



ADMISSIONS POLICY 2018/19

'United through Jesus in Faith, Love and Learning'

The Governing Body of St. Paul's Catholic Primary School is responsible for all admissions. The Governors welcome applications from all who seek an education for their child(ren) based on the values expressed in our Mission Statement. The ethos of this school is founded on Catholic tradition and practice while seeking to be inclusive in its expression. This does not affect the right of parents who are not of the faith of the school to apply for and be considered for a place here. We ask all parents applying for a place here to respect this ethos and its importance to the school community.

Admission Number

The Governing Body of St. Paul's Catholic Primary School will admit to the school in the academic year 2018/2019 up to **45 children** whose fifth birthday falls between 1 September 2018 and 31 August 2019.

Entry dates for 2018/19

The Governing Body will offer a full time school place to children who meet the school's Admission Criteria for the September following their fourth birthday; parents of children whose fifth birthday falls between 1 September 2018 and 31 August 2019 must apply by the closing date of **15 January 2018**.

(See paragraphs on 'Starting School' and 'Admission of Children Outside their normal Age Group')

Admissions Procedure

Co-ordinated Admission Scheme

Local Authorities (LA) co-ordinate the admission process for all state-funded schools in their area. This school is in West Berkshire LA. The co-ordinated scheme ensures that every parent who has applied for a place for their child in the normal admission round receives an offer of only one place on the same day. Offers of places will be made on behalf of the school by the relevant Local Authority on **16 April 2018**.

To apply for a place at this school, 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 from your Local Authority (including online) – see www.westberks.gov.uk/primaryadmissions if you live in West Berkshire, or see the website of the Local Authority in whose area you live, e.g. Reading, Wokingham etc. For a valid application the **CAF must be returned to the applicant's home Local Authority** either in the paper form or online. Guidance on how to do this can be found in the relevant local authority's Guide to Primary School Admissions or consolidated prospectus.

The completed CAF must be received by the LA on or before the deadline of 15 January 2018 (i.e. by 23.59 on 15 January 2018)

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

The LA Co-ordinated Admissions Scheme and the Statutory Admissions Code allow for schools with a religious character to request that parents complete a separate **Supplementary Information Form**. This school has a religious character. Please note that whilst completion of a **SIF** is not compulsory, it is strongly recommended that you do so if you intend to apply under categories 1-2 and 4-7 (as set out below).

The SIF must be returned to the school office. If a completed SIF and the relevant supporting evidence is not received, your application may not be placed in the correct oversubscription category. The additional information on the **SIF** assists governors in placing applications in the correct oversubscription category. If no **SIF** and relevant evidence (e.g. copy of baptismal certificate) is submitted governors can only rank the application on the basis of the information contained in the Common Application Form. The **SIF** is available from the school and the school website.

The completed SIF and any supporting documents must be received by the School Office on or before the deadline of 15 January 2018 (i.e. by 23.59 on 15 January 2018).

You are advised to make a copy of the two forms for your records.

A separate CAF (and SIF, if applicable) must be completed for each child applying for a place at the school.

PLEASE NOTE that completion/signature of the SIF or obtaining a letter from a minister can take some time if a priest or minister is not readily available to provide these documents. Parents are advised to allow sufficient time to obtain the necessary documentation if it is intended to submit any evidence of religious denomination or Catholic practice.

A copy of the child's birth certificate and proof of address will be requested by the School after places have been offered.

Starting School

By law, children have to be in full-time education by the time they reach compulsory school age, i.e. the prescribed day following their fifth birthday (31 Dec, 31 March or 31 Aug). Exceptionally, parents of children whose fifth birthday falls between 1 April and 31 August 2019 (inclusive) may wish to defer admission until September 2019 and may request admission to Reception (Year R). See section on **Admission of Children Outside their Normal Age Group** below.

The Governing Body will offer a full time school place to children who meet the school's Admission Criteria for the September following their fourth birthday. Where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. Parents can 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 for which the offer was made. Therefore, all children holding places for the Reception class (Year R) in the school year 2018/2019 are expected to be attending full-time by the start of the summer term in April 2019. **Parents with plans to delay their child's start should be encouraged to discuss these with the headteacher to ensure the school is aware of their request.**

Admission of Children Outside their Normal Age Group

Parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group, i.e. to Reception (Year R) rather than Year 1.

Parents of children whose fifth birthday falls between 1st April and 31st August 2019 make may such a request.

It is recommended that before deciding to decelerate a child's admission, parents first contact the school. School staff will be able to explain the provision on offer to children in Year R, how it is tailored to meet the needs of summer born children and how those needs will continue to be met as the children move up through the school. If parents still wish to decelerate their child's admission to school, they must seek approval from the school governors. Parents would be expected to state clearly in writing why they felt deferred admission to Year R was in their child's best interests. Parents should apply in the normal admissions round for a Reception place for September 2018, advising both the school and the LA that they are seeking admission outside their normal age range. If their request is granted, they should withdraw their application and reapply in the normal admissions round for September 2019, requesting a place in Year R. If their request is not granted, the child will be offered a Reception place for September 2018 provided they meet the Admission Criteria.

