders.
6. Children of catechumens or members of an Eastern Christian Church.
7. Children of Christians of other denominations whose application is supported either by a certificate of baptism or by a letter from their Minister of Religion.
8. Children of other faiths whose application is supported by a letter from their religious leader.
9. Any other children.

EXCEPTIONAL NEED

The Governing Body will give top priority, after the appropriate category of looked-after children, to an application where compelling written evidence is provided at the time of application, from an appropriate professional such as a priest, hospital consultant or social worker, of an exceptional social, medical, pastoral or other **need of the child**, which can only be met at this school.

MULTIPLE APPLICATIONS

Where the final place is offered to a child who has other siblings applying for a place in the same school year, these siblings will also be admitted.

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 as measured in a straight line from the applicant's home to the school. The measurement will be conducted by the Local Authority.

The distance from home to school is measured by straight-line, from a point in the property to a point in the school determined by the grid references for the centre of the school's postcode. The measuring system, Synergy, is an integral part of the admission software produced by Servelec Synergy. It uses Ordnance Survey maps and the LLPG (Local Land Property Gazetteer) and is accurate to 2 metres.

If distances for the final place are identical then random allocation will be carried out in the presence of an independent witness.

FAIR ACCESS

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 admissions 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 local authority 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.



APPLICATION PROCEDURE FOR 2024 – 2025

In order to make an application, you must complete a **Common Application Form (CAF)** from your local authority either online or on paper and return it to them by 15th January 2024

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 (by post or email) to the school, together with all other relevant paperwork required for your application by noon Monday 15th January 2024.

If you do not complete both of the forms described above and return them by the dates stated above, 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.

CHILDREN EDUCATED OUTSIDE THEIR CHRONOLOGICAL AGE GROUP (except summer born children)

Parents may apply for their child to be educated outside his/her chronological age group i.e. a year behind or a year ahead. Applications should be made to the Chair of Governors at the time of application and any supporting evidence should be submitted at the same time. Governors will consider each case on its own merits and permission will only be given in exceptional circumstances.

CERTIFICATE OF CATHOLIC PRACTICE

Applicants applying under criteria 2, 3 and 4 must submit a Certificate of Catholic Practice (CCP) by the closing date. The certificate is available from the church where you normally worship. Parents should fill in the top part of the form with their details and

then take it to their parish priest (or the priest at the parish where they normally worship) for signature. It is the parent's duty to ensure that the CCP is submitted to the school in good time. The priest will only give you the Certificate if he knows you. You will need to get a separate Certificate signed for each Catholic school that requires one.

The local authority will write to you on behalf of the Governing Body with the outcome of your application on or about 16th April 2024. This information will also be available on line for those who have submitted an e-application. Parents/carers should accept the place as soon as possible.

LATE APPLICATIONS

Applications received after the closing date will be dealt with after the initial allocation process has been completed. If the school is oversubscribed it is very unlikely that late applicants will obtain a place.

NURSERY CHILDREN

Attendance at the nursery **does not** guarantee a place in reception.

Parents of children attending Our Lady of the Visitation Catholic Nursery **must** make a fresh application for Reception.

RIGHT OF APPEAL

If you are unsuccessful you may ask us for the reasons 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. 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.

Appeals must be submitted to the school in writing by (date to be confirmed).

WAITING LIST

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list.

This list will be maintained in order of the oversubscription criteria set out in the policy and not in the order in which applications are received or added to the list.

Names will be removed from the list on 31st August 2024, unless applicants request in writing to remain on the list.

PUPILS WITH AN EDUCATION, HEALTH AND CARE PLAN (EHC)

The admission of pupils with an Education, Health and Care Plan (EHC) is dealt with by a completely separate procedure. (This used to be called a Statement of Special Educational Needs). Details of this separate procedure are set out in the Special Educational Needs Code of Practice. If your child has an EHC plan you must contact your local authority SEN officer. Children with this school named in their EHC Plan will be admitted.

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 at the School.

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 the child will be admitted. If there is a waiting list, 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 and make an offer to the person at the top of the list.
- The local authority will be informed of the offer as soon as it has been accepted.

RECEPTION YEAR DEFERRED ENTRY

Applicants may defer entry to school up until compulsory school age, i.e. the first day of term following the child's fifth birthday. Application is made in the usual way and then deferral is requested. The place will then be held until the first day of the spring or summer term as applicable. Applicants may also request that their child attend part-time until compulsory school age is reached. Entry may not be deferred beyond compulsory school age or beyond the year for which the application has been made.

SUMMER BORN CHILDREN

If a parent wishes his/her summer born child to start school in Reception in the September following his/her 5th birthday, i.e. a child born between 1st April-31st August being admitted to Reception at 5 years of age, they should make the school aware of this by writing a letter to the Chair of Governors at the time of application. Parents must then submit an application in the normal way. This application will be treated in the same way as all other applications and there is no guarantee that an offer will be made.

