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## **Admission Arrangements 2016-2017**

Policy Reference:	A1
Responsibility:	Full Governing Body
Reviewed by:	Admission Committee
This Review:	March 2015
Next Review Due:	March 2016
Cycle:	Annual
Ratified by Full Governing Body on:	23.03.2015
Signed:	
Dr Chris Richardson	Chair of Governors

***With Christ as our guide and example we celebrate the uniqueness of the individual.***

***Together we will try to:***

***Learn from Jesus;***

***Love like Jesus;***

***Live like Jesus.***

St Patrick's Catholic Primary School, is a voluntary aided school. The Governing Body is the admission authority of the school and is responsible for determining the school's admission arrangements.

St Patrick's Catholic Primary School was established and now exists to provide education, first and foremost, for baptised Catholic children who are members of the Parish of Our Lady Help of Christians, Farnborough, although applications are also welcomed from those of other faiths or no faith and will be considered according to the conditions stated in these arrangements.

It is our intention to offer places to baptised Catholic children as a priority. The ethos of this school is Catholic. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the rights of parents who are not of the faith of this school to apply for and be considered for a place here.

Pupils will be admitted to Reception in the school year in which they become five without reference to ability or aptitude. The published admissions number (PAN) for the Reception class at St. Patrick's Catholic Primary School for September 2016 is 30 children (boys and girls). The school will admit 30 children to Reception in September 2016 (See paragraph overleaf regarding deferred entry).

We are able to admit 3 additional children into Year 3 each September. In-year applications into Year 3 can be considered from mid-June 2016 for the 3 additional spaces available in Year 3. In-Year application forms should be collected from and submitted back to the school office. The oversubscription criteria also apply to these applications and to any applications received during the year for any year group.

Consultation has taken place with the Diocese of Portsmouth Department for Schools (on behalf of the Diocesan trustees), local primary schools, the Local Authority, Admissions Forum, and other interested parties as specified in the Department for Education School Admissions Code in force at the time.

## **APPLICATION PROCEDURE**

Although we are an independent admission authority with our own admission arrangements, we are obliged to follow the Hampshire County Council Coordinated Admissions scheme (HCCCAS) and adhere to their published admissions timescales. Local Authority entry application forms (CR2) should be completed online on the local authority website. Paper forms may be made available by contacting the local authority. St Patrick's Supplementary Information Form will be available from September 2015 from the school, it will be published on the school's website and will also be available from the Local Authority.

Children who have attended St Patrick's Pandas Preschool, (on the school site), are not guaranteed a place at St Patricks Catholic Primary School and must make a separate application for entry to the primary school.

To apply for a Reception place at St Patrick's Catholic Primary School for the school year 2016/2017, parents must ensure the local authority has received a completed CR2 application form by midnight on the national closing date of 15<sup>th</sup> January 2016. Please refer to the County website for information about how to apply, accessing the online application form etc: [www.hants.gov.uk/admissions](http://www.hants.gov.uk/admissions).

**Note: We strongly recommend that the school's Supplementary Information Form (including baptismal certificate, evidence of reception into the Church or letter of dedication where applicable) is also completed and returned to the school by the Hampshire County Council published closing date. In the event of oversubscription, the additional information on the Supplementary Information Form and any baptismal certificate or letter of dedication is used by the Governors in categorising applications, strictly according to the school's admission arrangements. If no Supplementary Information Form is submitted to Governors then the application will be ranked SOLELY on the basis of the information contained in the Local Authority's online entry application form (CR2). Where applicable, the Supplementary Information Form should include the signature of the applicant's parish priest, minister or other faith leader.**

Hampshire County Council will inform parents in writing of the outcome of their application, again in line with published HCCCAS timings.

#### **Late Applications:**

Applications received after the closing date will not be considered until all on time applications have been dealt with. Places for applications received after the deadline will be allocated using the same over-subscription criteria.

#### **Starting School:**

- a) Admission of a child below compulsory school age and deferred entry to school - Pupils born between 1 September 2011 and 31 August 2012 (inclusive) are entitled to full-time schooling from September 2016. Parents can request that their child's admission is deferred until later in the school year (usually at the start of a school term), but not beyond the point they reach compulsory school age, at the beginning of the term following their fifth birthday. Parents can request that their child attends part-time until the child reaches compulsory school age.