The Governing Body will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They will also take into account the views of the head teacher of the school concerned. When informing a parent of their decision on the year group the child should be admitted to, the Governing Body will set out clearly the reasons for their decision.

If a request for admission outside the normal age range is granted, the Governing Body will not give an application lower priority on the basis that a child is being admitted out of their normal age group. Parents

have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group. A similar process would be followed if parents of other children (e.g. Gifted and Talented or those affected by illness) were to make a request for admission of the child outside their normal age range.

Children with a Statement of Special Educational Need or an Education, Health and Care Plan

Children who have a Statement of Special Educational Need or an Education, Health and Care Plan (EHC Plan), where the school is named in the Statement or Plan, will be admitted to the school. These children will count towards the Planned Admission Number (PAN).

Over-subscription criteria

If there are more applications than places available, the Governing Body will rank applications in the following order of priority:

1. Baptised Catholic looked after and previously looked after children (*see notes 1 and 2*)
2. Baptised Catholic children (*see note 1*)
3. Other looked after and previously looked after children. (*see note 2*)
4. Members of Eastern Orthodox Churches (*see note 5 and Appendix 1*)
5. Unbaptised children of a baptised Catholic parent (*see note 1*)
6. Members of other Christian Churches. (*see note 5*)
7. Members of other faiths. (*see note 5*)
8. All other applicants.

Priority within the Oversubscription Criteria

Within the foregoing categories the following “tie breakers” will be applied in the following order when ranking applications:

- (i) Within each oversubscription Category above, priority will be given to children with a sibling in the school at the time of application.
- (ii) For applicants in Categories 1, 2 and 5, the ranking will give priority to children of families who are practising Catholics in the following order: those who practice regularly; those who practice occasionally; those who practice irregularly. Practice is defined as attendance at Sunday (or Saturday evening) Mass. The definitions of regularity of practice are:
“Regularly” means weekly attendance at Sunday (or Saturday evening) Mass
“Occasionally” means at least monthly attendance at Sunday (or Saturday evening) Mass
“Irregularly” means less than monthly attendance at Sunday (or Saturday evening) Mass.
- (iii) Within each oversubscription Category above, priority will be given to the applicant whose permanent home address is nearest to the school. (*See note 4*). *Distance will be measured in a straight line from the front door of the child’s home address (including flats) to the main entrance of the school by the local authority using a computerised measuring system, with those living closer to the school receiving the higher priority.*
This information on distance is provided to the governing body by the local authority; distances are not measured by the governing body.

In the unlikely event that two applications are ranked equally, including in distance from home to school random allocation will be used. This process will be supervised by an independent person, usually an appropriate officer of the local authority.

Multiple Births

The governing body will admit twins and multiple birth siblings when to admit more than one would mean breaching the infant class size limit or the Published Admission Number (PAN).

In-year applications

Applications for admissions to other year groups will be considered by the Admissions Committee of the Governing Body. The maximum number of places per year group is 45 if there are vacancies in the year group then a place will be offered. If there are more applications than places available then the over-subscription criteria will be applied, so completion of a Supplementary Information Form is advised for applications in categories 1 – 2 and 4 – 7.

Fair Access Protocol

All admissions authorities in West Berkshire have agreed a Fair Access Protocol which operates in- year to ensure that children who have no school place are placed in a suitable school as quickly as possible. An admission under the protocol takes precedence over the waiting list.

Waiting list

The waiting list is maintained by the Local Authority. This waiting list is ranked in accordance with our oversubscription criteria as given above and places that do become available will be allocated in accordance with these criteria. The waiting list is re-ranked every time an application is received. The list is kept for one academic year, after which all names will be removed and parents will be required to reapply should they wish to remain on the waiting list. No account is taken of the time an applicant has been on the waiting list.

Late or inaccurate applications

Late applications will be dealt with after the allocations for applications received on time have been made. A late application is one where the Common Application Form is not received by the Local Authority on or before the deadline (**15 January 2018**). Where a Supplementary Information Form and supporting documents are not received by the School Office on or before the deadline (**15 January 2018**), the information provided late will not be considered in ranking the application i.e. the governing body will consider only the information provided on the Common Application Form.

Where there are exceptional reasons for late submission of an application, those reasons should be explained in writing to the local authority and the governing body, via the School Office. The governing body will then determine whether or not the application should be treated as a late application or as if received on time. Exceptional circumstances *may* include illness or bereavement or late arrival into the area or the country. Being unaware of the deadline will not in itself be an exceptional circumstance unless accompanied by some other factor such as the parent's difficulty in reading and writing English.

All applications for admission between September 2018 and July 2019 will be considered using the Admissions Policy for 2018/19.

Withdrawing offers or places

Any child offered a school place based on fraudulent or intentionally misleading information is likely to have the offer or a place withdrawn.

An offer can only be withdrawn if:

- it has been offered in error
- a parent has not responded within a reasonable time
- the application was fraudulent or intentionally misleading.

If the child has already started school, the place can only be withdrawn if it was fraudulently obtained.

