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Admission Arrangements 2020-2021

Policy Reference:	A1
Responsibility:	Full Governing Body
Reviewed by:	Admission Committee
This Review:	November 2018
Next Review Due:	November 2019
Cycle:	Annual
Ratified by Full Governing Body on:	
Signed:	
Gerard Owens	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 2020 is 30 children (boys and girls). The school will admit 30 children to Reception in September 2020 (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 2020 for the 3 additional spaces available in Year 3. In-Year application forms should be collected from or downloaded from the website. Application forms should be returned 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 (HCCAS) and adhere to their published admissions timescales. Local Authority entry application forms 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 2019 from the school, it will be published on the school's website and will also be available from the Local Authority.

To apply for a Reception place at St Patrick's Catholic Primary School for the school year 2020/2021, parents must ensure the local authority has received a completed common application form by midnight on the national closing date which will be published prior to the opening of the main admission round in November 2019. Please refer to the County website for information about how to apply, accessing the online application form etc: www.hants.gov.uk/admissions.

We strongly recommend that the school's Supplementary Information Form is also completed and returned to the school by the Hampshire County Council published closing date. If application is being made for a place at the school for a Catholic child, evidence of Catholic baptism or reception into the Church is required. A copy of a certificate of baptism or certificate of reception into full communion of the Catholic Church should be provided at the same time as the Supplementary Information Form is returned to the school.

If application is being made for a place at the school as a member of another Christian denomination or another faith, a letter confirming membership of that Christian denomination or faith and signed by the appropriate minister of religion, or faith leader, will be required. The letter should be provided at the same time as the Supplementary Information Form is returned to the school.

If application is being made for a place at the school for an unbaptised child of a baptised Catholic parent evidence of the parent's Catholic baptism or reception into the Church is required. A copy of the parent's certificate of baptism or certificate of reception into full communion with the Catholic Church should be provided at the same time as the Supplementary Information Form is returned to the school.

If application is being made for a place at the school under category 8 (all other children) there is no requirement to complete the Supplementary Form.

In the event of oversubscription, the additional information on the Supplementary Information Form and any baptismal certificate or letter from a faith leader is used by the governors in categorising applications, strictly according to the school's admission arrangements. If no Supplementary Information Form is submitted then the application will be ranked solely on the basis of information contained in the Local Authority's online application form.

Hampshire County Council will inform parents in writing of the outcome of their application, again in line with published HCCAS 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 2015 and 31 August 2016 (inclusive) are entitled to full-time schooling from September 2020. 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 2021 (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 2021 (using the oversubscription criteria for 2020/21) with all other out of rounds applications for 2020/21, 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 2015 and 31 August 2016 (inclusive), not intending to take up their child's offered Year R place for September 2020, may wish to request admission to Year R (for September 2021) rather than admission to Year 1 (for September 2021). 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 2021) 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.

c) In all other year groups parents may wish to seek a place for their child outside of their normal age group, for example if the child has experienced problems such as ill health. 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 2020/2021.

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

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⁽ⁱ⁾ Children Looked After⁽ⁱⁱ⁾ or Baptised Catholic children who were previously Looked After.
- 2) Baptised Catholic⁽ⁱ⁾ children, who are resident in the Parish of Our Lady Help of Christians, Farnborough. The parish boundaries are available on our website.
- 3) Baptised Catholic⁽ⁱ⁾ children, who are not resident⁽ⁱⁱⁱ⁾ in the parish of Our Lady Help of Christians, Farnborough. The parish boundaries are available on our website.
- 4) Other Children Looked After⁽ⁱⁱ⁾ or children who were previously Looked After.
- 5) Un-baptised children of a baptised Catholic⁽ⁱ⁾ parent. (Parent's baptismal certificate required).
- 6) Children who are members of other Christian denominations^(iv).
- 7) Children of other faiths.
- 8) All other children.

Children with an Education, Health and Care Plan (EHCP) The Governors recognise they have a legal obligation to children with approved EHCPs and must admit any child whose EHCP 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^(v)

If the last pupil offered a place in a Reception year class within the PAN is from a multiple birth or has sibling^(v) in the same year group any further siblings^(v) 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^(v) already attending the school at the time of application. While sibling^(v) 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^(v). 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 2020/2021

- (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 'child looked after' 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. 'Children previously looked after' 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 18 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).
- (iii) 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. "Exchange of contracts" can be accepted by schools as proof of residence. Evidence of a properly constituted rent agreement is equally acceptable.

