

SS Peter & Paul RC Primary School

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Admission Policy 2018-2019

*AS WE FOLLOW IN CHRIST'S FOOTSTEPS, LET US GROW IN LOVE, KNOWLEDGE AND UNDERSTANDING, SO
THAT OUR LIGHT MAY SHINE FOR ALL TO SEE.*

This is the admission policy ("Admission Policy") of SS. Peter & Paul RC Primary School ("the School"). The School is a Roman Catholic voluntary-aided primary school, established by the Church to serve the parishes of SS. Peter & Paul and St. Mary on the Quay. A map of the parishes is attached with boundaries clearly marked. This map is also available to view in the School's office.

Pupils are normally admitted to Reception class in the month of September that immediately follows their fourth birthday. Where offered a place, they are entitled to a full-time place from September.

Ethos

We are an inclusive school following the teachings of the Roman Catholic Church. We ask all who 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 Catholic faith to apply to be considered for a place at the School.

Published Admission Number

The admission number for Reception Year group is 30. This is also the number of places available in all other year groups.

1. Applications

1.1 Applications for places starting in the 2018-2019 school year (“normal admission”)

This paragraph deals with applications made for 2018-19 school year admission (“normal admissions”). (For applications for admission during the academic year [“in-year admissions”], please refer to Paragraph 1.2 below.)

1.1.1 Common Application Form

Applications for 2018-19 school year places for the Reception Year at all infant, First and Primary schools must be made on a **common application form**. Parents/carers of children living in Bristol and intending to apply for a place can request a copy of the form from the School office or from the Bristol Local Authority (addresses below, this Paragraph and Paragraph 1.1.2). Alternatively, parents may apply online: www.bristol-cyps.org.uk/admissions

School Admissions, PO Box 57, College House, College Green, Bristol BS99 7EB

All applications for Reception Intake school places for the 2018-2019 school year must be sent directly to the home Local Authority (“LA”) – they must be submitted by the closing date of 15 January 2018 for consideration in the first round of allocations.

Parents/carers who live in a different LA must make their applications via their **home LA**, and will also be notified of the outcome of their application by their **home LA**.

The home LA on behalf of the School’s Governors will inform parents/carers who applied by the closing date of the outcome of their application on **17 April 2018**.

1.1.2 Supplementary Information Form

Parents/carers wishing to be considered under any of the Catholic-based categories are also requested to complete the **Supplementary Information Form** which is available from the School website or the School office. This should be returned directly to the School and **not** the Local Authority, together with documentary evidence (copy of baptismal certificates) by 15 January 2018 for consideration in the first round of allocations. It is not a requirement to complete this Supplementary Information Form. However, in the event that the school is oversubscribed (i.e. more applications than places available), the form is used by the Governors to help them apply the criteria that will determine the ranking of applications, as set out below.

1.2 Applications for places starting later than 2018 – 2019 school year (“in-year admissions”)

Applications which are made during the year for any year group will be considered by the Governors. If there are any vacancies, places will be offered. However, if the number of applications exceeds the number of vacancies, the applications will be considered against the oversubscription criteria listed below.

1.3 Children with a Statement of Special Educational Needs or an Education, Health & Care Plan (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 for 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 / Plan. Following the consultation, if the School is named, then children with a Statement / EHCP will be allocated places before the oversubscription criteria is applied to all other applicants.

For other children with special educational needs the normal application procedure applies.

2. Admissions Authority

The School's Governors are the authority granting admission to the School ("Admissions Authority"). An admissions committee consisting of at least three governors ("Admissions Committee") will be appointed by the Admissions Authority each year to review, approve and administer the Admission Policy. No member of staff employed at the school shall have an individual role in the admission process (this does not affect the individual's role as a member of the governing body).

3. Late applications

Late applications will not be considered in the first round of allocations unless, due to exceptional circumstances, the application is accepted as "on time" by the home LA.

4. Oversubscription criteria

In the event of oversubscription (i.e. more applicants than places available), the Admissions Committee will rank applications in the same order of priority as set out in this Paragraph 4 ("Oversubscription Criteria").

The following are the Oversubscription Criteria. The categories are listed in descending order.

4.1 Category One

Looked-after children and previously looked-after children, who are baptised in the Catholic faith.

A copy of the child's baptismal certificate (or other documentary evidence of baptism) must be submitted to the School; the original documentation must be available for inspection on request by the School.

("Children Looked After" are children who are (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] at the time an application to a school is made.)

("Previously Looked After Children" are children who were previously Children Looked After, but ceased to be so because they were adopted (or became subject to a child

arrangements order or special guardianship order) immediately following having been looked after.

A ‘previously looked-after child’

This includes children who were adopted under the Adoption Act 1976 [see section 12 adoption orders] and children who were adopted under the Children and Adoption Act 2002 [see section 46 adoption orders]. This category also covers children who are subject to a Child Arrangement Order as defined in the Children and Families Act 2014, or a Special Guardianship Order as defined in Section 14A of the Children Act 1989. 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.

4.2 Category Two

Children who are baptised in the Catholic faith who reside in the parish of SS. Peter & Paul or St Mary on the Quay. (A map of the parishes is attached / also available to view in the School office.)

A copy of the child’s baptismal certificate (or other documentary evidence of baptism) must be submitted to the School; the original documentation must be available for inspection on request by the School.

(“Reside” in respect of a parent/carer who has shared responsibility for a child, where the child lives for part of the week with each parent, shall mean the address where the child will most frequently be staying on school days.)

(“Reside” in respect of a child of a member of the UK armed forces [as defined in the School Admissions (Infant Class Sizes) (England) Regulations 2012], or of Crown servants returning from overseas to live in a specific area, shall mean an address [including a unit postal address or quartering area address] confirmed by an official letter accompanying the application and also specifying a relocation date for the envisaged start date for the child at the School. This shall apply irrespective of the fact that at the date of application the family may not have arrived yet at the confirmed address.)

