

ST CHARLES BORROMEO CATHOLIC PRIMARY SCHOOL AND NURSERY

Part of the Xavier Catholic Education Trust



SCHOOL PROSPECTUS

Academic Year
2022/23





ST CHARLES BORROMEO CATHOLIC PRIMARY SCHOOL AND NURSERY

PORTMORE WAY
WEYBRIDGE KT13 8JD
Tel: 01932 - 842617

E-mail : info@stcharlesb.surrey.sch.uk
Website: <https://www.stcharlesb.surrey.sch.uk>



St. Charles Borromeo
CATHOLIC PRIMARY SCHOOL
AND NURSERY

Contents

Welcome Message	4
Our School Prayer	5
St Charles Borromeo - Staff	6
Xavier Catholic Education Trust	7
St Charles Borromeo	8
The School Day.....	10
Wraparound Care	10
Term Dates 2022/23	11
St Charles Borromeo	12
Early Years - Nursery	12
Child Protection & Safeguarding.....	15
School Rules	15
Behaviour Code.....	15
Organisation And Curriculum	16
Special Educational Needs & Disability (SEND)	22
Pupil Premium.....	23
Sports Premium	23
Attendance.....	23
Absences	24
Midday Meal	24
School Uniform	25
Mobile Phones	27
Charging And Remissions Policy	27
School Council.....	27
Procedure For Parental Concerns	27
Illness / Pupils Taken Ill At School.....	28
Car Park.....	28
Security	28
After School Clubs	29
PTA – Parent Teacher Association	29
Exam And Assessment	31
Results Information 2021/22	31
Admissions Policy For Admission In 2022/23	35
Admissions Policy 2023/24	42
Nursery Admissions Policy 2022/23	50
Nursery Admissions Policy 2023/24	53
Our School.....	54

WELCOME MESSAGE

“

St. Charles' Borromeo Catholic Primary School is a very special place. We are a small Catholic school with its buildings joined to the Church of Christ Prince of Peace.

We always aim to be a happy, welcoming, successful, Catholic primary school where pupils and adults are encouraged in the words of our school prayer to 'be the best that we can be.'

Our mission is made clear through four key words: Learn, Grow, Work, Follow. 'Learning' so that we can be the best that we can be, 'Growing' in our Catholic faith, 'Working' together to make our world a better place and 'following' the example of Jesus in everything we say and do.

Our educational priorities are based on an enriched and balanced curriculum that aims to give our children the life skills to tackle the challenges that the future may bring. Our work with the local community and events such as our disability workshops ensure that our children face and understand life in the 21st Century. At St Charles Borromeo we believe that education goes beyond books, pencils and paper; experiences count and our values led education equips our children for life beyond school.

As Headteacher I value highly our strong relationship with parents, parish and the local community. If you would like to visit the school you are very welcome. Please contact the School Office on info@stcharlesb.surrey.sch.uk (or telephone 01932 842617) and I will endeavour to meet you personally.

I hope you find this document useful and informative, but should you not be able to find what you need, please do not hesitate to contact the school office. ”



Stephen Holt
Headteacher



Our School Prayer

Loving God

We give thanks for our school,
our families,
teachers and friends.

Make our school a happy place,

Where we learn, play and grow together.

Help us always to be the best that we can be

And follow St Charles Borromeo by helping others.

Amen

Created by pupils, staff, parents and governors



St Charles Borromeo - Staff

Chair of Governors
Headteacher
Parish Priest

Mr C Gaines
Mr S Holt
Rev Camillus Foley

Designated Safeguarding Lead (DSL)
Deputy Safeguarding Lead (DDSL)

Mr S Holt
Mr K Bray

Teaching Staff

Reception
Year 1
Year 2
Year 3
Year 4
Year 5
Year 6
Nursery Teacher
Nursery Nurse
SEND Co-ordinator
Learning Support Teacher (temporary)
PE (part time teachers)

Mrs J Rand
Mrs C Lawton
Miss S Ryan
Miss G Willcox (Deputy Headteacher)
Mr P Clay
Mrs M Hennessy
Mrs L Brown & Mrs H Curtis
Miss C Mulea
Mrs J Normington
Mrs K Bray
Ms G May
Mr P Seuke & Mr J Mazzone

Administrative & Support Staff

Mrs M Schild
Mrs K McNab
Mrs A MacDonald
Ms G Arnold
Mrs A Bristow
Mrs M Horton
Mrs D Burr
Mrs D Barker-Broe
Mrs A Cuni
Mrs K Fleury
Ms A Gault
Mrs M Horton
Mrs G Letton
Mrs K Martin
Mrs J McKay
Mrs J McLaren
Ms C Peuleve
Mrs T Rowland
Mr T Rumble
Mrs N Stacey
Mrs K Stokes
Mrs J Terry
Mr N. Gardner
Twelve Fifteen
Clean for Me

School Business Manager
School Secretary
School Assistant
Learning Support Assistant
Higher Level Teaching Assistant / ICT Technician
Higher Level Teaching Assistant / Senior Midday Supervisor
Higher Level Teaching Assistant
Learning Support Assistant
Learning Support Assistant
Learning Support Assistant
Learning Support Assistant
Learning Support Assistant
Learning Support Assistant
Learning Support Assistant
Learning Support Assistant
Learning Support Assistant
Learning Support Assistant
Learning Support Assistant
Learning Support Assistant
Learning Support Assistant
Learning Support Assistant
School Caretaker
School Catering
Contract Cleaners

Xavier Catholic Education Trust

St Charles Borromeo is part of the Xavier Catholic Education Trust (Xavier CET).

The other schools in the trust are:

- Holy Family Catholic Primary School
- St Hugh of Lincoln Catholic Primary School
- St Augustine's Catholic Primary School
- St Alban's Catholic Primary School
- St Anne's Catholic Primary School
- Cardinal Newman Catholic Primary School
- Salesian Catholic Secondary School
- St John the Baptist Secondary Catholic School
- The Marist Catholic Primary School
- St Cuthbert Mayne Catholic Primary School
- St Polycarp's Catholic Primary School
- St Thomas of Canterbury Catholic Primary School
- St Peter's Catholic School
- St Edmund's Catholic Primary School



The Xavier Catholic Education Trust was set up in 2016 for schools to work together to provide the best possible education for all the children whom they serve. Xavier's mission is to provide an outstanding Catholic education for all the children in their schools and exceptional training for teachers at all stages of their career. Their strap line is "Striving for Excellence" and they aim to do everything possible to ensure:

- Every child will receive an excellent education
- We will recruit, develop and retain the best people
- We will support our schools by providing exceptional central services
- Our Catholicity is at the core of everything we do
- We are financially robust and provide value for money
- We will provide exceptional service for other schools via the Teaching School Hub and Teach SouthEast

For more information please refer to their website: www.xaviercet.org.uk

MISSION STATEMENT

We will *grow* in our Catholic faith by praying and worshipping together.

We will work hard so that we can *learn* and be the best that we can be.

We will *work* together in our families, school, and parish and with those both near and far to make our world a better place for us all.

We will *follow* the example of Jesus and his teachings in all that we say and do.

AIMS

All children have a right to high quality learning experiences and high quality care. St Charles Borromeo Nursery class aims to give every child access to a broad, balanced and relevant curriculum, which meets their social, emotional, physical, moral, spiritual and cognitive needs.

This is achieved through providing opportunities for children to develop in a range of areas of learning and experience. Each child will have the opportunity to:

- Develop into fluent and confident communicators
- Enjoy and take an interest in books, fostering a desire to read for themselves
- Develop strength and agility
- Develop a spiritual awareness
- Foster feelings of awe and wonder, delight, joy and mystery
- Extend their natural curiosity, interest and fascination with the world around them
- Become creative and imaginative in their work and thereby develop a sense of personal achievement, individuality and self-confidence
- Learn through first hand experiences
- Become independent and develop a positive self-image
- Have access to the resources they need, thereby enabling children to do things for themselves
- Experience learning in an indoor and outdoor environment that encourages a positive attitude to learning

We believe that these aims can only be achieved with the support and understanding of parents and carers. Close involvement of parents based on a respect for them as the first educators is crucial to the success of the implementation of these aims.

Accommodation

The school is part of a community. The Church and Parish Centre are joined to the school. The school is closely involved with the life of the Catholic community of Christ the Prince of Peace.

The school comprises:

- seven classrooms and a Nursery

- covered outdoor classroom areas
- a library central to the building
- a group teaching room
- a food technology room
- Rainbow room
- school hall and a kitchen
- school office
- Headteacher's office
- Business Manager's office
- Medical Room
- Playground
- a grassed playing field
- play equipment on synthetic grass for all year use



Each classroom has a practical area for painting, model making, etc. and a cloakroom area. The remainder of the classroom is carpeted to create a pleasant, quiet environment in which to work.

Our Early Years Foundation Stage classes have a covered outdoor classroom area.

The Local Governing Committee

The school and playground are owned by the Roman Catholic Diocese of Arundel and Brighton. Our school is a Catholic academy as part of the Xavier Catholic Education Trust. There are 13 governors on the board:

- 8 Foundation Governors appointed by the Diocese (including the Parish Priest)
- 2 Parent Governors (elected by parents)
- 3 Staff Governors (including the Headteacher)

Governors' School Development Fund

The School Development Fund (SDF), which is a voluntary contribution, is normally used to cover additional school activities, resources and expenditures that are not covered by the school budget. Recently, for example, the SDF contributed £35k towards our Carlo's Room extension which has been an invaluable addition to the wellbeing of pupils.

The SDF form allows you to contribute £20 (which equates to 68p per day for a family with one child at the school or 34p per day for two children), £50, £100 or 'other amount' per month, or an annual sum of your choosing. If you are a tax payer a Gift Aid Form can be completed so that Governors can claim back the tax paid on your donation at no extra cost to yourself.

THE SCHOOL DAY

WRAPAROUND CARE:

Breakfast Club

Opens 7.45am

After School Club

Closes 5.45pm

The school gates open at 8.50am and are closed at 9.10am

Registration

9.10am

All children should be settled in their classroom ready to start the school day at that time.

Reception

Morning Session 9.10am - 11.50am

Afternoon Session 12.45pm – 3pm

Key Stage 1 (Years 1 / 2)

Morning Session 9.10am – 12.00pm

Afternoon Session 1pm - 3.10pm

Key Stage 2 (Years 3 / 4)

Morning Session 9.10am – 12.10pm

Afternoon Session 1.10pm - 3.15pm

Key Stage 2 (Years 5 / 6)

Morning Session 9.10am - 12.10pm

Afternoon Session 1.10pm - 3.20pm

All children have a break in the morning and at lunch time.

The children in Key Stage 1 also have an afternoon playtime.

WRAPAROUND CARE

We provide a **Breakfast Club from 7:45am** at a cost of £6 and **After School Club till 5:45pm** at a cost of £14. The Breakfast Club and After School Club accept children aged 4 to 11 years (children in Reception to Year 6) who attend St Charles Borromeo. The clubs are not open to children from the nursery.

The Breakfast Club operates daily from 7.45am to the start of the school day during term time (except INSET days) and the After School Club operates from the end of the school day until 5.45 pm Monday to Friday, term time only (except INSET days and the last day of each full term).

We accept both regular and ad-hoc bookings but give priority for those who require regular bookings. Regular bookings can be made via the school office. Ad hoc bookings can be made the night before, depending on availability, and are booked directly by parents via on our line bookings/payments system.