NOTES (these notes form part of the oversubscription criteria)

‘Children who are looked after or were previously looked after’ - A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989). Previously looked after children are children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order immediately following having been looked after. Adopted children are those who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children’s Act 2002 (see section 46 adoption orders). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

‘Adopted’. An adopted child is any child who has been formally adopted, having previously been in care and whose parent/ guardian can give proof of this.

‘Child Arrangements Order’. A Child Arrangements order is an order under the terms of the Children Act 1989 s.8 settling the arrangements to be made as to the person with whom the child is to live. Children ‘looked after’ immediately before the order is made qualify in this category.

‘Special Guardianship Order’. A special guardianship order is an order under the terms of the Children Act 1989 s.14A 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.

‘Parent’ means the adult or adults with legal responsibility for the child.

‘Sibling’ means brother or sister, to include adopted brothers and sisters, half brothers and sisters or step brothers and sisters. A sibling relationship does not apply when the older child(ren) will leave before the younger one starts.

‘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 the full communion with the Catholic Church.

‘Certificate of Catholic Practice’ means a certificate given by the family’s parish priest (or the priest in charge of the church where the family practises) in the form laid down by the Bishops’ Conference of England and Wales.

‘Catechumen’ means a member of the catechumenate of a Catholic Church. This will be evidenced by a Certificate of Reception into the Order of Catechumens.

‘Eastern Christian Church’ includes Orthodox Churches, and is evidenced by a Certificate of Baptism or Reception from the authorities of that Church.

‘Christian’ for the purposes of this policy, means a member of one of the Churches affiliated to ‘Churches Together in Britain and Ireland’.

‘Resident’. A child is deemed to be resident at a particular address when he/she resides there for more than 50% of the school week.

Parish Boundaries. For the purposes of this Policy, parish boundaries are as shown on the attached map.

‘Distance from school’ means distance as measured by a straight line, from the front door of the child’s residential address (including flats) to a point at the school. If distances are identical, the Governing Body will draw lots in the presence of an independent witness.

ADMISSIONS PROCEDURE 2024-2025

APPLYING FOR A RECEPTION PLACE FOR SEPTEMBER 2024

1. The **Common Application Form (CAF)** – obtainable from the Local Authority must be completed and returned to the Admissions Office at the Local Authority in which you reside by **noon on 15th January 2024**.
2. The **School Supplementary Information Form (SIF)** should be completed and returned directly to Our Lady of the Visitation School by post or email, together with all other relevant paperwork required for your application. 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 note that the completed form must be returned no later than **noon on Monday 15th January 2024**. Forms returned after this time will be treated as late applications.
3. Please complete all sections of the forms in full using **BLACK** ink and using **CAPITAL LETTERS**. The Governing Body of Our Lady of the Visitation will not consider incomplete Supplementary Information Forms.
 - Fill out the SIF ensuring all sections are completed. Before the Governing Body can consider your application, parents are required to provide:
 - a) your child's Baptismal Certificate

and

 - b) proof of residence – before noon on 15th January 2024 you will need to email, or send by post, two documents (not more than three months old) which provide evidence of your name and address, such as a Council Tax Bill, Child Benefit Book, Utility Bill (gas/water/electricity).

If you do not pay Council Tax, then the following may be accepted as proof of residence:

- Council rent book for the current year
- Letter confirming entitlement to benefits, e.g. Child Benefit,

- Tenancy agreement from a registered private letting agency
- Letter from Social Services or other government agency confirming placement at your address.

together with 2 copies of recent bills e.g. bank/ mobile phone/ phone statement, utility bill (gas/ water/electricity) or wage slip

and

- If you are living with friends or relatives, you will need to provide a copy of their Council Tax Bill and a letter from the Council Tax payer confirming that you are residing with them for the foreseeable future and two of the documents referred to above.
4. Please mark the location of your home on the map with a **RED** cross. There is a list of streets within the Parish boundary (please note that this is a guide and not necessarily exhaustive).
 5. The Certificate of Catholic Practice must be completed by your priest (normally the priest of the parish where you attend church) and you will need to book an appointment with him. He will fully complete the form and stamp it with the official Parish stamp.
 6. If any of the details on any of your forms change 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 at the school.
 7. The Local Authority will notify you on behalf of the Governing Body with the outcome of your application on 16th April 2024.

RIGHT OF APPEAL

If you are unsuccessful, you may ask us for the reasons 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.

CHECKLIST FOR ADMISSION TO RECEPTION 2024-2025

Please make sure you have done the following:

	YES	NO
Completed the Our Lady of the Visitation Reception Supplementary Information Form (SIF)		
Indicated your home address on the Parish Map with a red 'X'		
Completed the Diocesan Certificate of Catholic Practice (if applicable) or a supporting statement for applicants of other Christian denominations or faiths		
Completed a Local Authority Application Form either online or in paper form		
Included the baptismal certificate		
Included two proofs of address (please check with the school's Admissions Procedure as to what is acceptable)		
Provided any supporting evidence (if applicable) as set out in the Admissions Criteria		
Included documentary proof of birth		



HEALTHY SCHOOLS
LONDON



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