An application to defer entry to September 2017 (which is a new school year), would require a *new* application for entry into Year 1 for that school year. This application would be considered in June 2017 (using the oversubscription criteria for 2016-17) with all other out of rounds applications for 2016-17, and there is no guarantee that a place will be offered.

- b) Admission of children outside of their normal age group - Exceptionally, the parent of a child with a date of birth between 1 April 2012 and 31 August 2013 (inclusive), not intending to take up their child's offered Year R place for September 2016, may wish to request admission to Year R (for September 2017) rather than admission to Year 1 (for September 2017). In these circumstances, all relevant factors, including any professional assessment, will be used in considering the request. Parents would be expected to state clearly why they felt admission to Year R (for September 2016) was in their child's best interests. Parents considering such a request should contact the school preferably before or during the application process to ensure that an informed decision is made by the school in the best interests of the child. There is no guarantee that a place will be offered.

All on time applications will be processed according to Hampshire County Council's co-ordinated Scheme.

If an application is received for a place outside of the child's normal year group then a decision on an offer of a place (on an individual basis) will be made subject to professional assessment by the school and local authority and within the oversubscription criteria for 2016/17.

**Over subscription:**

In the event that more applications than places available are received, the Governing Body will consider applications strictly according to the following over-subscription categories, in the following priority order:

- 1) Baptised Catholic<sup>(i)</sup> Looked After Children<sup>(ii)</sup> or Baptised Catholic children who were previously Looked After.
- 2a) Baptised Catholic children who are resident in the Parish of Our Lady Help of Christians, Farnborough and attend Sunday or Saturday evening Mass as confirmed by the priest's signature on the Supplementary Information <sup>(iii)</sup>.
- 2b) Baptised Catholic children who are not resident<sup>(iv)</sup> in the parish but who are members of a worshipping community, as confirmed by the priest's signature on the Supplementary Information Form.
- 3) Other baptised Catholic<sup>(i)</sup> children.
- 4) Other Looked After Children<sup>(ii)</sup> or children who were previously Looked After.
- 5) Children who are members of other Christian churches<sup>(v)</sup>.
- 6) Un-baptised children of a baptised Catholic<sup>(i)</sup> parent. (Parent's baptismal certificate required).
- 7) Children of other faiths.
- 8) All other children.

**Children with a statement of special educational needs or an Education, Health and Care (EHC) plan** The Governors recognise they have a legal obligation to children with approved local authority statements of special educational needs or EHP's and must admit any child whose statement or EHC Plan names the school. Such admissions will count towards the Published Admission Number (PAN) of 30.

**In-Year Fair Access placements by the local authority**

The local authority must ensure that all pupils are placed in schools as quickly as possible. It may therefore sometimes be necessary for a pupil to be placed by the local authority, or a local placement panel acting on behalf of the authority, in a particular school even if there is a waiting list for admission. Such placements will be made in accordance with the provisions of the local authority's In-Year Fair Access Protocol. The Protocol is based on legislation and government guidance. If an admission under the Protocol raises the number on roll above the PAN, no further pupil will be admitted until a place becomes available within the PAN.

**Multiple Birth/Same Cohort Siblings<sup>(vi)</sup>**

If the last pupil offered a place in a Reception year class within the PAN is from a multiple birth or has sibling<sup>(vi)</sup> in the same year group any further siblings<sup>(vi)</sup> will be admitted, if the parents so wish, even though this may raise the intake number above the school's PAN. The PAN will remain unchanged so that no other pupil will be admitted until a place becomes available within the PAN.

### **Tiebreak Criteria**

Should there be more applications than places **within** any of the above categories the following tiebreak criteria will be applied in the order indicated below.

- a) Children with a sibling<sup>(vi)</sup> already attending the school at the time of application. While sibling<sup>(vi)</sup> priority is used as a tiebreak criteria it should be noted that having a child at the school does not automatically guarantee the offer of a place for a subsequent sibling<sup>(vi)</sup>. The oversubscription categories will be strictly applied as detailed above.
- b) Children living the shortest distance from the school. The distance to be measured as a straight line from the child's front door to the main gate of the school. Calculation of distance will be in accordance with the Hampshire Local Authority electronic system (GIS). In the unlikely event of the distance between two applicant's homes and the school being the same, random allocation will be used, which will be supervised by an independent party.

