



Diocese of Clifton

Our Lady of the Rosary Primary School

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'Growing Together in Faith and Understanding'

Admissions Policy for 2018-19

1. Admissions Authority

Our Lady of the Rosary is a Catholic Voluntary Aided Primary School, which was established by the Church to serve the parishes of Our Lady of the Rosary in Lawrence Weston, St Antony's in Henbury and Sacred Heart in Westbury-on-Trym. The Governing Body, acting in accordance with the School Admissions Code, and in consultation with Clifton Diocese and Bristol Local Authority, is responsible for the admission of pupils. A map of the parish boundaries prepared by the Diocese is attached and also available for inspection at the School Office.

2. Ethos

We are an inclusive school following the teachings of the Catholic Church. We ask all those that apply for a place here to respect the ethos of the School and its importance to the School community. This does not affect the right of those who are not of the faith of this School to apply to be considered for a place at the School.

3. Published Admission Number

The Published Admission Number (PAN) for Reception is 30 and this is also the number of places available in other year groups.

Applications for the Reception Class should be submitted to the child's home Local Authority via the **Common Application Form**. For those living in Bristol online applications are preferred on www.bristol-cyps.org.uk/admissions but paper copies can be sent to the Bursar at Our Lady of the Rosary RCVA School, Tide Grove, Lawrence Weston BS11 0PA. A paper copy of the common application form will be available from the School office.

Parents/carers applying on faith grounds are also requested to provide documentary evidence (copy of baptismal certificate) to the school office. In the event that the School is oversubscribed (i.e. more application than places available), the Governors will apply their oversubscription criteria, below. If the evidence for application on faith grounds is not submitted to the School on time, then this may result in the application being considered under a lower priority ranking.

To be considered in the first round of allocations the Common Application form and the Supplementary Evidence, must be submitted by 15 January 2018.

4. Children with a Statement of Special Educational Needs or an Education, Health and Care Plans (EHCP).

There is a different procedure for admission to school for children with a Statement of Special Educational Needs or an EHCP. This is administered by the Local Authority in whose area the family lives. The LA is responsible for issuing the Statement/EHCP and consulting parents/carers and the Governing Body of the School, if a preference has been made for the School, before the school is named in the Statement. Following the consultation, if the School is named then Children with a Statement/EHCP will be allocated a place before the criteria below is applied to all other applicants, if necessary.

5. Oversubscription Criteria

If more applications are received than there are places available, then applications will be ranked in accordance with the following criteria, given in order of priority:

- 5.1 Baptised Catholic, Looked After children at the time of application and Baptised Catholic children who were previously Looked After, but ceased to be so because they were adopted (or became subject to a child arrangements order or a special guardianship order) immediately following having been Looked After.
- 5.2 Baptised Catholic children who will have a sibling in the school at the time of admission and who live within one of the parishes named in 5.3.
- 5.3 Baptised Catholic children who live in the parish of Our Lady of the Rosary in Lawrence Weston, or St Antony's in Henbury or Sacred Heart in Westbury on Trym.
- 5.4 Baptised Catholic children who live outside the parishes mentioned in 5.3 above, who will have a sibling in the school at the time of admission.
- 5.5 Baptised Catholic children who live outside the parishes mentioned in 5.3 above
- 5.6 Looked After Children at the time of application and children who were previously Looked After, but ceased to be so because they were adopted (or became subject to a child arrangements order or a special guardianship order) immediately following having been Looked After .
- 5.7 Children who will have a sibling at the school at the time of their admission.
- 5.8 Children of a Baptised Catholic parent/carer who live within the one of parishes mentioned above.

5.9 Any other children.

In categories 5.1, 5.2, 5.3, 5.4 and 5.5-a copy of a valid baptismal certificate for the child or evidence of baptism must be provided. In 5.8 a copy of the baptismal certificate of the parent must be provided. For any of the oversubscription categories for Baptised Catholics, a copy of a baptismal certificate or equivalent validation should be sent to the school. To be considered in the first round of allocations, it must be submitted by 15 January 2017. The governors may also request sight of the original certificate. Where a certificate is not available, a statement from a member of the clergy, confirming that the person (or in their opinion has) been baptised or received into the Catholic Church, must be provided.

6. Tie Breaker

Priority within each category will be determined as follows: the initial ranking of applications will be equal between the three parishes named in 5.3.

If two or more applications cannot be separated by applying the oversubscription criteria then the ranking of those applications will be decided by the drawing of lots. This will be undertaken by governors and it will be supervised by a person independent of the school.

7. Reception Class Waiting List

A waiting list of those still seeking a place will be held by the School until 31st December 2018 after which time it will be discarded. If places become available, they will be filled in accordance with the oversubscription criteria in section 4 above. Each child added to the waiting list will require the list to be ranked again in line with the published over-subscription criteria.

8. In-Year Applications

In Year application forms are available from the school office. Applications which are made during the year for any year group will be considered by the Admissions Panel. If there are any vacancies the applications will be ranked against the oversubscription criteria listed above.

9. Late Applications

Applications submitted after the closing date will be processed in accordance with the Coordinated Admission Scheme of the child's home Local Authority.

9A. Multiple births

Where one child of a multiple birth qualifies for a place, the other child(ren) will also be offered a place, even if the school has to exceed the Published Admission Number. This would be a permitted exception to Infant Class Limits.

10. Appeals Procedure

Parents have the right of appeal against the refusal by the Governing Body to admit their child. All Appeals must be made in writing to the **Clerk to the Governors at the school** . Appeals will be arranged and conducted in accordance with the **School Admission Appeals Code**.

11. Admissions of children outside their normal age group

Applications from parents/carers who would like their child to be admitted to a year group outside of their chronological age year group, will be considered. The reasons for the request must be given in writing, along with any supporting evidence, and sent to the school. Parents/carers of summer born children (born on or between 1 April and 31 August) can ask the school to admit their child into the Reception year, one year after they would normally enter the school. Decisions will be made on the basis of the circumstances of each case and in the best interests of the child.

Where a request for a child to be admitted outside their normal age group is agreed in principle, that enables a child to be included as part of the next years Reception Intake allocations, the parent/carer will also need to complete a LA Common Application Form and the application will then be processed in accordance with these arrangements and over-subscription criteria where applicable.

12. Deferred Entry, full and part-time attendance

Where a parent/carer has actually been offered a place at the school:

- i) The child is entitled to a full-time place in the September following their fourth birthday.
- ii) Where parents/carers wish, children may attend part-time until later in the school year, but not beyond the point at which they reach compulsory school age
- iii) Parents/carers 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.

Definitions

Sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the 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.

To be considered as a brother or sister, a child must be living at the same address for the majority of the time* as a full, half, step or adoptive brother or sister. A step brother/sister is defined as a child who is not necessarily related biologically (including Foster children) but is living in the same household for the majority of the time* at the address considered to be the address of the child for whom the application is made.

*A child must be living at an address for at least 50% of the time to be considered as living there for the majority of the time. The brother or sister must be attending (or is expected by the school and/or Bristol City Council to be attending) the school at the time of admission.

Looked After Children are children who are (a) in the care of the 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) at the time an application to a school is made.

For Previously looked after children:

- 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)

- 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
- 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).

Baptised Catholic Children in the context of the Admissions Policy means a child baptised as a Roman Catholic in a Church which is in Communion with the See of Rome.

The Policy was determined (i.e. ratified) by the Governing Body on 23rd February 2016 and will be reviewed annually.