



Catholic Diocese of Portsmouth

United Through Jesus in Faith, Love and Learning

Admission Policy 2023/24

St Paul's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will always be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its instrument of government and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

Admission Number

The governing body is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round¹. The governing body has set its admission number at 45 pupils to the reception year group in the school year which begins in September 2023/24

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN")

Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)

The admission of pupils with a Statement of Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or 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.

Entry dates for 2023/24

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 2023 and 31 August 2024 must apply by the closing date of **15 January 2023**

(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 2023**.

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 2023 (i.e. by 23.59 on 15 January 2023)

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 based on 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 2023 (i.e. by 23.59 on 15 January 2023).

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.

Oversubscription Criteria

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 and previously looked after children. *(see notes 2&3)*
2. Catholic children. *(see note 3)*
3. Other looked after and previously looked after children. *(see note 2)*
4. Members of an Eastern Christian Church. *(see note 4)*
5. Unbaptised children of a Catholic parent *(see note 3)*
6. Children of other Christian denominations whose membership is evidenced by a minister of religion. *(see note 5)*
7. Children of other faiths whose membership is evidenced by a religious leader. *(see note 6)*
8. Any other children.

Priority within the Oversubscription Criteria

Within each of the categories listed above, the following provision will be applied.

- (i) Within each oversubscription Category above, the attendance of a brother or sister at the school at the time of application will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made (see note 7).
- (ii) Within each oversubscription Category above, priority will be given to the applicant whose permanent home address is nearest to the school. *(See notes 9 & 10). 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.

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 fourth birthday falls between 1 April and 31 August 2023 (inclusive) may wish to defer admission until September 2024 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 2023/2024 are expected to be attending full-time by the start of the summer term in April 2024 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 fourth birthday falls between 1st April and 31st August 2023 may make such a request by contacting the school admissions officer at St Paul's Catholic Primary School, City Road, Reading SG31 4SZ – telephone number 0118 9422 003.

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 2023, 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 2024, requesting a place in Year R. If their request is not granted, the child will be offered a Reception place for September 2023 provided they meet the Admission Criteria.

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

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

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made to the school by contacting the school admissions officer at St Paul's Catholic Primary School, City Road, Reading RG31 4SZ – telephone number 0118 9422 003.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see below).

You will be advised of the outcome of your application in writing, within 15 days of receipt, and you have the right of appeal to an independent appeal panel

Fair Access Protocol

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. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

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.

Inclusion in the school's waiting list does not mean that a place will eventually become available.

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 2023). Where a Supplementary Information Form and supporting documents are not received by the School Office on or before the deadline (15 January 2023), 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 2022 and July 2023 will be considered using the Admissions Policy for 2022/23.

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 - A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. 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.

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 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".

'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's Act 2002 (see section 46 adoption orders) or became subject to a child arrangements order¹⁸ or special guardianship order¹⁹. 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 - 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. 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 living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their parish priest who, can consult with the diocesan Catholic Academies and Schools Office if they need further guidance.

Note 4- 'Eastern Christian Church' includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

Note 5 - "Children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge 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 CYTŪN 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.

Note 6 - "Children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above 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.

Note 7: Siblings (brother or sister) includes:

- (i) all-natural brothers and sisters, half brothers and sisters, adopted brothers and sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address, and
- (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

Note 8 - A 'parent' 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.

Note 9: A child's "home address" refers to the address where the child usually lives with a parent or carer and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

A 'parent' 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.

Note 10: Proof of address: This will usually be a copy of a Council Tax bill, utility bill or other official document.

Note 11: At the time this Admission Policy was approved, places were offered in the following categories for admission to the reception class in academic year 2021/22: (See 2021/22 Policy for categories. Some changes to categories have been made in preparing this Policy.)

Cat.1: 0 Cat.2: 11 Cat.3: 11 Cat.4: 1 Cat.5: 0 Cat.6: 1 Cat.7: 1 Cat.8: 5 Cat.9: 3 Cat.10: 12

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 2022.

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.

APPENDIX 1 Catholic Churches

This table lists all Catholic churches and the Traditions from which they come, as well as giving an indication of the major non-Catholic churches to which they are related. This does not attempt to be an exhaustive list in relation to the non-Catholic churches. In both cases an attempt has been made to show (in brackets) some alternative names by which the same Church is known.

Traditions	Catholic Churches in full communion with the See of Rome	Eastern Christian Churches
Western (Roman)	Latin Catholic Church	Church of South India (CSI) (Non-St Thomas Christians)
Alexandrian	Coptic Catholic Church	Coptic Orthodox Church
	Ethiopian Catholic Church ('Gheez rite')	Ethiopian Orthodox Church
	Eritrean Catholic Church ¹	Eritrean Orthodox Church
Antiochean (West Syrian)	Syrian Catholic Church	Syrian Orthodox Church
	(Syro-)Maronite Catholic Church	None
	Syro-Malankar Catholic Church	Malankara Orthodox Syrian Church St Thomas Christians: Indian Orthodox Church; Orthodox Syrian (Jacobite) Church; Mar Thoma Syrian Church; Malabar Independent Syrian Church of Thozhiyoor; Church of South India (CSI) (St Thomas Christians)
Armenian	Armenian Catholic Church	Armenian Apostolic (Orthodox) Church
Chaldean (East Syrian)	Chaldean Catholic Church	Assyrian Church of the East
	Syro-Malabar Catholic Church	St Thomas Christians: Syrian Malabarese Church; Syro-Chaldean Church
Constantinopolitan (Byzantine)	Albanian (Byzantine) Catholic Church	Albanian Orthodox Church
	Belarussian Catholic Church	Belarussian Orthodox Church
	Bulgarian (Byzantine) Catholic Church	Bulgarian Orthodox Church
	Georgian Catholic Church	Georgian Orthodox Church
	Greek (Hellenic) Catholic Church	Greek Orthodox Church (Greek speaking); Cypriot Orthodox Church
	Greek-Melkite Catholic Church	Greek Orthodox Church (Arabic speaking)
	Hungarian (Byzantine) Catholic Church	Hungarian Orthodox Church
	Italo-Albanian (Byzantine) Catholic Church	None
	Church of the Byzantines of the Diocese of Krizevci (Krizevci Catholic Church) (Byzantine Catholics in former Yugoslavia)	Serbian Orthodox Church
	Macedonian Catholic Church	Macedonian Orthodox Church
	Romanian (Greek) Catholic Church	Romanian Orthodox Church
	Russian Catholic Church	Russian Orthodox Church
	Ruthenian (Byzantine) Catholic Church	Ruthenian Orthodox Church; Orthodox Church in America (OCA) American Carpatho-Rusyn Orthodox Church
	Slovak (Greek) Catholic Church	Slovak Orthodox Church; Orthodox Church in America (OCA); American Carpatho-Rusyn Orthodox Church
	Ukrainian (Greek) Catholic Church	Ukrainian Orthodox Church; Orthodox Church in America (OCA)

St Paul's Catholic Primary School
ADMISSIONS POLICY 2023/24

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