TERM DATES 2022/23

Autumn Term

Start of Term: Monday 5th September**
Half Term: 24th - 28th October
End of Term: Wednesday 21st December (no afternoon Nursery)
Inset Days: **Monday 5th September, Friday 7th October and Monday 28th November

Spring Term

Start of Term: Monday 9th January 2023
Half Term: 13th - 17th February
End of Term: Friday 31st March
Inset Day: Wednesday 15th March

Summer Term

Start of Term: Monday 17th April
Half Term: 29th May - 2nd June
End of Term: Friday 21st July (no afternoon nursery)
Inset Days: Monday 1st May (Bank Holiday), Friday 26th May and Friday 7th July

School Motto

“Be the best that you can be”



St Charles Borromeo

Early Years - NURSERY

The Nursery is a voluntary aided, co-educational Nursery for children from 3 to 4 years of age, catering for up to 52 children. There are two daily sessions of 3 hours. We also offer full time places under the 30 hour model (8.50am-2.50pm or to 3.20pm with a small surcharge).

NURSERY HOURS

Morning Session	8.50am to 11.50am
Afternoon Session	12.20pm to 3.20pm
Day Session (30 Hour offering)	8.50am to 2.50pm (with the opportunity to extend to 3.20pm with a surcharge)



Please note that a place in the Nursery class does not automatically guarantee a place for your child in the main school.

HOW WE OPERATE

The Nursery class follows the Foundation Stage Curriculum. The Foundation Stage has seven learning areas. These are split between Prime and Specific areas of learning.

The Prime areas of learning are:

- Communication and language.
- Physical development.
- Personal, social and emotional development

The Specific areas of learning are:

- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design

The children will have the opportunity to:

- Learn to co-operate with others and follow rules, through taking part in turn-taking games, and through using outdoor equipment
- Listen to stories to help develop the early stages of reading
- Practise their drawing and writing skills with a variety of tools
- Develop early mathematical concepts through practical experiences e.g. learning about size, shape and weight by handling and building with different types of bricks
- Make scientific discoveries by using the equipment (such as magnifiers, mirrors, lenses, magnets, natural objects and items such as old clocks, telephones, radios) which is kept in our Science area
- Learn to solve problems e.g. by building with bricks, attempting jigsaw puzzles or by taking part in sorting activities
- Make more sense of the world around them by playing out everyday situations using the home corner, dressing up clothes and a range of small world equipment such as cars, people, train sets
- Understand and use the Nursery computer and its programs
- Develop their physical skills by using a range of both large and small apparatus in the outdoor area, and by taking part in activities such as sewing and bead threading
- Develop their creative skills in the workshop area which contains a range of materials such as glue, scissors, paint, material, paper and tools for them to experiment with, and express their ideas in an art form and in design and technology activities
- Develop their musical ability in the music area in singing and movement sessions
- Handle and explore a variety of materials such as wet and dry sand, clay, water, dough, paint, wood and take part in cooking activities.



Much of the equipment is stored at child level so that children can work independently.

The role of the adults is to provide a rich and secure learning environment and then to extend the children's knowledge, understanding, skills and attitudes as they play. This may mean direct involvement in what the children are doing or standing back and observing. Part of our skill as parents and teachers is knowing when to intervene and when to hold back. We support and extend interests that they bring from home.



Milk is available for the children during the session. If you wish your child to have milk in school on-line registration is necessary (www.coolmilk.com). Free milk is available to the under 5 children, but parents still have to register with Cool Milk Ltd, who manage the delivery of milk to the school. A list is then sent to the school office.

Ways in which you can help

- Teach your child to look after coats and clothes
- Teach your child to use the toilet properly and to wash hands afterwards
- Encourage them to enjoy and care for books
- Read and talk to them
- Pray with them

On starting, parents are asked to accompany their child on visits to the Nursery and to stay with them on the first two visits. We find this very beneficial as it reassures both parent and child, and your child does not feel abandoned or insecure. Until your child is settled we ask also that you collect your child five minutes early for the same reason. It can be very worrying to be left until last.

Should you need advice on the next schooling step, the Headteacher or Nursery Staff are always willing to help.

We are a partnership in fostering the growth and development of your child. Please help us to promote a happy and cheerful place for them to be in.



ILLNESS

If your child is ill, please keep them at home. If your child is ill at Nursery, you will be contacted and asked to collect your child. Please could you make sure that the school office has up to date details (address, telephone number, emergency contacts) at all times. Please inform the school office if your child is absent through illness.

Sickness or Diarrhoea - the guidance to schools is if your child has suffered sickness or diarrhoea, they should be kept at home for 48 hours after the last bout of sickness/diarrhoea.

CHILD PROTECTION & SAFEGUARDING

St Charles Borromeo school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All children whatever their race, sex, beliefs or physical and mental abilities have the right to grow up unharmed, to have the opportunity to develop fully and to have their basic needs met. In keeping with our Mission Statement, we aim to provide a Catholic setting in which all children can grow and develop Christian values.

The Designated Safeguarding Leaders at St Charles Borromeo School are Mr Stephen Holt and Mrs Kathryn Bray. Mrs Kathy Stokes is the school governor responsible for child protection. Our child protection/safeguarding policy is available for download from the school website or a paper copy is available upon request from the school office.

For further information, please [click here](#) to link to the Safeguarding area of our school website.

SCHOOL RULES

Our School Rules, created by pupils and staff:

At St. Charles School:

- We will be polite and kind to everyone
- We will follow instructions
- We will move safely around our school
- We will keep our hands and feet to ourselves
- We will look after our school
- We will do our best

BEHAVIOUR CODE

A positive approach to discipline is adopted at St Charles Borromeo. Good behaviour is rewarded by stars leading to the award of certificates. Good class behaviour is rewarded by a marble in the class jar which when full can be exchanged for a whole class reward. Each class has a behaviour code and our school rules are on display. However, there may be times when a child does not co-operate, and if necessary, the following sanctions are adopted:

- Step 1 = warning
- Step 2 = last child to leave the classroom at the end of the session
- Step 3 = child sent to another classroom for 15 minutes
- Step 4 = extra work / consequence given and Headteacher notified
- Step 5 = letter sent home to parents

Serious breach of school rules may result in immediate referral to the Headteacher and the child's parents will be notified.

ORGANISATION AND CURRICULUM

At present, the school children are divided by age, into seven teaching groups. The maximum permitted class size in Key Stage 1 (KS1) is 30 children for one teacher.

The school is well equipped and each child works with books and materials most suitable for them. The children are encouraged to work both independently and in groups.

The core curriculum subjects are English, Mathematics, Science and Religious Education. The foundation subjects are Computing, Design & Technology, History, Geography, MFL (modern foreign languages – children in Years 3 to 6 learn French), Music, Art, Physical Education, RSE (Relationships and Sex Education) and PSHE (personal, social, health and economic education).

Our results for Teacher Assessment at 7 years (end of KS1) and for National Statutory Assessment Tests (SATs) taken at 11 years (end of KS2) for 2021/22 are included later on in this prospectus (on page 32).

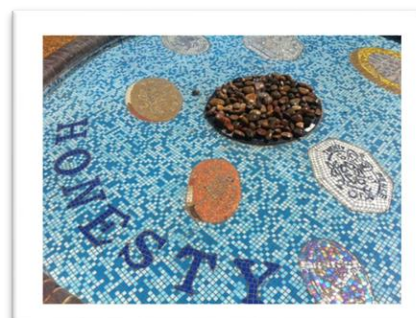
The Rev. Fr. Con Foley is our School Chaplain. On special occasions the whole school celebrates Mass together in the Parish Church. Parents and friends are welcome to join us at Mass and for other special celebrations, including some of the Assemblies.



The children are taught a number of prayers throughout their time at St Charles Borromeo. At the front of this prospectus is a copy of our School Prayer.

In an ever changing world, we believe in the importance of teaching our pupils set core values explicitly. Every month a different value is introduced to the children. Our core values are:

Respect	Belonging
Happiness	Friendship
Unity	Freedom
Love	Peace
Hope	Honesty
Trust	Simplicity
Thoughtfulness	Understanding
Appreciation	Compassion
Quality	Confidence
Fairness	Co-operation
Courage	Responsibility



RELIGIOUS EDUCATION

All children assemble every day either in the hall or in their classroom for a short act of worship. The pupils are instructed in the 'Come and See' Religious Programme which is the designated scheme of the Diocese of Arundel and Brighton, which is also supplemented by other material. You have the right to withdraw your child from religious education and collective worship. However, as a Catholic school, religious education and collective worship form an integral part of all that we do and we expect that you will agree to your child taking part in these activities.

As part of our Religious Education the children study other religions such as Judaism, Hinduism, Islam and Sikhism.



Relationship and Sex Education (RSE) is taught as part of a science based, 'Healthy Living' topic and as part of the Christian Catholic Education in Personal Relationships Scheme. All children's questions are answered honestly and in a simple way whenever possible. We recognise that the education of children in sexual matters is the prime responsibility of the parents, and we respect their rights. You have the opportunity to view all the materials we use and have the right to withdraw your child from the programme. Areas related to RSE are covered at different ages across the school in line with Diocesan requirements and at an age appropriate level.

ENGLISH

English is the basic language of communication in this country and its mastery is a prerequisite for educational progress. It is the foundation for almost all the learning which takes place in our school. It is essential for independent learning, the world of work and most other aspects of everyday life.

In keeping with our mission statement at St Charles Borromeo Catholic Primary School, we aim to provide a stimulating and challenging language environment for all pupils. Within this environment, we are committed to:

- building upon the children's existing skills
- recognising and valuing the culture and language background of each child
- supporting individual needs at different developmental stages
- encouraging levels of personal excellence



READING

Through reading in particular, children have a chance to develop culturally, emotionally, intellectually, socially and spiritually. Literature especially plays a key role in such development. Reading also enables children both to acquire knowledge and to build on what they already know. We are committed to enabling our children to become confident, critical readers through our teaching and through their exposure to varied and challenging material. Stories, poetry, drama and media are used to encourage and motivate writing within the school.

We teach early reading through the systematic, synthetic phonics programme Little Wandle Letters and Sounds Revised. The foundations of phonics begins in Nursery. Our Nursery curriculum supports language development, story reading, phonological awareness and oral blending. Right from the start of Reception, children have a daily phonics lesson which follows the progression for Little Wandle Letters and Sounds and this continues in Year 1 to ensure children become fluent readers.

MATHEMATICS

At St Charles Borromeo we use a mastery approach for teaching Maths. Mastering maths means acquiring a deep, long term, secure, adaptable understanding of the subject. It is a way of encouraging children to love maths and to change the belief that a large proportion of people cannot do maths.

Mastery is about building firm foundations through fluency, reasoning and problem-solving. It is about extending children through depth rather than acceleration. This ensures that all children are challenged throughout a lesson.



The main focus within Mathematics in Key Stage 1 is to ensure that pupils develop confidence and mental fluency within whole numbers, counting and place value and also to begin to embed these skills in their problem-solving. This involves working with numerals, words and the four operations. Children are encouraged to use mathematical vocabulary when discussing different topics. Mathematical vocabulary is displayed in classrooms and around our school to ensure that children have access to it on a day-to-day basis.

In Key Stage 2, children continue strengthening their knowledge and understanding of the four operations and apply this knowledge in a variety of ways solving problems and completing a variety of investigations.

SCIENCE

Our science curriculum is based on the QCA Scheme. We use a variety of resources, including ICT. Our science topics are designed to develop interest and awareness as well as knowledge of the physical world. We encourage the children to investigate, predict, plan, record and evaluate results in a clear, orderly manner. Topic work includes work about ourselves, the plant world, the animal world, the solar system and electricity and forces. Health and safety issues are also covered.

