

**DIOCESE OF CLIFTON**  
**ST TERESA'S CATHOLIC PRIMARY SCHOOL BRISTOL**  
Luckington Road, Bristol, BS7 0UP  
0117 9030412

[school@stteresas.org.uk](mailto:school@stteresas.org.uk) [www.st-teresas.bristol.sch.uk](http://www.st-teresas.bristol.sch.uk)

Headteacher:- Mrs Samantha Land

**ADMISSIONS PROCEDURES  
FOR 2018/19**

*'Inspiring Each Other to Excellence, in the Light of Christ.'*

Children may start school in the Reception class in the September following their FOURTH birthday. Those eligible to start school in the 2018-19 school year are those born between 1 September 2013 and 31 August 2014.

Applications for Reception Year places at St Teresa's Catholic Primary School Bristol must be made using a Common Application Form to the Local Authority (LA) in which the child lives. This form can be completed on-line or on paper. Parents/carers may request a receipt of their form from their home LA. All applications must be returned to the child's home Local Authority by **23.59 hrs on 15 January 2018** to be considered in the first round of allocations.

The Common Application Form must be returned to the relevant Local Authority and NOT to the school. All parents/carers are given the opportunity to rank up to at least three schools as their preferred schools for their child.

Governors comply with the Local Authority Fair Access protocol.

A map of the St Teresa and St Vincent De Paul parish boundaries is available to view on the school website.

**LOCAL AUTHORITY CONTACT INFORMATION**

**BRISTOL**

[www.bristol.gov.uk/schooladmissions](http://www.bristol.gov.uk/schooladmissions)  
**Email:** [school.admissions@bristol.gov.uk](mailto:school.admissions@bristol.gov.uk)  
**Address:** School Admissions  
Bristol City Council  
PO Box 3176  
Bristol  
BS3 9FS  
**Tel:** 0117 903 7694 (if possible, after 2.00pm)  
**Fax:** 0117 903 7710

**SOUTH GLOUCESTERSHIRE**

[www.southglos.gov.uk](http://www.southglos.gov.uk)  
**Address:** Admissions and Transport Team  
South Gloucestershire Council  
Dept for Children, Adults & Health  
PO Box 298  
Civic Centre  
High Street  
Kingswood  
Bristol BS15 0DQ  
**Tel:** 01454 868008  
**Fax:** 01454 868420  
**Email:** [cis@southglos.gov.uk](mailto:cis@southglos.gov.uk)

**NORTH SOMERSET**

[www.n-somerset.gov.uk/my-services/schools-learning/admissions/](http://www.n-somerset.gov.uk/my-services/schools-learning/admissions/)  
**Email:** [admissions@n-somerset.gov.uk](mailto:admissions@n-somerset.gov.uk)  
**Telephone:** 01275 884 078 / 01275 884 014  
**Address:** North Somerset Council  
School Admission Team,  
Town Hall,  
Walliscote Grove Road  
Weston super Mare BS23 1UJ

**BATH & NORTH EAST SOMERSET**

[www.bathnes.gov.uk](http://www.bathnes.gov.uk)  
**Email:** [admissions\\_transport@bathnes.gov.uk](mailto:admissions_transport@bathnes.gov.uk)  
**Tel:** 01225 394312  
**Fax:** 01225 394296  
**Address:** Admissions and Transport  
Bath & North East Somerset Council  
Lewis House, Manvers Street  
Bath BA1 1JG

## DIOCESE OF CLIFTON

### ST TERESA'S CATHOLIC PRIMARY SCHOOL BRISTOL *'Inspiring Each Other to Excellence, in the Light of Christ.'*

#### ADMISSIONS POLICY FOR 2018/19

**We ask a parent/carer applying for a place here to respect the Catholic ethos of the school family and its importance to the school community. This does not affect the right of a parent/carer who is not of the faith of this school to apply for and be considered for a place.**

1. Our school is owned and supported by the Catholic Church in the Diocese of Clifton and also supported by Bristol Local Authority. As a Single Academy Trust Catholic School, the Governors (with support from the Parishes of St Teresa of the Child Jesus and St Vincent De Paul) are responsible for the maintenance of the building and are the admissions authority for the school, acting in accordance with the School Admissions Code and in conjunction with Clifton Diocese and Bristol Local Authority.

Our core mission is to provide a Catholic education that inspires our school family to excellence in all our God given talents, where we let our lights shine for all to see. We are committed to helping the pupils we serve maximise their educational opportunity by using the resources at our disposal as efficiently and effectively as possible. Our school vision is 'Inspiring each other to excellence, in the Light of Christ'.

