



## DIOCESE OF CLIFTON

**School of Christ the King Catholic Primary School**  
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**Website: <http://www.ctlk.education>**

**Headteacher: Mr Matthew Condon**

### **Admissions Policy for 2018/2019**

#### **1. INTRODUCTION**

School of Christ the King Primary School is a Catholic voluntary aided primary school, which was established by the Church to serve the parish of Christ the King. **The school is relatively small where every child is treated as an individual and is sustained by a warm ethos, and outstanding spiritual environment. Christian faith and values are at the heart of the school.**

A map of the parish is available for viewing on request from the school office and is attached to this policy. The purpose of this policy is to ensure that the Governors acting as the admission authority undertake admissions in a fair and equal manner in line with the school's trust deed and Catholic ethos. This policy has been drawn up according to the School Admissions Code and in consultation with Clifton Diocese and the Bristol Local Authority.

#### **2. ADMISSION NUMBER**

The Published Admission Number for the Reception Year Group is 30. This is also the number of places available in all other year groups.

#### **3. APPLICATION AND ADMISSION FOR RECEPTION**

Pupils are usually admitted in the September of the school year in which they reach their fifth birthday. A parent/carer offered a place may defer their child's admission until they reach compulsory school age but not beyond the beginning of the final term of the school year for which the offer was made. If a parent/carer wishes a deferment they should indicate so when accepting any offer of a place.

Children born in the summer (1 April to 31 August) and whose parent/carer does not wish them to start school until the term after their 5th birthday will have to make a separate in-year application for Year 1 for the following academic year unless the school has agreed that that joining a lower year group is in the best interests of the child. Parent/carers wanting to delay their child's admission by a year, will need to write to the school (providing any additional supporting evidence) to formally request delayed admission into the Reception Year. They should also complete a Local Authority common application form for admission to reception in the academic year 2018/2019 and if the request is approved by governors in principle, the oversubscription criteria will be applied, if necessary.

Where offered a place, the child is entitled to a full-time place in the September following their fourth birthday and parents/carers can also insist that their child attends part-time until the child reaches compulsory school age. Where a child attends school part-time, this would normally be for five morning sessions or five afternoon sessions each week as agreed with the school.

Applications for a place at the school should be made using the **Home Local Authority's (LA) Common Admissions form and must be returned to the Home LA**. For those living in Bristol, it should be returned to **Schools Admissions Department**, Bristol City Council, PO Box 57, Bristol BS99 7EB or application may be made via the Bristol LA [www.bristol.gov.uk/primaryadmissions](http://www.bristol.gov.uk/primaryadmissions) application service. The application must be submitted by the 15<sup>th</sup> January 2018 to be considered in the first round of allocations. In order to assist the Governors in applying their oversubscription criteria, applicants wishing to be considered under any of the faith based criteria should also complete the **schools supplementary information form obtainable directly from the school. This should be returned directly to the school. For the first round of allocations this should be returned by 15<sup>th</sup> January 2018 with any appropriate documentation.**

In the event of oversubscription, the Governing Body will apply its criteria as listed below and notify the Bristol Local Authority of its decisions. The Home Local Authority acting on behalf of the Governors will then notify parents/carers of the outcome. For the first round of allocations this will be on 16<sup>th</sup> April 2018 (or the next working day)

#### **4. LATE APPLICATIONS FOR RECEPTION ADMISSIONS**

Applications received after the closing date given in 3 above will be processed in accordance with the Coordinated Admissions Scheme of the child's home LA.

#### **5. CHILDREN WITH AN EDUCATION, HEALTH and CARE PLAN or A STATEMENT OF SPECIAL EDUCATIONAL NEEDS**

There is a different procedure for the admission to school for children with an Education Health and Care Plan or a Statement of Special Educational Need (SEN): it is administered by the Local Authority in whose area the family lives. The Local Authority is responsible for issuing the EHCP or Statement and consulting the parent/carer and the governing body of the school, if a preference has been made for the school, before the school is named in the Plan or Statement. Once the school is named in the EHC plan or Statement of SEN, then the child will be allocated a place at the school before the criteria below is applied to all other applicants.