Science identifies three key areas in which the children should be taught:

- knowledge and understanding through the specific disciplines of biology, chemistry and physics
- working scientifically
- the application of science

Our school has a carefully planned science curriculum that ensures children, from early years to year 6, cover these three areas in an accessible, creative and engaging way.

COMPUTING

At St Charles Borromeo we want children to become autonomous users of computing technologies, gaining confidence and enjoyment from their activities. We want the use of technology to support and challenge learning across the entire curriculum and to ensure that our curriculum is accessible to every child. Not only do we want them to be digitally literate and competent end-users of technology, but through our computer science lessons we want them to develop creativity, resilience, problem-solving and critical thinking skills.



We want our pupils to have a breadth of experience to develop their understanding of themselves as individuals within their community but also as members of a wider global community and as responsible digital citizens.

ART

We believe that our role is to support the development of the whole child; offering them rich and meaningful experiences that will help them build a secure foundation for their learning. The mental wellbeing of every child is crucial to their development. Our Art lessons provide opportunities for children to express themselves - who they are as individuals and how they interact with others – and is a fundamental part of their learning journey. Our teaching of Art supports this wholeheartedly, providing every child with a way of expressing themselves creatively whilst developing key life skills in the process.



Art supports the development of children's resilience, independence and risk-taking as children are encouraged to explore the different styles and apply this in their own work. In addition to this, children are encouraged to reflect on the work they have produced.

DESIGN & TECHNOLOGY

At St Charles Borromeo we believe that children should be inquisitive, confident learners who can work both independently and as a team to solve problems. Our teaching of DT helps develop these skills as children are presented with real life scenarios to find a solution and design and make the product. Our lessons are tailored to the children's experiences and where possible are purposeful to other learning that is taking place. Children are encouraged to think about the needs of the user, developing their awareness and understanding of others' needs to support their development of citizenship and community.

Food technology is covered in the DT programme of work.

MUSIC

We want to inspire our children to be creative and express themselves as they continue on their own musical journey. Our teaching aims to help them to develop the musical knowledge and skills they will need to progress. We ensure that we are meeting the requirements of the National Curriculum, providing opportunities for children to develop their musicianship through singing, listening, composing and performing, including opportunities for instrumental performance. Children have the opportunity to learn piano, guitar, flute and other instruments from our peripatetic teachers through Surrey Arts. Our annual music recital gives these children a chance to showcase their talents and celebrate their achievements.



We also have a school choir who take part in various events including The North Surrey Borders Schools Music Festival. The choir also sings to groups in the local community on many occasions during the year.

MFL (MODERN FOREIGN LANGUAGES)

We provide our children in Key Stage 2 (Years 3 to 6) with a high-quality education in Modern Foreign Languages, which develops their love of learning about other languages and cultures. It is our intention to ensure that by the end of their primary education, they have been exposed to both spoken and written French, and have developed their confidence at speaking in French with others. We also hope that they gain an appreciation of how important other languages can be in their future.

HISTORY

We want all our children to be confident, inquisitive and reflective learners who take risks and persevere. We therefore encourage learners to explore interpretations of the past and develop their ability to enquire about significant aspects of the history of the world they live in.

We use the National Curriculum for history as the basis for our teaching and we cover all of the content specified. The Purpose of study and aims of the History programmes of study for Key Stages 1 and 2, accurately express why learning of history is important for our children.



GEOGRAPHY

It is our intention that children become independent learners who reflect on their own experience and are encouraged to be inquisitive and outward looking, to explore the place they live in and the world beyond. Geography is, by nature, an investigative subject which promotes children's understanding of concepts, knowledge and skills. Part of the geography curriculum is also covered through fieldwork.



PE

PE, Sport, Health and Wellbeing are given a high profile at St Charles Borromeo and the emphasis is placed upon:

- Teaching of high quality skills and knowledge which is progressive and developmental
- High levels of participation and engagement
- Development of fitness, resilience, co-ordination, speed, tactical understanding
- Sporting behaviour and values based on respect, tolerance, appreciation, teamwork
- Development of confidence, self-esteem, pride
- Constant challenge and high expectations
- Social elements of PE through the development of vocabulary, interaction and communication skills
- Enjoyment and fun

We aim to be as inclusive as possible in our approach to PE and sport with all children leaving St Charles Borromeo having represented their school at sport should they wish. In 2021/22, 89% of Year 5 and 6 pupils represented their school by taking part in a competitive sporting fixture. All pupils were offered the opportunity. In Years 2-5, 100% of pupils represented their school in a competitive sporting fixture or a competitive sports festival.

Since January 2013, St Charles Borromeo have won 36 district/county and 1 national competition in cricket, lacrosse, football, athletics, hockey, cross-country and rugby.

PSHE

Personal, Social, Health and Economic Education (PSHE) is taught in line with our Teaching and Learning Policy and making reference to the SEND and Assessment policies. The objectives for this subject are to support the development of the skills, attitude, values and patterns of behaviour, which will enable pupils to:

- Have a sense of purpose
- Value self and others
- Form relationships
- Make and act on informed decisions
- Communicate and express feelings through pupil voice and peer mediation

- Work effectively with others
- Respond to challenge
- Be an active partner in their own learning
- Become healthy and fulfilled individuals
- Develop an understanding of how core values guide our lives and relationships with peers, family, local community and the wider world
- Demonstrate a good understanding of British Values

Schools have obligations under section 78 of the Education Act (2002) which requires schools, as part of a broad and balanced curriculum, to promote the spiritual, moral, cultural, mental and physical development of pupils at the school and of society. Through ensuring pupils' spiritual, moral, social and cultural (SMSC) development, schools can also demonstrate they are actively promoting British Values. It is a requirement that schools should promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

HOMEWORK

The policy at St Charles Borromeo is designed to encourage and develop study skills and to expand interest in the subject. Homework is set according to the needs of the child and the current topic being studied in each class.

At St Charles Borromeo we aim to:

- Encourage independence, research and initiative
- Consolidate and reinforce skills learned in school
- Give parents opportunities to share and enjoy aspects of their children's educational development
- Create a disciplined approach to homework as preparation for the coming years

Parents are asked to support and encourage their child to foster a positive attitude towards homework. There is less educational value in homework being done in a stressful situation. A recommended time will be advised, with parents being asked to write a brief note explaining any problems encountered should the work not be completed. If a child is highly motivated and wishes to continue beyond the recommended time parents might feel it is more beneficial to continue. At St Charles Borromeo we ask parents to support the school in its efforts to uphold this homework policy.

SPECIAL EDUCATIONAL NEEDS & DISABILITY (SEND)

The school caters for all ability ranges. If a pupil is identified as having a special educational need, extra support may be offered in the classroom. The child is also entered onto the school's SEND register. Progress is reviewed regularly in accordance with the SEND Code of Practice.

The different layers of support that we offer are referred to as:

Wave 1 - provision for all pupils.

Wave 2 - provision for some pupils who get the support listed in Wave 1, but also receive some additional support.

Wave 3 - provision that is highly individualised for pupils who require an extra layer of support, as well as the support listed under Waves 1 and 2.

Please [click here](#) to link to the SEND area on our school website for further information, including a copy of our SEND policy and provision map overview.

Our more able pupils are challenged and extended within the framework of normal and when opportunities arise, are given access to extension activities beyond the classroom.

PUPIL PREMIUM

Pupil Premium is a grant allocated to schools by reference of the number of children who are currently known to be eligible for Free Schools Meals (FSM) and children who have been looked after continuously for more than six months. The calculation of the payment also takes account of pupils who have been eligible for FSM at any point in the last six years (known as the Ever 6 FSM measure). Pupil Premium funding is spent to help to narrow the gap with regards to pupil attainment. It has been utilised at St Charles Borromeo to provide additional intervention groups (one to one and group teaching support) as well as to fund the home/school link worker who is employed by Elmbridge Schools Partnership.

Aims of Pupil Premium:

- 100% of Pupil Premium children will meet their school based end of year targets
- The gaps in attainment for Pupil Premium children and non-Pupil Premium children will continue to close across the curriculum and in every year group across the school
- All Pupil Premium children will have full access to the extended school provision irrespective of means
- All Pupil Premium children will have access to all educational and residential visits irrespective of means
- All families will continue to have access to the services of the Family Link worker

For further information, please [click here](#) to link to the Pupil Premium area of our school website.

SPORTS PREMIUM

Sports Premium funding allows the school to utilise the best possible coaching opportunities ranging from specialist PE teaching in Reception to Year 6 to more specialist coaching in such areas as hockey, football, lacrosse and cricket. Where specialist coaching is deployed, teachers assist the coaches as part of their own professional development.

Please [click here](#) to link to the Sports Premium area of the school website for further information.

ATTENDANCE

In the academic year 2021/22 there were 211 pupils of compulsory school age on roll (does not include Nursery pupils) with a possible 304 sessions per pupil.

Attendance was 98.4% with a percentage of 1.5% authorised absences and 0.1% unauthorised absences.

ABSENCES

Parents are asked to inform the school office by telephone before 9.30 a.m. if their child is unable to attend school due to illness by leaving a message on the absence line (option 1). Absences should be reported on a daily basis.

For dental/medical appointments – please send in a message the day before to inform the teacher/office that your child will arrive at school late the following day.

Please report to the school office to collect children for any appointment during school hours.

If your child is late for the start of school they must let the office know on arrival and enter their name in the “signing in” book by the school office. The younger children will then be taken to their class by a member of staff.

Any form of absence other than medical/sickness will require authorisation from the Headteacher, followed by the completion of the school’s absence form. Holidays during term time should not be taken. Unauthorised absence may result in a penalty notice being issued by Surrey County Council. Please refer to our attendance policy, available via the school website or through the school office for further information.

MIDDAY MEAL

A two-course meal is provided each day; the cost this academic year is £2.60 per day. **This must be paid in advance for the term, half-term or weekly (in advance on Monday morning).** The preferred method of payment is online. Credits are given when a child misses a meal through illness or absence if a call is put through to the office by 9.30 a.m. Prior notice in writing is required to change a child from packed to school lunch and vice versa. School meals are currently free of charge for Reception, Year 1 and Year 2 pupils. Pupils have a choice of 3 menu options each day which they choose in the morning during registration.

Pupils may bring a packed lunch which they eat in the dining hall, though KS2 children may eat on the school field during the Summer Term and first part of the Autumn Term (weather permitting). We ask all parents to avoid peanut butter sandwiches or nut products, as we have children in the school with nut allergies.

Children should bring a clearly labelled water bottle to school so that they have access to water throughout the school day.

A drink of milk is available at morning break time and children may also bring a piece of fruit. If parents wish their child to take milk in school they have to register with Cool Milk Ltd, who will invoice them directly. Parents must also register with Cool Milk Ltd when milk is provided free of charge. The school office has the appropriate forms for this registration, which can be done either on-line or by post.

Under a government initiative, fruit is delivered twice-weekly to the school for all KS1 children. Children are offered this fruit on a daily basis.

SCHOOL UNIFORM

During the school day and on educational visits, our pupils are expected to wear school uniform. The uniform is available from School Uniform Direct either by calling into their shop in West Byfleet or you can order online. The nearest shop is located at:

Park Court
1 Pyrford Road
West Byfleet
Surrey KT14 6SD
Telephone: 01932 354409
Website: www.schooluniformdirect.co.uk

Hair should be tied back at all times during the school day.

Jewellery should not be worn in school. Children are permitted one stud earring in each ear and no hooped earrings are allowed.