2. Our Published Admission Number for the Reception year group is 30. This is also the number of places available in all other year groups. It is a legal requirement that no Foundation Stage or KS1 (i.e. Infant) class may contain more than 30 pupils. We may only exceed this if a child is deemed as an 'excepted pupil' as defined in the School Admissions Code.

All children offered a place are entitled to a full-time place in the September following their fourth birthday and are normally admitted to the school in the September following their fourth birthday. However, children are not required to attend school until the beginning of the term after their fifth birthday and so where offered a place, admission may be deferred until the beginning of the Spring or the Summer Term, 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. This must be made clear at the time of accepting a place. Children born in the summer (1 April – 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. If a parent/carer wishes for the child to start the Reception Year a year after their chronological age group, they should put their request, along with any supporting evidence, to the school. If governors agree that joining a lower year group is in the best interests of the child, delayed admission may be agreed in principle. In which case their home Local Authority Common Application Form will have to be completed for admission to reception in the following academic year, and the oversubscription criteria applied if necessary.

Parents/carers offered a place can also state their child attends on a part-time basis 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.

3. Applications for admission to the Reception year must be made to the Local Authority in which the child resides on the Local Authority Common Application Form. Copies of the

application form for Bristol Local Authority are kept in the school.

4. In the event of there being more applications than places, **the Governors Admissions Committee will rank applications in accordance with the following oversubscription criteria, given in order in which they will be applied:**

**4.1 Category 1**

**Looked After, and previously Looked After Children who are baptised Catholic.**

*A copy of the Child's baptism certificate MUST (as defined in paragraph 14) be submitted to the school; the original documentation must be available for inspection on request by the School.*

A 'Looked After Child' is a child who is in the care of a Local Authority, or being provided with accommodation by a Local Authority in the exercise of their social services at the time of making an application to a school.

A 'previously Looked After child' is a child who was looked after, but ceased to be so because she/he was adopted or became subject to a Child Arrangements Order or a Special Guardianship Order.)

**4.2 Category 2**

**Baptised Catholic children who will have a sibling at St Teresa's Catholic Primary School Bristol and who reside within the parishes of St Teresa of the Child Jesus and St Vincent De Paul.** (A map of the parish boundaries is available on the school website).

*A copy of the Child's baptism certificate (as defined in paragraph 14) 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/carer, shall mean the address where the child lives for at least 50% of the time.)

('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.)

('Sibling' refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister (included foster children), or the child of the parent's/carer's partner where the child for whom the school place is being sought, living in the same family unit at the same address as that sibling for at least 50% of the time) A sibling must be attending (or is expected by the school and/or Bristol Local Authority to be attending) the school at the time of admission.)

**4.3 Category 3**

**Baptised Catholic children who reside within the parishes of St Teresa of the Child Jesus and St Vincent De Paul.** (A map of the parish boundaries is available on the school website).

*A copy of the Child's baptism certificate (as defined in paragraph 14) MUST be submitted to the school; the original documentation must be available for inspection on request by*

*the School.*

(‘Reside’ as defined in paragraph 4.2 above.)

#### **4.4 Category 4**

**Baptised Catholic children who will have a sibling at St Teresa’s Catholic Primary School Bristol and who reside outside the parishes of St Teresa of the Child Jesus and St Vincent De Paul.** (A map of the parish boundaries is available on the school website).

*A copy of the Child’s baptism certificate (as defined in paragraph 14) MUST be submitted to the school; the original documentation must be available for inspection on request by the School.*

(‘Sibling’ as defined in paragraph 4.2 above.)

(‘Reside’ as defined in paragraph 4.2 above.)

#### **4.5 Category 5**

**Baptised Catholic children who reside outside the parishes of St Teresa of the Child Jesus and St Vincent De Paul.** (A map of the parish boundaries is available to view on the school website).

#### **4.6 Category 6**

**Looked After and previously Looked After Children**

(‘Looked After or previously Looked After Children’ as defined in paragraph 4.1 above)

*A copy of the Child’s baptism certificate (as defined in paragraph 14) MUST be submitted to the school; the original documentation must be available for inspection on request by the School.*

(‘Reside’ as defined in paragraph 4.2 above.)

#### **4.7 Category 7**

**Children not in the above categories who will have a sibling at St Teresa’s Catholic Primary School Bristol.**

(‘Sibling’ as defined in paragraph 4.2 above.)