4.3 Category Three.

Children who are baptised in the Catholic faith who reside outside the parishes of SS. Peter and Paul and St. Mary on the Quay.

A copy of the child’s baptismal certificate (or other documentary evidence of baptism) must be submitted to the School; the original documentation must be available for inspection on request by the School.

(“Reside” includes the circumstances set out in 4.2 above.)

4.4 Category Four

Other looked-after children and previously looked-after children.

(“Children Looked After” and “Previously Looked After” as defined in Paragraph 4.1 above.)

4.5 Category Five

Children who have at least one sibling on the School roll at the time of application and who will continue to be on the School roll at the date for which admission is sought.

(“Sibling” means a brother or sister, half-brother or half-sister, step-brother or step-sister [including foster children] adopted brother or adopted sister [but for the avoidance of doubt, not cousins] residing 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.)

4.6 Category Six

Children who reside within the parish of SS. Peter and Paul or St Mary on the Quay and who are not baptised in the Catholic faith but who have a parent/carer who is a baptised Catholic. (A map of the parishes is attached/ also available to view in the School office.)

A copy of the baptismal certificate (or other documentary evidence of baptism) must be submitted to the School; the original documentation must be available for inspection on request by the School.

(“Reside” includes the circumstances set out in 4.2 above.)

4.7 Category Seven

Children who reside outside the parishes of SS. Peter & Paul and St. Mary on the Quay and who are not baptised in the Catholic faith, but who have a parent/carer who is a baptised Catholic.

A copy of the appropriate baptismal certificate (or other documentary evidence of baptism) must be submitted to the School; the original documentation must be available for inspection on request by the School.

(“Reside” includes the circumstances set out in 4.2 above.)

4.8 Category Eight

Any other children.

5. Tiebreakers.

For categories 4.1 to 4.5, priority within each criterion will be determined by applying the remaining categories in order. If applicants are still equal, priority will be determined by drawing lots.

Priority within each other category will be determined by drawing lots.

The drawing of lots will be supervised by someone independent of the school.

6. Waiting Lists

6.1 Normal Admissions Waiting List

A list of those seeking a place under Paragraph 1.1 will be held by the School until 31 December 2018 and then discarded. If a place becomes available before then, all those on the list will be considered in accordance with the Oversubscription Criteria. Each child added to the list will require the list to be ranked again in line with the Oversubscription Criteria.

6.2 In-year Admissions Waiting List

A waiting list of those seeking a place under Paragraph 1.2 will be held by the School. The Admissions Committee will consider applicants on this waiting list in accordance with the Oversubscription Criteria whenever an appropriate place becomes available. Each child added to the list will require the list to be ranked again in line with the Oversubscription Criteria. Names that have been on this list for more than 12 months can be removed by the School after requesting the parent/carer to confirm by a specified date that the place is still needed. If a reply is not received by that date, the School can assume that the place is no longer required and can remove the child's name from the waiting list.

7. Infant Class Size Limit

Statutory limits on class sizes mean that infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) with a single qualified teacher cannot, except for where there are legally allowed permitted exceptions, contain more than 30 pupils ("Infant Class Size Limit") without taking "relevant measures".

8. Appeals Procedure

If an application for admission was unsuccessful, the applicant has the right to appeal against such a decision.

The appeal should be made in writing. It should be sent to The Clerk to the Governors, SS. Peter & Paul School.

A panel of at least three independent persons will hear the appeal presented by the applicant and the defence presented by the school. The result of the appeal is binding unless overturned via Judicial Review.

9. Statistics

Information on the number of applications and the categories under which places were allocated, are available from the school and/or Bristol LA.

10. Admission Below Compulsory School Age

Children for the Reception Year are normally admitted in the September following their fourth birthday. However, a parent/carer offered a place may 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; and where offered a place, if a parent/carer wishes, their child may attend part-time until later in the school year, but not beyond the point at which they reach compulsory school age.

11. Admission Outside of Normal Age Group

Admissions outside the normal age group will be considered on the basis of the circumstances of each case, and the advice of specialist advisers and other relevant professionals will be sought as appropriate.

In particular, parents/carers of summer-born children (born between 1 April and 31 August) may wish to apply for their child to enter the Reception Year group a year behind their child's chronological age group. If agreed in principle by the governors, the parent/ carer will need to complete a common application form and the Oversubscription Criteria will be applied, as appropriate.

All applications for admission outside the normal age group must be made in writing to the school.

12. Multiple births

Where one child of a multiple birth qualifies for a place, the other children 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.

This policy was ratified by the Governing Body on February, 2017

Signature of the Chair of Governors.



SS. PETER & PAUL RC PRIMARY SCHOOL



Supplementary Information Form

THIS FORM IS **NOT** AN APPLICATION FOR ADMISSION. Applications for normal (September) admission to the School must be made on the common application form to the Local Authority; in-year applications (other than for September admission) must be made by letter directly to the School.

This form provides supplementary information for those wishing to be considered under any of the Catholic - based categories of the Oversubscription Criteria and must be submitted directly to the School.

Child's Details		
Child's Surname		
Child's First Name(s)		
Child's Date of Birth		
Child's Religion	Catholic	Names of Siblings at School
Please provide:	<input type="checkbox"/> Copy of Baptismal Certificate.	Please provide names and year group
Parent/Carer Details		
First Name(s) and Surname		
Address (only if different from child's)		
	Is a parent/carers baptised in the Catholic faith?	
	<input type="checkbox"/> Yes (Please provide copy of the Baptismal Certificate for one parent/carers)	<input type="checkbox"/> No