



# St Matthew Academy

## ADMISSIONS 2021/22

### Policy

*Our motto is 'Let your light shine'. It is taken from St Matthew's Gospel and captures our belief in the uniqueness of each individual. Our aim is to ensure that the talents and strengths of each pupil are encouraged, developed and celebrated.*

Successful, confident learners

High expectations, outstanding achievements

Inclusive, caring, Catholic community

Nurturing talent, cultivating ambition

Excellence for all

Date of Approval	
Review Date	Annually

## THE ADMISSION OF PUPILS TO THE ST MATTHEW ACADEMY SEPTEMBER 2021/22

### 1. Admission Arrangements

The admission arrangements for St Matthew Academy for the year 2021/22 and, subject to any changes approved by the Secretary of State, for subsequent years are:

- a) St Matthew Academy has an agreed admission number of 60 pupils for Year R (Reception) and 180 pupils in Year 7.
- b) Pupils in Year 6 will have the automatic right to transfer to Year 7. The Academy will then admit additional pupils up to a maximum of the 180 places available in Year 7 overall.

### 2. Process of Application Reception and Year 7.

Applications are co-ordinated through the applicant's home local authority and parents/carers must complete the Common Application Form (CAF) issued by the local authority. In addition to the Common Application Form all parents will be requested to complete a supplementary information form to provide information not captured on the LA's application form that relates to the religious criteria for admission. The supplementary information form must be returned to the Academy by the closing date for admissions. St Matthew Academy will use the following timetable for applications each year (exact dates within the months may vary from year to year) which will be consistent with the common timetable agreed by the Lewisham LA. If the supplementary information form is not completed, the Governing Body of the Academy will only be able to consider the application after all applicants who have completed a supplementary form.

The Academy supplementary form can be found on the St Matthew Academy website, collected from the main reception at the Academy or there is a link on the Lewisham admissions section the Lewisham website.

[https://lewisham.gov.uk/myservices/education/Academy s/Academy -admission/applying-to-start-secondary-Academy /supplementary-information-forms-for-secondary-Academy s--including-faith-Academys](https://lewisham.gov.uk/myservices/education/Academy%20s/Academy-admission/applying-to-start-secondary-Academy/supplementary-information-forms-for-secondary-Academy-s--including-faith-Academys)

### 3. Year 7 places for September.

- a) **July** - St Matthew Academy will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for September 2021. This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the Academy.
- b) St Matthew Academy will also provide information to the LA for inclusion in the composite prospectus, as required.
- c) **September/October 2021** - St Matthew Academy will provide opportunities for parents to visit the Academy.
- d) The completed CAF **MUST** to be made via the on-line admissions portal of the child's home LA. All applications must be made, by the national closing date which is usually the 31 October of each year but this is subject to change the information will be confirmed by Lewisham School Admissions. Supplementary Forms must also be received by the Academy either via email, at the main reception of the Academy or by post by the national closing date.
- e) Lewisham LA co-ordinates the applications and informs the Academy.

f) **January** - The Academy advises the Lewisham LA of the ranked order of places to be offered. February – Lewisham LA applies its agreed scheme for its own schools, informing other LEAs of offers to be made to their residents.

g) **March** - offers of secondary places are sent out on the National Offer Day in writing to parents by the **home** LEA. Parents who applied online will receive the result of their application by email during the evening of Monday 2 March 2020. Parents who applied by post will receive a letter shortly after 2 March 2020.

#### **4. Reception Places for September.**

a) Children who will be 5 years old between 1<sup>st</sup> September 2021 and 31<sup>st</sup> August 2022 will be admitted together in September 2021

b) In the event of oversubscription, admission to the Reception class will be decided on the basis of the criteria set out below. The completed CAF **MUST** to be sent via the on-line admissions portal of the child's home LA. All applications must be made, by the national closing date 15 January 2021 – This date will be confirmed by the local authority.

c) Parents will be informed of their Academy offer on National Offer Day which is on or around 16 April each year this date will be confirmed by the local authority.

#### **5. Admission of children below compulsory Academy age.**

The governors will provide for the admission of all children in the September following their fourth birthday. Parents can make a request to the Academy should they wish to defer the date that their child is admitted to the Academy until later in the Academy year or until the child reaches compulsory Academy age in that Academy year; parents may also request that their child attends part-time until the child reaches compulsory Academy age.

#### **6. Consideration of Applications**

St Matthew Academy will consider all applications for places. Where fewer applications than the agreed admission number are received, St Matthew Academy will offer places to all those who have applied.