- (iv) Other Christian Denominations: refers to 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 CYTUN are deemed to be included in this definition. '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
- (v) 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.

**ST PATRICK'S CATHOLIC PRIMARY SCHOOL, FARNBOROUGH
ADMISSION SUPPLEMENTARY INFORMATION FORM 2020/21**

St Patrick's School operates its admissions in accordance with the Diocese of Portsmouth and Hampshire Local Authority coordinated scheme and under the guidance of the Diocese of Portsmouth department for schools. . 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. **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.

If you are expressing a preference for a place for your child at a Catholic school and wish to apply under a faith criteria, you should complete this Supplementary Information Form.

- The completed Supplementary Information Form, together with all supporting documentation (see Notes below) should be returned to the school by the closing date set by the Local Authority for the return of the Common Application Form.
- If you are applying to more than one Catholic school you will need to complete a separate Supplementary Information Form for each school.
- **If you do not complete this form and return it to the school, with all supporting documentation, by the closing date, your child will not be placed in the appropriate faith criteria and this is likely to affect your child's chance of being offered a place.**
- Remember – you **must** also complete the Common Application Form.

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:

NOTE: when completing the Common Application Form and Supplementary Information Form it is important that you provide details of any siblings (brothers or sisters) who will be attending the Catholic school at the proposed time of admission. If this information is not provided, the admission authority of the Catholic school may not be able to place the application within the correct criteria.

Religious Status of child (please indicate by a tick in the appropriate box):

1. Baptised Catholic	
2. Unbaptised child of a baptised Catholic parent	
3. Member of other Christian denomination	
4. Member of other faith	

Catholic parish in which your child lives:

Notes

- 1. Evidence of Catholic baptism/reception** - If application is being made for a place at the school for a Catholic child evidence of Catholic baptism or reception into the Church is required. A copy of a certificate of baptism or certificate of reception into full communion of the Catholic Church should be provided at the same time as this form is returned to the school.
- 2. Other denominations/faiths** - If application is being made for a place at the school as a member of another Christian denomination or another faith a letter confirming membership of that Christian denomination or faith and signed by the appropriate minister of religion or faith leader, will be required. The letter should be provided at the same time as this form is returned to the school.
- 3. Evidence of unbaptised child of a baptised Catholic parent** – If application is being made for a place at the school for an unbaptised child of a baptised Catholic parent evidence of the parent's Catholic baptism or reception into the Church is required. A copy of the parent's certificate of baptism or certificate of reception into full communion with the Catholic Church should be provided at the same time as the Supplementary Information Form is returned to the school.

Checklist -	(tick)
Have you enclosed:	
• Copy of baptism certificate or certificate of reception into the Catholic church (where applicable)	
• Letter confirming membership of a Christian denomination or other faith (where applicable) ?	
• Copy of parent's baptism certificate or certificate of reception into the Catholic church (where applicable)	
Have you completed and returned your local authority's Common Application Form?	

Declaration

Any offer of a place will be on the basis that the information supplied is accurate and up to date. Please read the declaration below and sign the form.

I confirm that I have read the Admissions Arrangements of the school and certify that the information given on this form is correct. I understand that any place offered will be withdrawn if I give false information, even if my child has started at a new school.

Signature of parent/carer:
Print name:
Date:

The data on this form will only be used within the school admissions system and will not be divulged to any third party outside the current Data Protection legislation.

In compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked you to provide on this form.

- 1. We are St Patrick's Catholic Primary School, Avenue Road, Farnborough GU14 7BW**
- 2. Being a Catholic education provider, we work closely with the School's Diocesan Authority, the School's Trustees, the Local Authority, the Catholic Education Service and the Department for Education, and may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions.**

3. The person responsible for data protection within our organisation is Miss V Ryan and you can contact them with questions relating to our handling of the data. You can contact them by telephone on 01252 542511 or by email: enquiries@st-patricks.hants.sch.uk.
4. We require the information we have requested for reasons relating to our functions as the admission authority of the School.
5. It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR).
6. To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
7. It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the GDPR).
8. If the application is successful, the information you have provided on this form will be migrated to the School's enrolment system, and the data will be retained and processed on the basis of the School's fair processing notice and data protection policies which apply to that data.
9. If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the School's data retention policy.
10. To read about individual rights and/or to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation using the complaints policy on the school website. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioners Office via their website at: ico.org.uk.