Please ensure all items of your child's clothing are clearly marked with his/her name.

UNIFORM LIST Reception and Key Stage 1 (Years 1 – 2)

Boys Mid grey shorts/tailored trousers

Girls Mid grey tunic or skirt

Mid grey **tailored straight leg** trousers (not skinny fit, leggings or fashion trousers, i.e. trousers that do not show the shape of the leg)

Royal blue jumper or cardigan embroidered with St Charles' school logo

Pale blue polo shirt embroidered with St Charles' school logo

Book bag with St Charles' school logo (optional)

Socks: Boys - Grey only

Girls - Grey or white (Winter uniform)

White only (Summer uniform)

Tights: Girls - Grey (Winter uniform)

Shoes: Boys - Black only (no trainers)

Girls - Black (no trainers, ankle boots or platform soles/heels)

In Summer, girls may wear blue/white gingham checked buttoned dresses (**no white collar**).

Optional: Reversible (fleece/waterproof) jacket embroidered with St Charles' school logo (*special order only*)

UNIFORM LIST Key Stage 2 (Years 3 – 6)

Boys: Mid grey shorts/tailored trousers

Girls: Mid grey tunic or skirt

Mid grey tailored straight leg trousers (not skinny fit, leggings or fashion trousers, i.e. trousers that do not show the shape of the leg)

Royal blue jumper or cardigan embroidered with St Charles' school logo

Pale blue shirt

St Charles' school tie

Socks: Boys - Grey only

Girls - Grey or white (Winter uniform)

White only (Summer uniform)
Tights: Girls - Grey (Winter uniform)
Shoes: Boys - Black only (no trainers)
Girls - Black (no trainers, ankle boots or platform soles/heels)

In Summer, girls may wear blue and white gingham checked buttoned up dresses (**no white collar**). Please note that our previous striped version has been discontinued. Pupils may continue to wear striped dresses until 2024.

Optional: Reversible (fleece/waterproof) jacket embroidered with St Charles' school logo (*special order only*)

PE KIT - Reception Children - September 2022

Navy/Sky t-shirt embroidered with St Charles' school logo
Navy shadow stripe shorts
Black plimsolls
Navy/Sky ¼ zip outer top embroidered with St Charles' school logo (*optional*)
Navy skinny-fit jogging bottoms (*optional*)
Navy drawstring PE bag embroidered with St Charles' school logo (*optional*)

PE KIT - Key Stage 1 (Years 1 – 2)

Navy/Sky t-shirt embroidered with St Charles' school logo
Navy shadow stripe shorts
Navy/Sky turnover socks
Black plimsolls / trainers (*velcro fastening preferred*)
Navy/Sky ¼ zip outer top embroidered with St Charles' school logo (*optional*)
Navy skinny-fit jogging bottoms (*optional*)
Navy drawstring PE bag embroidered with St Charles' school logo (*optional*)

PE KIT - Key Stage 2 (Years 3 – 6)

Navy/Sky t-shirt embroidered with St Charles' school logo
Navy shadow stripe shorts
Navy/Sky turnover socks
Navy/Sky ¼ zip outer top embroidered with St Charles' school logo
Black plimsolls / trainers
Navy skinny-fit jogging bottoms (*optional*)
Navy drawstring PE bag embroidered with St Charles' school logo (*optional*)

Please note that other PE kit items should NOT be worn during school PE sessions, including tracksuits, home jumpers etc)

Please ensure all items of your child's clothing are clearly marked with their name.

Our PTA organise the sale of 'pre loved' uniform and PE kit throughout the school year.

For any family experiencing financial hardship who wish to apply for support with uniform provision, please contact the HeadTeacher in confidence.

MOBILE PHONES

Mobile phones should not be brought to school. However, if your child needs to bring one to school for a particular reason, it should be handed into the classroom or school office in the morning and collected at the end of the school day.

CHARGING AND REMISSIONS POLICY

The Governors of St Charles Borromeo recognise the invaluable contribution that additional activities such as after school events, class visits, swimming and residential trips can make towards a pupil's academic, personal and social education.

Any activity offered wholly or mainly during normal school hours is available to all pupils regardless of their parents' ability to meet the cost. Any family in receipt of supplementary benefit or income support should contact the Headteacher. Parents are asked to make a voluntary contribution to cover the cost to the school of the proposed activity or trip. The voluntary contribution represents the estimated cost of providing the activity shared equally amongst all pupils taking part. The School itself cannot fund such visits as no resources are provided by the Diocese or Local Authority. If there are insufficient voluntary contributions to cover the cost of the visit, the proposed visit may not take place. The Governors reserve the right to make charges for residential trips and activities outside school hours, when organised by the School.

SCHOOL COUNCIL

The school has an active school council with representatives from the school who provide feedback from classes as well as assisting with and organising fundraising activities. The school council meet regularly and has its own bank account. They also agree an action plan which is included in the main school improvement plan and is reviewed annually.

PROCEDURE FOR PARENTAL CONCERNS

Any query or concern about any aspect of your child's schooling should be taken up initially with your child's class teacher. If the matter is not resolved to your satisfaction, an appointment can be made to see the Headteacher. In the unlikely event that the Headteacher is unable to resolve the issue, you may write to the Chair of Governors at the school address. The Chair or a nominated governor will investigate and respond directly to you.

There is a leaflet on the school notice board "Responding to Parents' Concerns" for parents to consult. It is also available to view on the school website.

ILLNESS / PUPILS TAKEN ILL AT SCHOOL

If your child has an accident or is taken ill during the day and it is considered necessary, you will be contacted. When a child is unwell, home is the best place to be. A letter will be sent home with your child if he/she has had a minor bump on the head during the school day.

If your child is ill, please keep them at home. Please could you make sure that the school office has up to date details (address, telephone number, emergency contacts) at all times. Please inform the school office if your child is absent through illness.

Sickness or Diarrhoea - the guidance to schools is if your child has suffered sickness or diarrhoea, they should be kept at home for 48 hours after the last bout of sickness/diarrhoea.

CAR PARK

The parish car park operates a one-way system. All cars must enter by the first gate and leave by the top gate furthest away from the Church.

Please do not pull up in the parking bay in front of the Church in order to drop off your child. This is in use for funerals.

The parking spaces for disabled and those of limited mobility are reserved for parishioners in need and should not be used for Nursery or school drop off and pick up. Nor should the pathways or any areas clearly marked by bollards/cones be used for parking.

Portmore Way is a two-way public road and parents should drive slowly and carefully when exiting the car park. Please be considerate when parking your vehicle and remember there are children crossing the road and the car park. For the safety of our pupils a pedestrianised walk way has been created. Please do not obstruct this pathway.

MORNING - Please park your car in the car park, or on the right hand side of the access road, i.e. the side nearest the Church and school.

AFTERNOON - Please park your car and come to collect your child from the playground. Never ask a child to go to the car alone. All children not collected from the playground area by the end of the school day will be taken to the school office (inside the main entrance door), under the supervision of a member of staff.

SECURITY

To increase the security of the school building, a lock is fitted to the internal front door by the school office. The gate to the playground is locked during the day. All school doors leading to the playground are locked during the day when the children are not using the playground. Visitors are asked to sign in and out at the office. If a child leaves school with an authorised adult during school hours, the adult is asked to sign the child out in the appropriate book by the school office.

Parents and members of the parish are encouraged to volunteer to help in the classrooms and on outings. As with all staff and governors, all volunteers must be cleared by the **Disclosure and Barring Service (DBS)**.

AFTER SCHOOL CLUBS

St Charles Borromeo is a member of the Elmbridge Region Primary Schools Sports Association – an organisation that arranges fixtures in a variety of sports, including football, netball, cricket, hockey, tag rugby, rounders, lacrosse, athletics and cross country running. There is a netball club which concentrates on providing the children with the skills and match practice required for the enjoyment of the game. The school's Under 10 and Under 11 netball teams play in a local schools' league.

Surrey Football Coaching Centres provide coaching for beginners and intermediate/advanced football players from 5 – 11 years, twice a week and Multisports run an after school club on Thursdays.

The Under 10 and Under 11 football teams play in the local schools' league.

The following clubs ran during the academic year 2021/22. Parents will be informed at the beginning of the Autumn Term which clubs will be running and how to enrol.

Monday	Netball (Years 5 - 6) Street Dance (Reception plus Years 1 – 3) Football (Year 3 - 6)
Tuesday	Art & Craft Club (KS1 / KS2) Tennis Club (Years 1 – 6)
Wednesday	Choir (before school for years 3 – 6) Dodgeball (Years 3 – 6) Spanish (lunchtime for Years 2 – 6)
Thursday	Multisports (Years 1 – 6) Recorder (Years 4 - 6)
Friday	Football (Years 1 – 2) Cross Country (lunchtime for Years 3 – 6) Chess (Years 4 – 6) Street Dance (Years 4 – 6)

PTA – PARENT TEACHER ASSOCIATION

All parents are automatically members of our Parent Teacher Association (PTA). This Association is a thriving one with an active committee. The committee arranges an interesting programme of events, both social and fund-raising, throughout the year to raise money for our many needs. In the past, the money raised by the PTA has provided library shelving, library books, computers, PE equipment, mathematics books, science equipment, a new reading scheme and adventure playground equipment. The PTA has provided funding towards themed weeks as well.

St Charles Borromeo school is very grateful for the support of the parents, both in fundraising and the help they give in the classrooms.



Pupils and staff
celebrating
Rainbow Day in
aid of The
Royal Marsden
Hospital

EXAM AND ASSESSMENT

RESULTS INFORMATION 2021/22

END OF KEY STAGE 2

This table shows the percentage of Year 6 children in the school achieving each stage.

End of Key Stage 2 (Year 6) SATs Results	St Charles Borromeo
Reading – Working Towards Expected Standard	3%
Reading – Expected Standard +	97%
Reading – Higher Standard	43%
Reading – Average Scaled Score	109.1
Reading – Progress	+2.4
Writing – Working Towards the Expected Standard	10%
Writing – Expected Standard +	90%
Writing - Higher Standard	17%
Writing – Progress	+0.9
Spelling, punctuation and grammar (SPaG) – Working Towards Expected Standard	0%
Spelling, punctuation and grammar (SpaG) – Expected Standard	100%

Mathematics – Working Towards Expected Standard	3%
Mathematics – Expected Standard +	97%
Mathematics – Higher Standard	63%
Mathematics – Average Scaled Score	110.7
Mathematics – Progress	+4.6

Reading, Writing and Mathematics combined – Working Towards Expected Standard	10%
Reading, Writing and Mathematics combined – Expected Standard	90%

END OF KEY STAGE 1

This table shows the percentage of Year 2 children in the school achieving each standard.

End of Key Stage 1 (Year 2) SATs Results	St Charles Borromeo
Reading – Working Towards Expected Standard	20%
Reading – Expected Standard +	80%
Reading – Greater Depth	23%

Writing – Working Towards the Expected Standard	43%
Writing – Expected Standard +	57%
Writing – Greater Depth	7%

Mathematics – Working Towards Expected Standard	13%
Mathematics – Expected Standard +	87%
Mathematics – High Standard	17%

Reading, Writing and Mathematics combined – Working Towards Expected Standard	43%
Reading, Writing and Mathematics combined – Expected Standard +	57%
Reading, Writing and Mathematics combined – Greater depth	6%

RESULTS OF YEAR 1 PHONICS SCREENING

% achieving standard	87%
----------------------	-----

RESULTS OF YEAR 2 PHONICS SCREENING

% achieving standard	93%
----------------------	-----

Please follow this link to view the DfE school performance tables website:

<https://www.compare-school-performance.service.gov.uk/school/143372/st-charles-borromeocatholic-primary-school%2c-weybridge/primary>



St Charles Borromeo Catholic Primary School

A Catholic School in the Diocese of Arundel and Brighton

Portmore Way, Weybridge, Surrey KT13 8JD

Telephone: 01932 842617

Email: info@stcharlesb.surrey.sch.uk

www.stcharlesb.surrey.sch.uk

ADMISSIONS POLICY

For admission in 2022-23

Age range for school: 4-11

Expected number on roll in September 2022: 210



The School's admission arrangements (i.e. Policy and Supplementary Information Form) were determined on: 20 January 2021.