#### **7. Oversubscription Criteria**

Where the number of applications for admission is greater than the published admissions number, applications will be considered against the oversubscription criteria and order set out below. After the admission of pupils with an Educational Health and Care Plan where St Matthew Academy is named on the plan, places will be allocated in the order in which they are set out below:

##### **a) Oversubscription Criteria for Reception and Year 7**

- i) Catholic looked after children\* and children looked after by Catholic families
- ii) Baptised Catholic children
- iii) Other looked after children\*

iv) Siblings

v) Baptised Eastern Orthodox children

vi) Children of other Christian denominations whose applications are supported by a Minister of Religion

vii) Other applicants.

**b) Tie Break**

When the Academy is oversubscribed with applicants the following order of priorities will be applied:

i) First priority of admission will be given to baptised Catholic children who will have a brother or a sister at the Academy at the time of application.

ii) Second priority of admission will be given to committed and practising baptised Catholic children from families where at least one parent/carer is a practising Catholic.

iii) Baptised members of the Catholic church

iv) Serious medical grounds supported by a consultant's letter at the time of application, considered at the discretion of the Governing Body. This supporting evidence should set out the particular reasons why this college is the most suitable and the difficulties that would be caused if the child had to attend another school.

v) Children of staff who have been employed at the Academy for at least 2 years.

vi) Proximity to the Academy.

**8. Arrangements for admitting pupils to other year groups, including to replace any pupils who have left St Matthew Academy**

Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy will consider all such applications and if the year group applied for has a place available, admit the child. Applications made in year (casual applications) must be made using the common application form of the LA where the child resides. The Academy's supplementary form must also be completed and returned to the Academy to enable the Academy to rank the application in the event of there being more than one application for a place. If more applications are received than there are places available, the oversubscription criteria shall apply. The offer of a place at the Academy will be made by the LA on behalf of the Academy. Parents whose application is turned down are entitled to appeal and will be offered the opportunity of placing their child's name on the waiting list for 3 months.

## **Guidance Notes to Support the Policy.**

### **1. Definitions**

**'A looked after child'** 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. 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 definition in Section 22(1) of the Children Act 1989). Children in public care (Looked after Children) are children who are (a) in the care of a local authority.

**Baptised Catholic** children are those children with a baptismal certificate or evidence of reception into the Catholic Church.

**A Sibling** is a person who has the same natural father or mother or legal guardian as a pupil on the roll of the Academy at the time of admission and who shares permanent address with that parent/legal guardian and that pupil.

**Baptised Eastern Orthodox** children are those with a certificate of baptism from an Eastern Orthodox parish.

**Commitment and Practice** the Governors take into account frequency of regular attendance at Sunday Mass, as indicated on the (SIP) Supplementary Information Form. A higher priority will be given where there is a regular frequency at Sunday Mass as verified by the nominated priest.

**Proximity** if the offer of places to all the applicants in any of the categories listed above would still lead to over-subscription, we will offer places up to the admission number to those living nearest the Academy. The distance will be measured in a straight line from the main Academy main entrance. Where the last remaining place is to be allocated and two or more children are deemed to live at the same distance from the school the place will be decided by the drawing of lots. Evidence of residence may be required. In the event of parents who share parental responsibility, evidence of the child's permanent addresses will be required.

### **2. Operation of Waiting Lists**

a) Subject to any provisions regarding waiting lists in the LA's co-ordinated admission scheme, the Academy will operate a waiting list. Where in any year St Matthew Academy receives more applications for places than there are places available, a waiting list will operate until 3 months after the normal annual admission date. This will be maintained by St Matthew Academy and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. This does not guarantee that a place will become available.

b) Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraphs 7(a) & 7(b). Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

### **3. Arrangements for Appeals Panels**

Parents whose applications for places are unsuccessful may appeal to an Independent Appeal Panel set up in accordance with section 85(3) of the School Standards and Framework Act 1998. Appeals must be made in writing and must set out the reasons on which the appeal is made.

Appeals should be made to the Admissions Appeal Clerk at the Academy address. Parents/Carers have the right to make oral representations to the Appeal Panel.

**Infant classes** are restricted by the legislation to 30 children. Parents should be aware that an appeal against refusal of a place in an infant class may only succeed if it can be demonstrated that: -

- a) The admission of additional children would not breach the infant class size limit; or
- b) The admission arrangements did not comply with admissions law or had not been correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied; or
- c) The panel decides that the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.
- d) The Academy 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 Academy to admit above the planned admission number for the relevant year group.