#### **4.8 Category 8**

**Children not in categories 4.1 - 4.7.**

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

There is a different procedure for the admission to school for children with Statements of Special Educational Needs or an Education, Health and Care Plan (EHCP). This is administered by the Local Authority in whose area the family lives. The Local Authority is responsible for issuing the Statement/EHCP and consulting a parent/carer and the governing body of St Teresa’s Catholic Primary School Bristol, if a preference has been made for the school, before the school is named in the Statement/EHCP. Following the consultation, if the school is named then children with a Statement/EHCP will be given a place, before the above criteria is applied to all other children, if necessary. For other children with Special Educational Needs the normal application procedure applies.

## **6. TIE BREAKER**

'Tie breaker' refers to the allocation of places when, after applying the oversubscription criteria, there are more applications within a category.

Priority within each criterion will be determined by random allocation i.e. the 'drawing of lots'. This will be supervised by someone independent of the school.

('Independent Person' is a person who does not work at the school and is not a Governor, parent/carer or Godparent of a pupil subject to allocation of a place at St Teresa's Catholic Primary School Bristol.)

In the case of multiple births all of those children will be ranked together once one of the children is drawn.

7. The Governors Admissions Committee will abide by their Terms of Reference, revised and agreed annually by the Full Governing Body. No decisions on admissions may be made by one person and must always be agreed at committee level.
8. Information about the number of applications received and the number of places allocated within each category for 2017/2018 is available from the school office and/or Bristol Local Authority.

## **9. LATE APPLICATIONS AND WAITING LIST FOR RECEPTION**

Applications for reception places made after the closing date will be processed in accordance with the Coordinated Admission Scheme of the child's home Local Authority. Once the first round of offers has been made, a waiting list of those still seeking a place will be kept. All applicants will be ranked in accordance with the oversubscription criteria and any places that become available will be allocated in accordance with it. Each added child to the list will require the list to be ranked again in line with the above oversubscription criteria so that the position of a child may change as additions are made to the list.

## **10. WAITING LISTS FOR YEAR GROUPS OTHER THAN RECEPTION AND MID YEAR ADMISSIONS**

The Governing Body is the Admission Authority and is the only body who can offer a place at St Teresa's Catholic Primary School Bristol.

Applications made during the school year for children already of school age (called in-year applications) must be made directly to the school. A completed In Year Application Form should be returned to the school together with any relevant documents.

Applications which are made during the year for any year group will be considered by the Admission Committee. If there are any vacancies, applicants will be offered a place. If there are more applications than places available, the applications will be considered against the oversubscription criteria in section 4 and random allocation used as a 'tie breaker' (see section 6), if necessary.

A waiting list shall be kept for all year groups until a parent/carer informs the school that they no longer wish the child to remain on the list or such time as they would not be at St Teresa's Catholic Primary School Bristol. If a place should become available, a place will be offered in accordance with the criteria for oversubscription (see section 4). Each added child to the list will require the list to be ranked again in line with the above published oversubscription criteria. A child's position may change as additions are made to the list.

Preference will not be given to the length of time on the waiting list. A re-ranking of the waiting list will be taken at the time a place becomes available. A parent/carer is requested to inform the school if they no longer wish to remain on the list. The waiting list will remain open until such time as they would not be at St Teresa's Catholic Primary School Bristol.

#### **11. INFANT CLASS SIZE APPEALS**

It is against the law to admit more than 30 pupils (unless a child is deemed as being an 'excepted pupil' as defined in the School Admissions Code) to an Infant class which has only one qualified teacher, irrespective of the number of support staff. The Infant classes at St Teresa's are organised with 30 children per class so any appeals lodged will be heard on the basis of "class size prejudice".

#### **12. APPEALS PROCEDURE**

Should the Governors refuse to admit a child, a parent/carer has the right to appeal against such a decision. The appeal should be made in writing to The Clerk to the Governors, St Teresa's Catholic Primary School Bristol.

A panel of three independent persons to hear the cases presented by the parents and the Governors will be arranged. The result of the appeal is binding unless overturned by Judicial Review and will be in accordance with the School Admission Appeals Code.

#### **13. 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. In Key Stage One, this would be a permitted exception to Infant Class Limits.

#### **14. BAPTISM CERTIFICATES**

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 2018. Where a certificate is not available, a statement from a member of the clergy, confirming that the person has (or in their opinion has) been baptised or received into the Catholic Church must be provided. The governors may also request sight of the original certificate.

#### **15. 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).

*Policy agreed by Governors on 22 February 2017*