Next Review: Autumn 2022

Admissions Policy for admission in 2022/23

St Charles Borromeo Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its governing body as part of the Catholic Church in accordance with the trust deed of the Diocese of Arundel & Brighton, its articles of association, and seeks at all times to be a witness to Jesus Christ.

As a Catholic school, the governors aim to provide a Catholic education for all pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. The governors ask all parents applying for a place to respect this ethos and its importance to the school community.

Although Catholic children have priority of admission, this does not affect the right of an applicant who is not Catholic to apply for a place for their child at the school. The school welcomes applications from those of other denominations and faiths, or of none. The school was set up primarily to serve the Catholic community in the parish of Christ the Prince of Peace, Weybridge.

An outline map of the parish of Weybridge can be seen below:



A zoomable map of the parish can be viewed at: www.abdiocese.org.uk/education/find-a-school

The governing body is the admissions authority and has responsibility for admissions to this school, including setting the priority of admissions when the school is oversubscribed. The Local Authority undertakes the co-ordination of admission arrangements during the normal admission round. The governing body has set its admission number at 30 pupils to be admitted to the Reception Year in the school year which begins in September 2022.

Visiting the School

Parents/carers are encouraged to visit our school in order to find out more about how we work and the education we offer. Parents/carers are welcome to arrange a visit by contacting the school admissions officer on 01932 842617. However, such visits do not form part of the process of deciding which children are to be offered a place at the school.

Pupils with an Education Health and Care Plan (*see note a.*)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted.

Where this takes place before the allocation of places under these arrangements, this will reduce the number of places available to other children.

Oversubscription Criteria:

At any time where there are more applications for places than the number of places available, places will be offered according to the following order of priority:

1. Catholic looked after children or previously looked after children (*see notes b. & c.*).
2. Catholic children with a brother or sister (*see note f.*) at the school at the time of admission, resident in the parish of Christ the Prince of Peace, Weybridge (*see note h.*).
The application must be supported with a certificate of Catholic baptism or reception into the Catholic Church (see note c.).
3. Catholic children with a brother or sister (*see note f.*) at the school at the time of admission, who are not resident in the parish of Christ the Prince of Peace, Weybridge (*see note h.*).
The application must be supported with a certificate of Catholic baptism or reception into the Catholic Church (see note c.).
4. Catholic children without a brother or sister (*see note f.*) at the school at the time of admission, resident in the parish of Christ the Prince of Peace, Weybridge (*see note h.*).
The application must be supported with a certificate of Catholic baptism or reception into the Catholic Church (see note c.).
5. Catholic children without a brother or sister (*see note f.*) at the school at the time of admission, who are not resident in the parish of Christ the Prince of Peace, Weybridge (*see note h.*). *The application must be supported with a certificate of Catholic baptism or reception into the Catholic Church (see note c.).*
6. Other looked after children or previously looked after children (*see note b.*).
7. Catechumens, Candidates for Reception into the Church and children who are members of an Orthodox Church (*see note d. & e.*).
If application is being made for a place at the school where the parent/carer is a Catechumen or Candidate for reception into the Church, evidence of their being a member of the Catechumenate of a Catholic Church or a Candidate for reception will be required. Proof of acceptance into the catechumenate, and evidence for a candidate, should be by letter from the appropriate priest.

Applications for children from an Orthodox Church must be supported with a certificate of baptism and a letter confirming membership of the applicable Orthodox Church, signed by the appropriate priest.
8. Other children with a brother or sister (*see note f.*) at the school at the time of admission.
9. Children of other Christian denominations (*see note k.*) whose membership is evidenced by a minister of religion.
The application must be supported by a letter confirming membership of the Christian denomination, signed by the minister of religion.
10. Children of other faiths (*see note l.*) whose membership is evidenced by a religious leader.
The application must be supported by a letter confirming membership of that faith, signed by the faith leader.
11. Any other children.

Final Tiebreaker:

Priority will be given to children living closest to the school determined by the shortest distance (*see note j.*).

Application Procedure

To apply for a place at this school in the normal admissions round, you should complete and return the following two forms:

The COMMON APPLICATION FORM (CAF)

All applications for places **must** be made on the Common Application Form which is available either from the Local Authority (where the parent lives) or through that Local Authority's website. For a valid application, the completed CAF **must** be returned either online or in the paper form by **15 January 2022**.

The school's SUPPLEMENTARY INFORMATION FORM (SIF)

This is available from the school and the school website and allows the governors to put all applicants in order of priority for admission in line with the published admission policy.

If you are expressing a preference for a place for your child at this school and wish to apply in connection with one of the faith criteria, you need to complete the SIF.

If you do not complete the SIF and return it to the school with all supporting documents by the closing date, your child may not be placed in the appropriate faith criterion. This is likely to affect your child's chance of being offered a place.

For a Reception Year admission in the normal admissions round for the year 2022-23, the completed SIF, together with all supporting documents including proof of address, should be returned to the school by **15 January 2022**. Note: If the school receives an incomplete SIF, this might affect your child's chance of being offered a place.

Proof of address: Governors will only accept the following as proof of address:

- Most recent Council Tax Statement or Utility Bill
- For rented accommodation: a tenancy agreement for a minimum of six months.
- For recent house move: an exchange of contract with confirmation of the completion date must be received before the Surrey closing date for co-ordinated admissions of 15 January 2022. For house moves that take place after 15 January, a new address will only be accepted once the move has taken place and only if evidence that the family has moved in to the property is received before 11 February 2022.

Note: If parents are unable to provide proof of address as outlined above then alternative evidence must be sent. The school reserves the right to make further checks and to ask for further documentation if required.

The address to be used for the initial allocation of places will be the child's address at the closing date for application. Changes of address may be considered in line with Surrey's coordinated scheme if there are exceptional reasons behind the change, such as if a family has just moved to the area. The address to be used for waiting lists, after the initial allocation, will be the child's current address. Any offer of a place on the basis of address is conditional upon the child living at the appropriate address at the relevant date. Applicants have a responsibility to notify Surrey County Council of any change of address.

You are advised to keep copies of the forms for your records (whether completed online/on paper).

Late Applications

All pieces of paperwork should be returned before the published closing dates referenced above. You are encouraged to ensure that your application is received on time.

Any late applications will be dealt with in accordance with the Local Authority's Co-ordinated Admissions Scheme.

Deferred entry

Schools are required to provide for the admission of all children in the September following their fourth birthday. The parent/carer has the following options where the governing body has offered the child a place at the school. The parent/carer can decide either:

- a) That the child starts school full-time in the September following their fourth birthday with their natural academic cohort; or
- b) To defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year; or
- c) That the child starts school on a part-time basis until later in the school year but not beyond the point at which they reach compulsory school age.

Admission of Children Outside their Normal Age Group

Please note that it is the view of the Government, the Diocese, the LA and the Governing Body of this school that a child is educated alongside his/her age equivalent peers, in almost all cases.

Should a parent/carer request to have a decelerated entry to school, that is to start later than other children in their chronological age group, they should initially apply for a school place in accordance with the deadlines that apply for their child's chronological age.

If the request is accepted, the application for the normal year group may be withdrawn before a place is offered. The parent/carer will be required to apply in the usual way the following year, along with the cohort of applicants for that year group. It should be noted that the application will not receive priority over or above any other applicant for this year group and the application will be considered alongside all other applicants to the school.

If a parent/carer requests to have an accelerated entry to school ie to start earlier than other children in the chronological age group, they should initially apply for a school place at the same time that other families are applying for that cohort. If the governing body agrees for the child to have an accelerated entry, the application will be processed. If it is not agreed for the child to have an accelerated entry they will be invited to apply again in the following year for the correct cohort.

In relation to the request, decisions are made on the basis of the circumstances of each case and in the best interests of the child. The governing body will expect the parent/carer to supply them with appropriate information and evidence. What the governing body will take into account will include:

- Views of parent/carer
- Information relating to the child's academic, social and emotional development, where relevant
- Medical history and the views of a medical professional
- Any previous history of being educated outside of their normal age group
- If the child may naturally have fallen into a lower age group if it were not for being born prematurely
- View of the headteacher of the school.

Please note that parents/carers do not have the right to insist that their child is admitted to a particular age group. It is the governing body who, having considered the circumstances of each individual case, will make a decision. The governing body will set out clearly for the parents/carers concerned the reasons for their decision in each case.

If the parent/carer is unhappy with a decision about which year group their child will be admitted to, the following applies. Parents/carers who are refused a place at a school for which they have applied have the right of appeal to an independent admission appeal panel. However, there is not a right of appeal if the child has been offered a place and it is not in the year group the parent/carer would like. In such cases, the parent/carer could make a complaint through the school's complaint procedure.

Waiting Lists

In addition to their right of appeal, if a place is not offered because of over-subscription, the child's name will be placed on a waiting list. The list will be in the descending hierarchical order of the categories in the admissions criteria. The list will continue for the year group until the end of the academic year. If a place is offered and declined the child's name will be removed from the waiting list.

Parents/carers who wish their child's name to remain on a waiting list beyond this time are requested to contact the school in writing **by the end of July 2023**.

It should be noted that no matter how long a child's name has been on the waiting list, his or her position on the list may change if the school adds a child's name to the list, which has a higher priority according to the oversubscription criteria. The school is also under a duty to admit children who are presented for admission under the Local Authority's 'Fair Access Protocol'. These children must take precedence over any children already on the waiting list.

In Year Admissions

The oversubscription criteria in this admission policy will also apply to applications made outside the normal age of entry to primary education (Reception Year) i.e. in succeeding years or during the academic year.

By latest 31 August 2022, the school's website will set out how in-year applications will be dealt with from 1 September 2022 to 31 August 2023. This will include how parents/carers can apply for a school place, when parents/carers will be notified of the outcome of their application and details about the right to appeal.

Applications for places other than for the start of the Reception Year should be made directly to the school and the Local Authority contacted. The school's Supplementary Information Form should be completed and returned to the school. If there is a vacancy in the relevant year group and no other family has applied for it, the school will allocate a place as soon as possible. If there is no vacancy, or if the number of applications is greater than the number of vacancies, the governors will at once establish a waiting list for the relevant Year Group, or add the applicant's name to an already established waiting list. Places will be offered to applicants whose names appear on the waiting list strictly on the basis of the oversubscription criteria.

Offer of a Place

The Local Authority will inform you of your allocated place on the national offer date of 16 April 2022. Note: If this day falls on the weekend/bank holiday, it will be the first working day after.

Appeals

If your child is not offered a place at St Charles Borromeo Catholic Primary School, Weybridge you have the right to appeal against that decision to an Independent Appeal Panel (set up in accordance with sections 88

and 94 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 Service at Surrey County Council: [surrey.gov.uk/school appeals](http://surrey.gov.uk/school%20appeals) or by email to: surrey.schoolappeals@surreycc.gov.uk. Appeals should be lodged no later than 20 school days after the National Offer Day for primary schools (**16 April 2022**). Completed paperwork must be received by the school no later than 17 May 2022, and will be heard within 40 school days. The appeals system is operated independently from the school. Parents/carers have the right to make oral representations to the Appeal Panel.