#### **4. Arrangements for admitting pupils to other year groups, including to replace any pupils who have left St Matthew Academy**

Subject to any provisions in the LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy will consider all such applications and if the year group applied for has a place available, admit the child. Applications made in year (casual applications) must be made using the common application form of the LA where the child resides. The Academy's supplementary form must also be completed and returned to the Academy to enable the Academy to rank the application in the event of there being more than one application for a place. If more applications are received than there are places available, the oversubscription criteria shall apply. The offer of a place at the Academy will be made by the LA on behalf of the Academy. Parents whose application is turned down are entitled to appeal and will be offered the opportunity of placing their child's name on the waiting list for 3 months.

#### **5. Pupils with an Education, Health and Care Plan (EHCP)**

The admission of pupils 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 Academy will be admitted without reference to the above criteria.

#### **6. Admission of children outside of their normal age group**

Parents who are seeking a place for their child outside of their normal age group, e.g. the child has experienced problems such as ill health or the parents of a summer born child choosing not to send that child to Academy until the September following their fifth birthday, may request that they are admitted out of their normal age group – to Reception rather than Year 1.

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 Academy's Headteacher. 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 Academy 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 an Academy for which they have applied. This right does not apply if they are offered a place at the Academy but it is not in their preferred age group.

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# St Matthew Academy

## Supplementary Information Form

Please complete and sign the form below and return it to the Admissions Officer at St Matthew Academy, St Joseph's Vale, London SE3 0XX

### To be completed by Parents or Carers

Surname: _____	Date of birth _____
Christian/Forename (s) of child _____	
Parents' or Carers' names: _____ _____	
Home address: _____ _____	
Postcode _____	
Contact numbers: Home _____	Work _____
Mobile _____	Email Address _____
<b>Does your child currently have a brother or sister at the Academy?</b> Yes/No	
If yes, please name _____	

*It is not compulsory, but if you wish please complete this section of the form*

Denomination to which you belong (e.g. Christian/Catholic/Muslim etc.) _____
Name of priest/minister of the designated place of worship who can support your application _____
Address of Minister _____ _____ _____
<small>*If you are Catholic please provide your original baptism certificate. **If you practise any other faith please include supporting documentation.</small>

Signed \_\_\_\_\_ Relationship to Child \_\_\_\_\_  
Date \_\_\_\_\_



Catholic Primary Schools in London Borough of Lewisham  
Supplementary Information Form

for entry to  
**RECEPTION CLASS**

Name of Child ..... known as ..... Male/Female

Family Name ..... Date of Birth / /

Parents'/Carers' Name/s (please print) .....

Mr/Mrs/Ms/Miss .....

Contact Number ..... Relationship .....

Mr/Mrs/Ms/Miss .....

Contact Number ..... Relationship .....

Home Address of Child .....

..... Postcode.....

Religion of Child ..... Date of Baptism / /

Names of siblings who will be on roll in September 2020 at any of the schools you are applying for:

\_\_\_\_\_

Signed ..... Parent/Carer Date / /

*Please attach any other information you may feel is relevant to this application in relation to the school's admissions policy in respect of "exceptional medical or social needs" You must support your claim with professional evidence. We ask for a letter from a hospital consultant if you have a medical reason or a social worker if you have a social reason for your claim (or provide a letter from a professional of equivalent standing). The letter must clearly state why the particular school is the only school to meet the child's specific needs. The letter must be provided with the application and must be submitted by the closing date. If this documentation is not provided it will not be possible to consider any exceptional medical or social needs. Each case will be considered on its individual merits and such applications will not necessarily be given priority over those of other children.*

**(The original of this form and your child's Baptismal Certificate must be taken to each primary school you choose to apply for so that they may be photocopied).**

The closing date for the receipt of applications is

St Augustine's School

Holy Cross School

St Matthew Academy

St Winifred's School

Our Lady & St Philip Neri School

St Saviour's School

St Joseph's School

To be completed by the Priest of the Parish in which you regularly worship.

Family Name: \_\_\_\_\_ Child's name: \_\_\_\_\_

This family is known to me  (please tick)

This family is new to the Parish  (please tick)

If you are new to the Parish you should also obtain a reference from your previous Parish Priest and attach it to this form.

- They attend mass: Every week
- Three times each month
- Twice each month
- Once each month
- Less than once a month
- I cannot confirm they attend Mass

Signed ..... Name .....

Date ..... Tel No .....

Please add the Parish seal or stamp

If you are not a Catholic, please ask a Minister of Religion to complete the section below:

Family Name: \_\_\_\_\_ Child's name: \_\_\_\_\_

This family is known to me  (please tick) This family are members of our faith community  (please tick)

Name: \_\_\_\_\_ Position; \_\_\_\_\_

Name and address of church: \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date; \_\_\_\_\_