#### **6. In the event of oversubscription (i.e. more applications than available places) applications will be ranked in accordance with the following criteria, given in order of priority:**

- 6.1 Baptised Catholic Looked After and previously Looked After children
- 6.2 Baptised Catholic children who live in the parish of Christ the King Church
- 6.3 Baptised Catholic children who live outside the parish of Christ the King Church
- 6.4 Looked After and previously Looked After Children
- 6.5 Children of a baptised Catholic parent/carer who live within the parish of Christ the King church
- 6.6 Children of a baptised Catholic parent/carer who live outside the parish of Christ the King church
- 6.7 Children who will have a brother or sister at the school at the time of their admission
- 6.8 Children of other Christian denominations
- 6.9 Children of non-Christian traditions
- 6.10 Other children not in the above categories

A map of the parish is available for viewing on request from the school office and is attached to this policy.

#### **DEFINITIONS**

- a) Brother or sister are defined as children who share at least one natural parent, who are a step brother or sister, or have been legally adopted or fostered into the family. In all cases they must be living at the same address for at least 50% of the time
- b) 'Looked After Children' are children who are (a) in the care of a local council or (b) being provided with accommodation by a local council in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989) at the time of application. A child previously Looked After, means a child who was

previously looked after but immediately after being looked after became subject to an adoption child arrangements order or special guardianship order

- c) For Children previously Looked After:
  - 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 replaced residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order
  - in accordance with Section 14A of the Children Act 1989, a Special Guardianship Order is defined as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- d) Catholic children - In the context of the Admissions Policy, Catholic children means those with certificate evidence of Catholic baptism in the Roman Catholic Church or a Church in Communion with Rome. 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<sup>th</sup> January 2018. 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 child has (or in their opinion has) been baptised or received into the Catholic Church must be provided.
- e) Children of other Christian denominations - In the context of the Admissions Policy, Children of other Christian denominations means those from churches recognised by Churches Together in England who have provided a baptism certificate, dedication certificate or confirmation of being of the said faith from their minister or leader in charge. Details of member churches of Churches Together in England are available on their website or from the school.
- f) Children of non-Christian traditions - In the context of the Admissions Policy, Children of non-Christian traditions means those of traditions that are part of the Inter Faith Network for the UK who have provided confirmation of membership from their minister or leader in charge. Details of member faiths are available on their website or from the school.

## 7. TIEBREAKERS

Priority within each criterion will be given in order to:

- (a) Children who will have a brother or sister at the school at the time of their admission
- (b) Pupils who live closest to the school. This is measured in a direct line from a point on the home address to a central point within the main school building, using the Local Authority's computerised mapping system. Where the two or more children live in a flat or other multi-home dwelling and it is not possible to determine which applicant lives closest to the school as measured in a direct line from the building to the school; the available place(s) will be allocated by drawing lots.

## 8. WAITING LIST

A waiting list for all year groups of those seeking a place at the school will be held by the school (as admissions authority) until the end of the academic year. Each added child requires the list to be ranked again in line with the above published oversubscription criteria. Any vacancies will be filled in accordance with the above published oversubscription criteria.

## 9. MID -YEAR APPLICATIONS

Applications that are not part of the Reception Intake admissions process, should be made directly to the school using either the Bristol Local Authority's Common Application form or the school's own application form, available from the Bristol LA (**0117 9037694**) and from the school office. In order to assist the Governors in applying their oversubscription criteria, applicants applying on faith grounds are requested to also complete the **schools supplementary information form obtainable directly from the school. This should be returned directly to the school with any appropriate documentation.**

The Governors have agreed that the number of places available for all year groups is 30. Waiting lists will be held until the end of the academic year and reviewed every time a place becomes available. Once offered a place the parent/carer must accept the offer by no later than 2 weeks after the date of the offer letter. Each added child requires the list to be ranked again in line with the published oversubscription criteria.