Late application appeals will be heard within 30 school days of the appeal being lodged.

In-year applications will be heard within 30 school days of the appeal being lodged.

Fair Access Protocol (FAP)

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 locally agreed protocol. Alternatively, where a FAP headteacher panel is in place, the governing body may authorise the headteacher (or nominated representative) to partake in placement decisions under the LA agreed FAP. The governing body has this power even where admitting the child would mean exceeding the published admission number.

Giving the school false information

If a parent/carer is found to have supplied false or incorrect information to gain a place at this school, the governing body reserves the right to withdraw any offer of a place even if the child has already started school. An example of false or incorrect information would be the use of an address that is not the child's normal residence.

Notes (these form part of the admission arrangements):

- a. An **'Education, Health and Care Plan'** is a plan made by the Local Authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
- b. A **'Looked after child'** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (i) in the care of a local authority or (ii) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school. A **'Previously looked after child'** is a child who was looked after but ceased to be so because he or she was adopted or became subject to a child arrangement order or special guardianship order. Previously looked after children also includes those children 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. A child will be regarded as having been in state care outside of England if they were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. The parent/carer will need to provide evidence to demonstrate that the child was in state care outside of England and left that care as a result of being adopted.
- c. **'Catholic'** means a member of a Church in full communion with the See of Rome. This includes the Latin Rite (Roman Catholics) and the Eastern Catholic Churches (see Appendix 3 of the Diocesan Admissions Guidance for a list of Churches in full communion with the See of Rome). This will normally be evidenced by a certificate of Baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received into the Church if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).
For a child to be treated as Catholic, evidence of baptism or reception into the Church will be required. In terms of an application to this school, a child will not be treated as Catholic if the date for baptism or the ceremony of acceptance into the Catholic Church is after the closing date for applications. 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 laws of the Church.

- d. **‘Catechumen’** means a person who wishes to be baptised and has been accepted into the Order of Catechumens through the appropriate liturgical rite. **‘Candidate’** means a baptised member of a non-Catholic denomination who is preparing for admission into full communion with the Catholic Church. Proof of acceptance into the catechumenate, and evidence for a candidate should be by a letter from the appropriate priest.
- e. **‘Orthodox Churches’** are those eastern Churches not in full communion with the Catholic Church, who have retained the Catholic tradition regarding the sacraments. In this group are included (for the purpose of admissions) members of other Churches which the Apostolic See judges to be in the same position as the aforesaid eastern Churches as far as the sacraments are concerned. Membership is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
- f. **‘Brother or sister’**: For admission to this school, a brother or sister is defined as a natural brother or sister (i.e. another child of the same parents, whether living at the same address or not), or a half-brother/ half-sister or a step-brother/ step-sister or an adoptive or foster brother/ sister, living at the same address. A child will be given a ‘brother or sister’ priority if they have a brother or sister at the school at the time of the child’s admission.
- g. **Parents/Carers**: A parent/carer means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.
- h. **Parish Boundaries**: For the purposes of the admission arrangements for the year 2022-23, the parish boundaries are as shown on the map in this policy. A zoomable map is available at: www.abdiocese.org.uk/education/find-a-school
- i. **Multiple Births**: In the event of applications from parents/carers relating to children of multiple births (e.g. twins or triplets etc.), the governing body will admit twins and all siblings from multiple births where one of the children is the last child ranked within the school’s published admission number.
- j. **Distance**: Distance will be measured in a straight line from the child’s home address to the nearest gate for pupils to use at the school using the Local Authority’s computerised measuring system.
A child’s home address is considered to be a residential property that is the child’s only/main residence and not an address that is sometimes used due to certain domestic/special arrangements. The address must be the pupil’s home address that applies at the closing date for applications and which is either owned by the child’s parent, parents, or guardian OR leased or rented by the child’s parent, parents or guardian under a lease or written rental agreement OR, if it is a relative’s address or temporary address, it is the ‘main place of residence’. If parents live separately but share responsibility for the child, and the child lives at two different addresses during the week, the ‘home address’ will be regarded as the one at which the child sleeps for the majority of weekday nights. If two addresses are provided, the Local Authority will decide which address should be used as the main residence for the purpose of processing the application as they only accept one current address. Parents/carers must notify the school about any address changes during the application deadlines to ensure all applications are treated in the same way.
- In some cases, applicants who live in the same block of flats may share the same address point. In such cases, applicants will be considered to be living equidistant from the school. In the unlikely event that any two or more children live equidistant from the school, and in all other ways have equal eligibility for a place, the names will be issued a number and drawn randomly to decide which child receives priority. This will be supervised by a person independent of the school.
- k. **‘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.
All members of Churches Together in England and of Churches Together in Wales 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.
- l. **‘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.



St Charles Borromeo Catholic Primary School

A Catholic School in the Diocese of Arundel and Brighton

Portmore Way, Weybridge, Surrey KT13 8JD

Telephone: 01932 842617

Email: info@stcharlesb.surrey.sch.uk

www.stcharlesb.surrey.sch.uk

ADMISSIONS POLICY For admission in 2023-24

Age range for school: 4-11

Expected number on roll in September 2023: 210



Admissions Policy for admission in 2023–24

St Charles Borromeo Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its governing body as part of the Catholic Church in accordance with the trust deed of the Diocese of Arundel & Brighton, its articles of association, and seeks at all times to be a witness to Jesus Christ.

As a Catholic school, the governors aim to provide a Catholic education for all pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. The governors ask all parents applying for a place to respect this ethos and its importance to the school community.

Although Catholic children have priority of admission, this does not affect the right of an applicant who is not Catholic to apply for a place for their child at the school. The school welcomes applications from those of other denominations and faiths, or of none. The school was set up primarily to serve the Catholic community in the parish of Christ the Prince of Peace, Weybridge.

An outline map of the parish of Weybridge can be seen below:



A zoomable map of the parish can be viewed at: www.abdiocese.org.uk/education/find-a-school

The governing body is the admissions authority and has responsibility for admissions to this school, including setting the priority of admissions when the school is oversubscribed. The Local Authority undertakes the co-ordination of admission arrangements during the normal admission round. The governing body has set its admission number at 30 pupils to be admitted to the Reception Year in the school year which begins in September 2023.

Visiting the School

Parents/carers are encouraged to visit our school in order to find out more about how we work and the education we offer. Parents/carers are welcome to arrange a visit by contacting the school admissions officer on 01932 842617. However, such visits do not form part of the process of deciding which children are to be offered a place at the school.

Pupils with an Education Health and Care Plan (see note a.)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted.

Where this takes place before the allocation of places under these arrangements, this will reduce the number of places available to other children.

Oversubscription Criteria:

At any time where there are more applications for places than the number of places available, places will be offered according to the following order of priority:

1. Catholic looked after children or previously looked after children (*see notes b. & c.*).
2. Catholic children with a brother or sister (*see note f.*) at the school at the time of admission, resident in the parish of Christ the Prince of Peace, Weybridge (*see note h.*).
The application must be supported with a certificate of Catholic baptism or reception into the Catholic Church (see note c.).
3. Catholic children with a brother or sister (*see note f.*) at the school at the time of admission, who are not resident in the parish of Christ the Prince of Peace, Weybridge (*see note h.*).
The application must be supported with a certificate of Catholic baptism or reception into the Catholic Church (see note c.).
4. Catholic children without a brother or sister (*see note f.*) at the school at the time of admission, resident in the parish of Christ the Prince of Peace, Weybridge (*see note h.*).
The application must be supported with a certificate of Catholic baptism or reception into the Catholic Church (see note c.).
5. Catholic children without a brother or sister (*see note f.*) at the school at the time of admission, who are not resident in the parish of Christ the Prince of Peace, Weybridge (*see note h.*).
The application must be supported with a certificate of Catholic baptism or reception into the Catholic Church (see note c.).
6. Other looked after children or previously looked after children (*see note b.*).
7. Catechumens, Candidates for Reception into the Church and children who are members of an Orthodox Church (*see note d. & e.*).
If application is being made for a place at the school where the parent/carer is a Catechumen or Candidate for reception into the Church, evidence of their being a member of the Catechumenate of a Catholic Church or a Candidate for reception will be required. Proof of acceptance into the catechumenate, and evidence for a candidate, should be by letter from the appropriate priest.
Applications for children from an Orthodox Church must be supported with a certificate of baptism and a letter confirming membership of the applicable Orthodox Church, signed by the appropriate priest.
8. Other children with a brother or sister (*see note f.*) at the school at the time of admission.
9. Children of other Christian denominations (*see note k.*) whose membership is evidenced by a minister of religion.
The application must be supported by a letter confirming membership of the Christian denomination, signed by the minister of religion.
10. Children of other faiths (*see note l.*) whose membership is evidenced by a religious leader.
The application must be supported by a letter confirming membership of that faith, signed by the faith leader.
11. Any other children.

Final Tiebreaker:

Priority will be given to children living closest to the school determined by the shortest distance (*see note j.*).

Application Procedure

To apply for a place at this school in the normal admissions round, you should complete and return the following two forms:

1. The **COMMON APPLICATION FORM** (CAF)

All applications for places **must** be made on the Common Application Form which is available either from the Local Authority (where the parent lives) or through that Local Authority's website. For a valid application, the completed CAF **must** be returned either online or in the paper form by **15 January 2023**.

2. The school's **SUPPLEMENTARY INFORMATION FORM** (SIF)

This is available from the school and the school website and allows the governors to put all applicants in order of priority for admission in line with the published admission policy.

If you are expressing a preference for a place for your child at this school and wish to apply in connection with one of the faith criteria, you need to complete the SIF.

If you do not complete the SIF and return it to the school with all supporting documents by the closing date, your child may not be placed in the appropriate faith criterion. This is likely to affect your child's chance of being offered a place.

For a Reception Year admission in the normal admissions round for the year 2023-24, the completed SIF, together with all supporting documents including proof of address, should be returned to the school by **15 January 2023**. Note: If the school receives an incomplete SIF, this might affect your child's chance of being offered a place.

Proof of address: Governors will only accept the following as proof of address:

- Most recent Council Tax Statement or Utility Bill
- For rented accommodation: a tenancy agreement for a minimum of six months.
- For recent house move: an exchange of contract with confirmation of the completion date must be received before the Surrey closing date for co-ordinated admissions of 15 January 2023. For house moves that take place after 15 January, a new address will only be accepted once the move has taken place and only if evidence that the family has moved in to the property is received before 11 February 2023.

Note: If parents are unable to provide proof of address as outlined above then alternative evidence must be sent. The school reserves the right to make further checks and to ask for further documentation if required.

The address to be used for the initial allocation of places will be the child's address at the closing date for application. Changes of address may be considered in line with Surrey's coordinated scheme if there are exceptional reasons behind the change, such as if a family has just moved to the area. The address to be used for waiting lists, after the initial allocation, will be the child's current address. Any offer of a place on the basis of address is conditional upon the child living at the appropriate address at the relevant date. Applicants have a responsibility to notify Surrey County Council of any change of address.

You are advised to keep copies of the forms for your records (whether completed online/on paper).

Late Applications

All pieces of paperwork should be returned before the published closing dates referenced above. You are encouraged to ensure that your application is received on time.

