



Where charity and love are, God is there.

Diocese of Clifton
St Nicholas of Tolentine RC Primary School
Pennywell Road, Bristol, BS5 0TJ

Admissions Policy 2018/19

1. Introduction

St Nicholas of Tolentine RC Primary School is an academy, established by the church to serve the parish of St Nicholas of Tolentino. A map of the parish showing the boundaries is available for viewing on request from the school office. The purpose of this policy is to ensure that the Governing Body, 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 Bristol City Council, the local authority. However, the Academy Trust is the Admissions Authority for the school.

2. Admission Number

The 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

Children are normally admitted in the September of the school year in which they reach their fifth birthday.

Deferred Entry

A parent/carer offered a place for children who have not yet reached their fifth birthday have the right to defer his/her entry to school. In these circumstances, parents can start their child at school in the Reception year group at a later stage in the academic year, however, the child must be in full time education by the start of the term (1, 3 or 5 as appropriate) following his/her fifth birthday and cannot defer beyond the beginning of the final term of the school year for which the offer was made.

Applications for a place at the school must be made on the Common Application form of the child's Local Authority. For children living in Bristol, you can find further information and advice on application in "Your child's Primary Education in Bristol" or from the **School's Admissions Department (School Admissions, PO Box 57, Council House, College Green, Bristol, BS99 7EB)**. Bristol City Council advises you to apply online but you can also apply by post. Applications for places for Reception should be submitted by 15th January 2017 to be considered for the first round of applications. Bristol City Council will then send details of those children whose parents have expressed a preference for St Nicholas of Tolentine RC Primary to the Academy Trust.

In the event that fewer applications are received than there are places available, then all applications to the school will be accepted. In the event of more applications being made than places available (oversubscription), the Academy Trust will apply its oversubscription criteria to the applications (see section 6 below). The Academy Trust will then notify Bristol City Council of its decisions. The home Council will then notify parents on behalf of the Academy Trust of the outcome of their application on 17th April 2017.



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4. Late applications for reception admissions

Applications received after the closing date, but before the ranking of places is made by the Academy Trust, will not normally be considered in the first round of allocations. However, the Governors' Admission Committee may make exceptions where there are good reasons for parents/carers not being able to meet the required deadlines.

5. Children with a Statement of Special Educational Needs (SEN) or an Education, Health and Care Plan (EHCP)

There is a different procedure for the admission to school for children with a Statement of SEN or EHCP: it is administered by the Local Authority in whose area the family lives. Bristol City Council is responsible for issuing the Statement or EHCP and consulting parents and the Academy Trust, if a preference has been made for the school, before the school is named in the Statement or EHCP. Once the school is named then children with a Statement or EHCP are allocated a place, before the following criteria is applied to all other applicants.

6. Oversubscription

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

- 6.1** – Baptised Catholic children who are Looked After at the time of admission 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 special guardianship order) immediately following having been Looked After.
- 6.2** – Baptised Catholic children who live in the parish of St Nicholas of Tolentino.
- 6.3** – Baptised Catholic children who live outside the parish of St Nicholas of Tolentino.
- 6.4** – 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 special guardianship order) immediately following having been Looked After.
- 6.5** – Children of a Catholic parent(s) who live within the parish of St Nicholas of Tolentino.
- 6.6** – Children who will have a brother or sister at the school at the time of their admission.
- 6.7** – Other applicants living within the parish of St Nicholas of Tolentino.
- 6.8** – Other applicants not living within the parish of St Nicholas of Tolentino.



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In categories 6.1, 6.2, 6.3 and 6.5, a copy of a valid baptismal certificate should be sent to the school, who may request sight of the original. Where a certificate is not available, a letter from a Church Leader confirming that the child has (or in their opinion has) been baptised or received into the Catholic Church must be provided.

7. Tiebreaker

Priority within each criterion where there are more applications than spaces available will be determined by the drawing of lots which will be supervised by someone independent of the school.

8. Waiting list

A waiting list of those still seeking a place for Reception will be held by the school and Bristol Local Authority until the 31st December 2018 and then discarded. If places become available before then, offers will be made in accordance within the oversubscription criteria in paragraph 6 above. Each added child to the list will require the list to be ranked again in line with the above oversubscription criteria.

9. Mid-year applications

Mid-year applications should be made directly to the school (not the Local Authority). However, parents/carers should use the Bristol Local Authority's Common Application form.

10. Appeals procedure

Parents have 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 Governors (post or deliver to the school). Appeals will be arranged by the Diocesan Department for Schools and Colleges and conducted in accordance with the School Admission Appeals Code.

DEFINITIONS:

- (a) Brother and sister are defined as children who share at least one biological parent, or are a step brother or sister, or have been legally adopted or fostered into the family.

Step brothers/sisters are defined as children who are not necessarily related biologically (including Foster children) but are 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. A 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.*

- (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).

For Children previously Looked After:



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- 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).

- (c) "Live in" – The home address is where the child spends the majority of the time and is living with the person who has parental responsibility and is the main 'carer' as defined in section 576 of the Education Act 1996 (documentary evidence may be requested). If a child lives at more than one address for an equal amount of time, the Academy Trust will use the address where the Child Benefit is paid and/or where the child is registered with a doctor.
- (d) 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 or baptised into another Christian denomination but has been subsequently received into a Catholic Church which is in Communion with the See of Rome.
- (e) All children offered a place are entitled to a full-time place in the September following their fourth birthday. They may also take up their place on a part time basis until later in the school year but not beyond the point the child reaches compulsory school age.
- (f) Admissions of children outside their normal age group.

Applications for delayed or accelerated entry in cases where parents would like their child to be admitted to a year group other than the chronological age year group, will be considered. The reasons for the request must be fully explained in writing, along with any other supporting evidence. Parents/Carers of summer born children (born on or between 1 April and 31 August) can ask the Admission Authority 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, that enables a child to be included as part of the Reception Intake allocations, the application will then be processed in accordance with these arrangements and over-subscription criteria where applicable.