## 10. APPEALS PROCEDURE

A Parent/carer has the right to appeal against the refusal by the Governing Body to admit their child, and should put their appeal in writing to the **Clerk to the Governors care of the school**. Appeals will be arranged and conducted in accordance with the School Admission Appeals Code

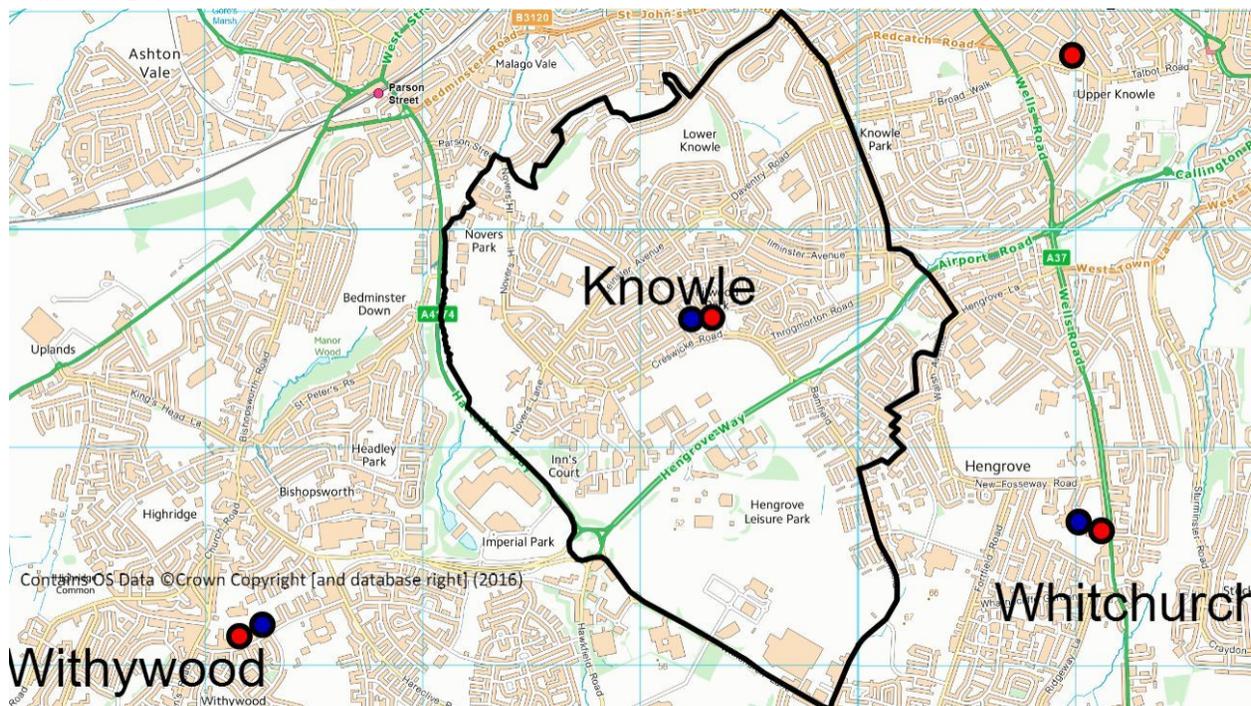
## 11. MULTIPLE BIRTHS

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 number of places available. In Key Stage One this would be a permitted exception to Infant Class Limits.

## 12. Admission Outside of Normal Age Group

All applications for admission outside of the normal age group must be made in writing to the school, along with any additional supporting evidence. The application will be considered by the governors on the basis of the circumstances of each case. The parent/carer will be notified of the decision of the governors in writing and anyone refused will have the right of appeal (unless offered a place in another year group).

### CHRIST THE KING PARISH MAP





**SUPPLEMENTARY INFORMATION FORM  
for those applying on faith grounds**

**This form provides the additional information needed by the Governors of School of Christ the King Catholic Primary School to consider the application made to the LA and should be returned to the school by 15th January 2018. Application for admission to Reception Class 2018 MUST be made on the Common Application Form and returned to the Home Local Authority.**

Child's Details	
Child's Surname	
Child's First Name	
Child's Religion	
Where was your child baptised?	
Date of Baptism	
Please provide a copy of Baptismal Certificate or equivalent validation	Copy of Baptismal Certificate or equivalent validation seen by school Yes/No Date seen:
Signature of parent	
Date	
Date Supplementary form received by the school	