Notes (these form part of the admission arrangements)

Note 1: For the purposes of these admissions arrangements, a Catholic means a person baptised in a church which is in communion with the See of Rome or a person received into the Catholic Church. (please see Appendix 1 for a full list of these churches). Evidence of Baptism must be provided.

Note 2: 'A looked after child' has the same meaning as in Section 22(1) of the Children Act 1989 and means any child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function (e.g. child with foster parents) at the time of making an application to a school.

'Previously looked after children' are children who were looked after, but ceased to be so because they were adopted. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders) or became subject to a child arrangements order¹⁸ or special guardianship order (19). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians). '

The evidence required in support of applications in Categories 1 and 3 will be set out by the Local Authority.

Note 3: Sibling: For the purposes of these admissions arrangements a sibling is a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent's / carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

Note 4: The child's **permanent home address** is defined as the address where the child lives for the majority the week with his or her parents/legal guardians/carers at the closing date for applications.

Note 5: Membership of **other Christian denominations** or **other faiths** must be evidenced by a letter confirming membership of that Christian denomination or faith and signed by the appropriate minister of religion or faith leader.

Other Christian denominations are those which are full members of "Churches Together in England"; a list of the member churches can be seen at www.cte.org.uk

Note 6: Proof of address: This will usually be a copy of a Council Tax bill, utility bill or other official document.

Note 7: At the time this Admission Policy was approved, places were offered in the following categories for admission to the reception class in academic year 2016/2017: (See 2016/17 Policy for categories. Some changes to categories have been made in preparing this Policy.)

Cat.1: 0 Cat.2: 34 Cat.3: 0 Cat.4: 0 Cat.5: 0 Cat.6: 0 Cat.7: 1 Cat.8: 9 Cat.9: 0 Cat.10: 0

Appeals

Parents have the right of appeal against the Governing Body's decision to an independent Appeal Panel set up by West Berkshire Council. If parents wish to appeal they must contact the council on 01635 519684 for an appeal form. The completed appeal form should be sent, as soon as possible after the letter of refusal has been received, to:

Admission Appeal
West Berkshire Council
Market Street
Newbury
Berkshire
RG14 5LD

Telephone 01635 519684

Details of the timetable for appeals will be posted on the school's website by 28 February 2017.

St. Paul's whole school community (all staff, governors, parents and volunteers working in the school) is committed to safeguarding and promoting the welfare of children.

Policy approved by the Governing Body on: **14th December 2016**

Signed:.....Anne Dennehy & Pat Prime (Co-Chair of Governors).....

Appendix 1

Traditions	Catholic Churches (Churches in Communion with the See of Rome)	Orthodox and other non-Catholic Churches (Churches NOT in Communion with the See of Rome)
Western (Roman)	Roman Catholic Church	Churches of the Protestant Reformation Church of South India (Non-St Thomas Christians)
Alexandrian	Coptic Catholic Church Ethiopian Catholic Church – includes Eritrean Catholic Church	Coptic Orthodox Church Ethiopian Orthodox Church Eritrean Orthodox Church
Antiochean (West Syrian)	Syrian Catholic Church (Syro) Maronite Catholic Church Syro-Malankar Catholic Church	Syrian Orthodox Church None Malankara Orthodox Syrian Church St Thomas Christians: - Indian Orthodox Church - Orthodox Syrian (Jacobite) Church - Mar Thoma Syrian Church Church of South India (St Thomas Christians) Malabar Independent Syrian Church of Thozhiyoor
Armenian	Armenian Catholic Church	Armenian Apostolic (Orthodox) Church
Chaldean (East Syrian)	Chaldean Catholic Church Syro-Malabar Catholic Church	Assyrian Church of the East St Thomas Christians: - Syrian Malabarese Church - Syro-Chaldean Church
Constantinopolitan (Byzantine)	Albanian (Byzantine) Catholic Church Belarussian Catholic Church Bulgarian (Byzantine) Catholic Church Georgian Catholic Church Albanian Orthodox Church Belarussian Orthodox Church Bulgarian Orthodox Church Georgian Orthodox Church Greek Orthodox Church (Greek Greek (Hellenic) Catholic Church Greek-Melkite Catholic Church Hungarian (Byzantine) Catholic Church Italo-Albanian (Byzantine) Catholic Church Church of the Byzantines of the Diocese of Krizevci (Byzantine Catholics in former Yugoslavia) Macedonian Catholic Church Romanian (Greek) Catholic Church Russian Catholic Church Ruthenian (Byzantine) Catholic Church Slovak (Greek) Catholic Church Ukrainian (Greek) Catholic Church	Albanian Orthodox Church Belarussian Orthodox Church Bulgarian Orthodox Church Georgian Orthodox Church Greek Orthodox Church (Greekspeaking); Cypriot Orthodox Church Greek Orthodox Church (Arabic speaking) Hungarian Orthodox Church None Serbian Orthodox Church Macedonian Orthodox Church Romanian Orthodox Church Russian Orthodox Church Ruthenian Orthodox Church; Orthodox Church in America American Carpatho-Rusyn Orthodox Church Slovak Orthodox Church Ukrainian Orthodox Church