Any late applications will be dealt with in accordance with the Local Authority's Co-ordinated Admissions Scheme.

Deferred entry

Schools are required to provide for the admission of all children in the September following their fourth birthday. The parent/carers has the following options where the governing body has offered the child a place at the school. The parent/carers can decide either:

- a) That the child starts school full-time in the September following their fourth birthday with their natural academic cohort; or
- b) To defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year; or
- c) That the child starts school on a part-time basis until later in the school year but not beyond the point at which they reach compulsory school age.

Admission of Children Outside their Normal Age Group

Please note that it is the view of the Government, the Diocese, the LA and the Governing Body of this school that a child is educated alongside his/her age equivalent peers, in almost all cases.

Should a parent/carer request to have a decelerated entry to school, that is to start later than other children in their chronological age group, they should initially apply for a school place in accordance with the deadlines that apply for their child's chronological age.

If the request is accepted, the application for the normal year group may be withdrawn before a place is offered. The parent/carer will be required to apply in the usual way the following year, along with the cohort of applicants for that year group. It should be noted that the application will not receive priority over or above any other applicant for this year group and the application will be considered alongside all other applicants to the school.

If a parent/carer requests to have an accelerated entry to school ie to start earlier than other children in the chronological age group, they should initially apply for a school place at the same time that other families are applying for that cohort. If the governing body agrees for the child to have an accelerated entry, the application will be processed. If it is not agreed for the child to have an accelerated entry they will be invited to apply again in the following year for the correct cohort.

In relation to the request, decisions are made on the basis of the circumstances of each case and in the best interests of the child. The governing body will expect the parent/carer to supply them with appropriate information and evidence. What the governing body will take into account will include:

- Views of parent/carer
- Information relating to the child's academic, social and emotional development, where relevant
- Medical history and the views of a medical professional
- Any previous history of being educated outside of their normal age group
- If the child may naturally have fallen into a lower age group if it were not for being born prematurely
- View of the headteacher of the school.

Please note that parents/carers do not have the right to insist that their child is admitted to a particular age group. It is the governing body who, having considered the circumstances of each individual case, will make a decision. The governing body will set out clearly for the parents/carers concerned the reasons for their decision in each case.

If the parent/carer is unhappy with a decision about which year group their child will be admitted to, the following applies. Parents/carers who are refused a place at a school for which they have applied have the right of appeal to an independent admission appeal panel. However, there is not a right of appeal if the child has been offered a place and it is not in the year group the parent/carer would like. In such cases, the parent/carer could make a complaint through the school's complaint procedure.

Waiting Lists

In addition to their right of appeal, if a place is not offered because of over-subscription, the child's name will be placed on a waiting list. The list will be in the descending hierarchical order of the categories in the admissions criteria. The list will continue for the year group until the end of the academic year. If a place is offered and declined the child's name will be removed from the waiting list.

Parents/carers who wish their child's name to remain on a waiting list beyond this time are requested to contact the school in writing **by the end of July 2024**.

It should be noted that no matter how long a child's name has been on the waiting list, his or her position on the list may change if the school adds a child's name to the list which has a higher priority according to the oversubscription criteria. The school is also under a duty to admit children who are presented for admission under the Local Authority's 'Fair Access Protocol'. These children must take precedence over any children already on the waiting list.

In Year Admissions

The oversubscription criteria in this admission policy will also apply to applications made outside the normal age of entry to primary education (Reception Year) i.e. in succeeding years or during the academic year.

By latest 31 August 2023, the school's website will set out how in-year applications will be dealt with from 1 September 2023 to 31 August 2024. This will include how parents/carers can apply for a school place, when parents/carers will be notified of the outcome of their application and details about the right to appeal.

Applications for places other than for the start of the Reception Year should be made directly to the school and the Local Authority contacted. The school's Supplementary Information Form should be completed and returned to the school. If there is a vacancy in the relevant year group and no other family has applied for it, the school will allocate a place as soon as possible. If there is no vacancy, or if the number of applications is greater than the number of vacancies, the governors will at once establish a waiting list for the relevant Year Group, or add the applicant's name to an already established waiting list. Places will be offered to applicants whose names appear on the waiting list strictly on the basis of the oversubscription criteria.

Offer of a Place

The Local Authority will inform you of your allocated place on the national offer date of 17 April 2023. Note: National Offer Date is usually 16 April. However, in 2023-24, this day falls on a weekend/bank holiday so it is the first working day after.

Appeals

If your child is not offered a place at St Charles Borromeo Catholic Primary School, Weybridge you have the right to appeal against that decision to an Independent Appeal Panel (set up in accordance with sections 88 and 94 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 Service at Surrey County Council: surrey.gov.uk/school appeals or by email to: surrey.schoolappeals@surreycc.gov.uk. Appeals should be lodged no later than 20 school days after the National Offer Day for primary schools (**17 April 2023**). Completed paperwork must be received by the school no later than 17 May 2023, and will be heard within 40 school days. The appeals system is operated independently from the school. Parents/carers have the right to make oral representations to the Appeal Panel.

Late application appeals will be heard within 30 school days of the appeal being lodged.

In-year applications will be heard within 30 school days of the appeal being lodged.

Fair Access Protocol (FAP)

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 locally agreed protocol. Alternatively, where a FAP headteacher panel is in place, the governing body may authorise the headteacher (or nominated representative) to partake in placement decisions under the LA agreed FAP. The governing body has this power even where admitting the child would mean exceeding the published admission number.

Giving the school false information

If a parent/carer is found to have supplied false or incorrect information to gain a place at this school, the governing body reserves the right to withdraw any offer of a place even if the child has already started

school. An example of false or incorrect information would be the use of an address that is not the child's normal residence.

Notes (these form part of the admission arrangements):

- a. An **'Education, Health and Care Plan'** is a plan made by the Local Authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
- b. A **'Looked after child'** has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (i) in the care of a local authority or (ii) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school. A **'Previously looked after child'** is a child who was looked after but ceased to be so because he or she was adopted or became subject to a child arrangement order or special guardianship order. Previously looked after children also includes those children 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. A child will be regarded as having been in state care outside of England if they were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. The parent/carer will need to provide evidence to demonstrate that the child was in state care outside of England and left that care as a result of being adopted.
- c. **'Catholic'** means a member of a Church in full communion with the See of Rome. This includes the Latin Rite (Roman Catholics) and the Eastern Catholic Churches (see Appendix 3 of the Diocesan Admissions Guidance for a list of Churches in full communion with the See of Rome). This will normally be evidenced by a certificate of Baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received into the Church if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).
For a child to be treated as Catholic, evidence of baptism or reception into the Church will be required. In terms of an application to this school, a child will not be treated as Catholic if the date for baptism or the ceremony of acceptance into the Catholic Church is after the closing date for applications. 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 laws of the Church.
- d. **'Catechumen'** means a person who wishes to be baptised and has been accepted into the Order of Catechumens through the appropriate liturgical rite. **'Candidate'** means a baptised member of a non-Catholic denomination who is preparing for admission into full communion with the Catholic Church. Proof of acceptance into the catechumenate, and evidence for a candidate should be by a letter from the appropriate priest.
- e. **'Orthodox Churches'** are those eastern Churches not in full communion with the Catholic Church, who have retained the Catholic tradition regarding the sacraments. In this group are included (for the purpose of admissions) members of other Churches which the Apostolic See judges to be in the same position as the aforesaid eastern Churches as far as the sacraments are concerned. Membership is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
- f. **'Brother or sister'**: For admission to this school, a brother or sister is defined as a natural brother or sister (i.e. another child of the same parents, whether living at the same address or not), or a half-brother/ half-sister or a step-brother/ step-sister or an adoptive or foster brother/ sister, living at the same address. A child will be given a 'brother or sister' priority if they have a brother or sister at the school at the time of the child's admission.
- g. **Parents/Carers**: A parent/carer means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.
- h. **Parish Boundaries**: For the purposes of the admission arrangements for the year 2023-24, the parish boundaries are as shown on the map in this policy. A zoomable map is available at: www.abdiocese.org.uk/education/find-a-school
- i. **Multiple Births**: In the event of applications from parents/carers relating to children of multiple births (e.g. twins or triplets etc.), the governing body will admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's published admission number.
- j. **Distance**: Distance will be measured in a straight line from the child's home address to the nearest gate for pupils to use at the school using the Local Authority's computerised measuring system.
A child's home address is considered to be a residential property that is the child's only/main residence and not an address that is sometimes used due to certain domestic/special arrangements. The address must be the pupil's home address that applies at the closing date for applications and which is either owned by the child's parent, parents, or guardian OR leased or rented by the child's parent, parents or guardian under a lease or written rental agreement OR, if it is a relative's address or temporary address, it is the 'main place of residence'. If parents live separately but share responsibility for the child, and the child lives at two different addresses during the week, the 'home address' will be regarded as the one at which the child sleeps for the majority of weekday nights. If two addresses are provided, the Local Authority will decide which address should be used as the main residence for the purpose of processing the application as they only accept one current address. Parents/carers must notify the school about any address changes during the application deadlines to ensure all applications are treated in the same way.
In some cases, applicants who live in the same block of flats may share the same address point. In such cases, applicants will be considered to be living equidistant from the school. In the unlikely event that any two or more children live equidistant from the school, and in all other ways have equal eligibility for a place, the names will be issued a number and drawn randomly to decide which child receives priority. This will be supervised by a person independent of the school.
- k. **'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.

All members of Churches Together in England and of Churches Together in Wales 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.

I. **'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.

NURSERY ADMISSIONS POLICY 2022/23

A child will be eligible for admission to the Nursery class in the term after they turn 3 years old. Admission is subject to an application being made and places being available.

There are 26 full time equivalent places in the Nursery (see note f), with each session lasting 3 hours. These will be allocated according to the criteria below and not whether the applicant requires a 15 or 30 hours place. We offer three different models for the allocation of these places subject to availability. The models we offer are:-

- Full Day Place, AM & PM Session (30 Hours) 8.50 AM – 3.20 PM (see note e)
- AM Sessions 5 mornings a week (15 Hours) 8.50AM - 11.50AM
- PM Sessions 5 afternoons a week (15 Hours) 12.20PM – 3.20PM

Specific numbers for each type of place will be decided, depending on demand, and will be at the Local Governing Admissions Committee's discretion and according to this Admission Policy.

Where a family does NOT qualify for 30 hours per week of free early years education but expresses an interest in and takes up the offer of the 30 hours, they will be liable for the cost of 15 hrs childcare per week to be charged at the published rate determined by the Local Governing Admissions Committee. Please see:

<https://www.surreycc.gov.uk/schools-and-learning/childcare-professionals/funding-for-childcare-professionals/providing-plus-15-hours-of-free-childcare> for more details on the qualification criteria.

The Local Authority has delegated the admission of Nursery children to the Local Governing Committee of the school. Parents wishing to apply for a place must complete the application form and submit it directly to St Charles Borromeo when their child is two years old or in accordance with the dates set by the Local Governing Committee, if different. In order to be considered for the initial allocation of Nursery places for September 2022 the Nursery Application Form should be returned to the school office by 31st January 2022.