### **Waiting List**

Parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list for that academic year. The waiting list will be operated using the categories listed above. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place. The waiting list will be re-ordered according to the published oversubscription categories each time a child is added. No consideration can be given to the length of time spent on the waiting list. Parents are required to resubmit their application in September each year if they wish their child to remain on the waiting list.

### **Right of Appeal**

In accordance with the 2002 Education Act, parents whose children are refused admission to the school have the right of appeal.

Information on appeals is available from the school office. Parents will be notified in the refusal letter of how an appeal can be lodged. Appeals are heard by panels that are entirely independent of the Governing Body.

Explanatory Notes to the St. Patrick's School admission arrangements 2016/2017

- (i) For the purposes of these admission arrangements, a baptised Catholic means a person baptised in a church which is in union with the See of Rome or a person received into the Catholic Church.
- (ii) A Looked After child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989). Previously Looked After children are children who were Looked After, but ceased to be so because they were adopted (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 order (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) or special guardianship order (See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

- (iii) Oversubscription category 2a takes preference over 2b.
- (iv) "exchange of contracts" can be accepted by schools as proof of residence. Evidence of a properly constituted rent agreement is equally acceptable. The child's permanent residence is where they live, normally including weekends and during the school holidays as well as during the week, and should be used for the application. The permanent address of children who spend part of their week with one parent and part with the other, at different addresses, will be the address at which they spend most of their time.
- (v) 'Other Christian churches' refers to churches that are full members of "Churches Together in England". A list of member churches can be found at [www.cte.org.uk](http://www.cte.org.uk).
- (vi) A sibling is a natural brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister, or the child of a parent/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, or a full or half brother or sister living at a separate address.

Adopted by the Governors on (\*insert date) to cover the academic year  
September 2016 - August 2017

## ST PATRICK'S CATHOLIC PRIMARY SCHOOL, FARNBOROUGH ADMISSION SUPPLEMENTARY INFORMATION FORM 2016/17

St Patrick's School operates its admissions procedure in accordance with the Diocese of Portsmouth and Hampshire Local Authority coordinated scheme. In the event of over-subscription, the Governing Body will consider applications strictly according to the oversubscription categories listed in the school's admission arrangements. The school requires this form to be completed *in addition to* the Local Authority form in order to make a complete application for admission to St Patrick's Catholic Primary School. **This form should be returned to school either in person or by post.** The school's Admission Administrator should be notified in writing, as soon as possible, of any changes to the application after its submission. Information provided is stored in the strictest confidence.

### To be completed by the parent or guardian

Surname of Child: .....

All Other Names: .....(Underline the name by which the child is known)

Permanent Address of Child: .....

Date of Birth : ..... Contact Number : ..... Email: .....

Religion/Faith: ..... OR if not applicable then please tick here

If applicable then please enclose your child's Baptismal Certificate, evidence of reception into the Church or letter of dedication (this will be returned to you). Please ensure that only one box below is completed either by a Catholic Priest OR a minister or equivalent of other Christian denomination or other faith.

Information regarding any siblings currently on roll St. Patrick's Catholic Primary School.

Name:

Date of Birth:

Dates attended:

### DECLARATION:

I confirm that the information on this Supplementary Information Form is correct.

Signature of Parent/Guardian .....

Please also print name of Parent/Guardian ..... Date .....

### To be completed by a Catholic Priest only

The child is a baptised Catholic/has been received into the Catholic Church. Please tick here  if the child attends at Sunday or Saturday evening Mass.

Priest's Name .....

Parish .....

Address .....

Priest's signature ..... Date .....

### To be completed by a minister or equivalent of other Christian denomination or other faith

Name .....

Position held .....

Parish or organisation .....

OR Address .....

Signature ..... Date .....

**NB: Completion of this form does NOT guarantee the applicant will be offered a place at the school. The additional information on this form is used by the Governors in categorising applications in the event of oversubscription, strictly according to the school's admission arrangements. If no supplementary information form is submitted to the Governors then the application will be ranked SOLELY on the basis of the information contained in the local authority's entry application form (CR2) in accordance with the Hampshire County Council coordinated admission scheme (HCCAS).**