Places will be offered in accordance with the following order of priority:

1. Catholic looked after children or previously looked after children (see notes a & b).
2. Catholic children with a brother or sister (see note d) at the school at the time of application, resident in the parish of Christ the Prince of Peace (see note c). The application must be supported with a certificate of Catholic baptism or reception into the Catholic Church (see note b).
3. Catholic children with a brother or sister (see note d) at the school at the time of application, who are not resident in the parish of Christ the Prince of Peace (see note c). The application must be supported with a certificate of Catholic baptism or reception into the Catholic Church (see note b).
4. Catholic children without a brother or sister (see note d) at the school at the time of application, resident in the parish of Christ the Prince of Peace (see note c). The application must be supported with a certificate of Catholic baptism or reception into the Catholic Church (see note b).
5. Catholic children without a brother or sister at the school at the time of application, who are not resident in the parish of Christ the Prince of Peace. The application must be supported with a certificate of Catholic baptism or reception into the Catholic Church.
6. Other looked after children or previously looked after children.

7. Other children with a brother or sister at the school at the time of application.

8. All other children.

Please note Nursery education is a non-statutory provision and there is therefore no right of appeal against the admission authority's decision.

The Governors expect that parents applying for places for their children will accept and uphold the Catholic character and ethos of the school.

In the event of over-subscription of any of the above categories, preference will be given to those children living closest to the school. The distance is measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey, to the nearest school gate available for pupils to use. This is calculated using the Admission and Transport Team's Geographical Information System.

Where the Nursery is oversubscribed it will maintain a waiting list in criteria order.

The needs of the child are our priority. The final decision on the number of hours a child is able to attend and his or her pattern of attendance, rests with the Headteacher.

Notes

Whilst we will endeavour to accommodate parents' requested preferences, (i.e. am or pm, 15 hrs or 30 hrs), this may not always be possible.

Parents will be advised of a place for September 2022 entry before the end of the Spring Term 2022. If places are still available, applications will be accepted up to the end of the first Autumn half term for immediate entry, for children who are 3 years old prior to Sept 1st 2022. For entry to the Nursery in January 2023, should places be available, parents will be notified by the preceding November.

Children attending St Charles Borromeo Nursery, who joined in January 2022, will continue their Nursery education in September 2022, if it is the parents' wish. Our Admission Policy criteria above will be applied if a parent wishes to change from afternoon to morning, from morning to afternoon and from morning/afternoon to full time for the September place.

ADMISSION TO THE SCHOOL'S NURSERY DOES NOT GUARANTEE ADMISSION TO THE RECEPTION CLASS AT OUR SCHOOL. Applications for Reception must be made on a separate application through Surrey County Council and be submitted by the statutory deadline in order to be considered.

a. A 'Looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (i) in the care of a local authority or (ii) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school. A 'Previously looked after child' is a child who was looked after but ceased to be so because he or she was adopted or became subject to a child arrangement order or special guardianship order.

b. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Latin Rite (Roman Catholics) and the Eastern Catholic Church. This will normally be evidenced by a certificate of Baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received into the Church if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family). For a child to be treated as Catholic, evidence of baptism or reception into the Church will be required.

c. Parish Boundaries: For the purposes of the admission arrangements for the year 2022/23, the parish boundary of Christ the Prince of Peace is available on the school's website, or from the school office.

d. 'Brother or sister': For admission to this school, a brother or sister is defined as a natural brother or sister (i.e. another child of the same parents, whether living at the same address or not), or a half-brother/ half-sister or a step-brother/ step-sister or an adoptive or foster brother/ sister, living at the same address. A child will be given a 'brother or sister' priority if they have a brother or sister at the school at the time of the child's application.

e. 30 hour provision is 8.50 am – 2.50 pm. However, if you would like a full day, finishing at 3.20 pm there will be an additional charge per week. If a child is full-time, they will be required to bring in a packed lunch.

f. The 26 full time equivalent places in the Nursery can be either 30 hours full time or all morning sessions or all afternoon sessions of 3 hours each, Monday to Friday. The school will make every effort to accommodate your preference but this cannot be guaranteed.

Reviewed: Summer 2021



St. Charles Borromeo
CATHOLIC PRIMARY SCHOOL
AND NURSERY

**Nursery
Admission Policy**

2023-2024

St Charles Borromeo Mission Statement

We will **grow** in our Catholic faith by praying and worshipping together.

We will work hard so that we can **learn** and be the best that we can be.

We will **work** together in our families, school, and parish and with those both near and far to make our world a better place for us all.

We will **follow** the example of Jesus and his teachings in all that we say and do.

Nursery Admission Policy 2023/2024

A child will be eligible for admission to the Nursery class in the term after they turn 3 years old. Admission is subject to an application being made and places being available.

There are 26 full time equivalent places in the Nursery (see note f), with each session lasting 3 hours. These will be allocated according to the criteria below and not whether the applicant requires a 15 or 30 hours place. We offer three different models for the allocation of these places subject to availability. The models we offer are:-

- Full Day Place, AM & PM Session (30 Hours) 8.50 AM – 3.20 PM (see note e)
- AM Sessions 5 mornings a week (15 Hours) 8.50AM - 11.50AM
- PM Sessions 5 afternoons a week (15 Hours) 12.20PM – 3.20PM

Specific numbers for each type of place will be decided, depending on demand, and will be at the Local Governing Admissions Committee's discretion and according to this Admission Policy.

Where a family does NOT qualify for 30 hours per week of free early years education but expresses an interest in and takes up the offer of the 30 hours, they will be liable for the cost of 15 hrs childcare per week to be charged at the published rate determined by the Local Governing Admissions Committee. Please see:

<https://www.surreycc.gov.uk/schools-and-learning/childcare-professionals/funding-for-childcare-professionals/providing-plus-15-hours-of-free-childcare> for more details on the qualification criteria.

The Local Authority has delegated the admission of Nursery children to the Local Governing Committee of the school. Parents wishing to apply for a place must complete the application form and submit it directly to St Charles Borromeo when their child is two years old or in accordance with the dates set by the Local Governing Committee, if different. In order to be considered for the initial allocation of Nursery places for September 2023 the Nursery Application Form should be returned to the school office by 31st January 2023.

Places will be offered in accordance with the following order of priority:

1. Catholic looked after children or previously looked after children (*see notes a & b*).
2. Catholic children with a brother or sister (*see note d*) at the school at the time of application, resident in the parish of Christ the Prince of Peace (*see note c*). The application must be supported with a certificate of Catholic baptism or reception into the Catholic Church (*see note b*).
3. Catholic children with a brother or sister (*see note d*) at the school at the time of application, who are not resident in the parish of Christ the Prince of Peace (*see note c*). The application must be supported with a certificate of Catholic baptism or reception into the Catholic Church (*see note b*).

4. Catholic children without a brother or sister (*see note d*) at the school at the time of application, resident in the parish of Christ the Prince of Peace (*see note c*). The application must be supported with a certificate of Catholic baptism or reception into the Catholic Church (*see note b*).
5. Catholic children without a brother or sister at the school at the time of application, who are not resident in the parish of Christ the Prince of Peace. The application must be supported with a certificate of Catholic baptism or reception into the Catholic Church.
6. Other looked after children or previously looked after children.
7. Other children with a brother or sister at the school at the time of application.
8. All other children.

Please note Nursery education is a non-statutory provision and there is therefore no right of appeal against the admission authority's decision.

The Governors expect that parents applying for places for their children will accept and uphold the Catholic character and ethos of the school.

In the event of over-subscription of any of the above categories, preference will be given to those children living closest to the school. The distance is measured in a straight line from the address point of the pupil's house, as set by Ordnance Survey, to the nearest school gate available for pupils to use. This is calculated using the Admission and Transport Team's Geographical Information System.

Where the Nursery is oversubscribed it will maintain a waiting list in criteria order.

The needs of the child are our priority. The final decision on the number of hours a child is able to attend and his or her pattern of attendance, rests with the Headteacher.

Notes:

Whilst we will endeavour to accommodate parents' requested preferences, (i.e. am or pm, 15 hrs or 30 hrs), this may not always be possible.

Parents will be advised of a place for September 2023 entry before the end of the Spring Term 2023. If places are still available, applications will be accepted up to the end of the first Autumn half term for immediate entry, for children who are 3 years old prior to Sept 1st 2023. For entry to the Nursery in January 2024, should places be available, parents will be notified by the preceding November.

Children attending St Charles Borromeo Nursery, who joined in January 2023, will continue their Nursery education in September 2023, if it is the parents' wish. Our Admission Policy criteria above will be applied if a parent wishes to change from afternoon to morning, from morning to afternoon and from morning/afternoon to full time for the September place.

ADMISSION TO THE SCHOOL'S NURSERY DOES NOT GUARANTEE ADMISSION TO THE RECEPTION CLASS AT OUR SCHOOL. Applications for admission to Reception must be made on a separate application through Surrey County Council and be submitted by the statutory deadline in order to be considered.

a. A '**Looked after child**' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (i) in the care of a local authority or (ii) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school. A '**Previously looked after child**' is a child who was looked after but ceased to be so because he or she was adopted or became subject to a child arrangement order or special guardianship order. Previously looked after children also includes those children 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. A child will be regarded as having been in state care outside of England if they

were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. The parent/carer will need to provide evidence to demonstrate that the child was in state care outside of England and left that care as a result of being adopted.

b. **‘Catholic’** means a member of a Church in full communion with the See of Rome. This includes the Latin Rite (Roman Catholics) and the Eastern Catholic Churches (see Appendix 3 of the Diocesan Admissions Guidance for a list of Churches in full communion with the See of Rome). This will normally be evidenced by a certificate of Baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received into the Church if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family). For a child to be treated as Catholic, evidence of baptism or reception into the Church will be required.

c. **Parish Boundaries:** For the purposes of the admission arrangements for the year 2023/24, the parish boundary of Christ the Prince of Peace is available on the school’s website or from the school office.

d. **‘Brother or sister’:** For admission to this Nursery, a brother or sister is defined as a natural brother or sister (i.e. another child of the same parents, whether living at the same address or not), or a half-brother/ half-sister or a step-brother/ step-sister or an adoptive or foster brother/ sister, living at the same address. A child will be given a ‘brother or sister’ priority if they have a brother or sister at the school at the time of the child’s application.

e. **30 hour provision** is 8.50 am – 2.50 pm. However, if you would like a full day, finishing at 3.20 pm, there will be an additional charge per week. If a child is full-time, they will be required to bring in a packed lunch.

f. The 26 full time equivalent places in the Nursery can be either 30 hours full time or all morning sessions or all afternoon sessions of 3 hours each, Monday to Friday. The school will make every effort to accommodate your preference but this cannot be guaranteed.

Reviewed: January 2022

Any additional policies referred to can be viewed/downloaded from the school website (www.stcharlesb.surrey.sch.uk). Printed copies are available on request from the school office (tel. 01932 842617 or email info@stcharlesb.surrey.sch.uk)

All policies should be read in conjunction with central policies of Xavier CET which can be viewed/downloaded from xavercet.org.uk



Our School

Our school isn't just a building
Though each person in it's a brick.
It's more than breeze blocks and mortar
That make up the Spirit of St Charles.

It's a centre for learning
A place for caring
A place for sharing, playing together.
Like a garden in which children blossom and grow.

It's a place for teams
Football, netball, cross country
Athletics and top of the form.
Teamwork in class too
For Marble treats.

It's a place for success
With goals to aim for.
Where the lessons don't
Begin and end with the National Curriculum
We have Science weeks,
Arts Weeks, clubs,
Visits and visitors.

It's a place where there's time
For Assemblies, Masses and Celebrations
For the mind, body and spirit
To achieve their potential.

It's a place where we aspire
Not to have more but to be more.
Where we support each other
Through the good times and
Through the difficult times.

Our school isn't just a building
It lives and breathes
Through all of us.



St. Charles Borromeo

CATHOLIC PRIMARY SCHOOL
AND NURSERY