St Peter's Catholic Primary School, Waterlooville

Admission Policy 2027 – 2028

This policy will apply to all admissions from 1 September 2027, including in-year admissions.
It will be used during 2026-27 for allocating places for September 2027 as part of the main admission round for Year R

St Peter's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round[1]. The admission authority has set its Published Admission Number ('PAN') at 60 pupils to be admitted to the Reception year group in the school year which begins in September 2027.

The admission authority will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

[1] This is for admission to the school at the start of the school year in September and not for applications made in-year

Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

Category 1	**Catholic looked after and previously looked after children (see notes 2&3).** Evidence to be provided: • Certificate of baptism or a certificate of reception into full communion with the Catholic Church.
Category 2	**Catholic children (see note 3).** Evidence to be provided: • Certificate of baptism or a certificate of reception into full communion with the Catholic Church.
Category 3	**Other looked after and previously looked after children (see note 2).**
Category 4	**Children who will have a sibling on the roll of the school at the proposed time of admission (see note 7 and 10).**
Category 5	**Members of an Eastern Christian Church (see note 4).** Evidence to be provided: • Certificate of baptism or letter of reception into the church. • If there is no documentation available the SIF must be signed by an appropriate minister of religion or faith leader.
Category 6	**Children of other Christian denominations whose membership is evidenced by a minister of religion (see note 5).** Evidence to be provided: • Certificate of baptism or evidence of membership. • If there is no documentation available the SIF must be signed by an appropriate minister of religion or faith leader.
Category 7	**Children of other faiths whose membership is evidenced by a religious leader (see note 6).** Evidence to be provided: • Certificate of dedication or membership. • If there is no documentation available the SIF must be signed by an appropriate minister of religion or faith leader.
Category 8	**Any other children.**

Within each of the categories listed above, the following provision will be applied.

The attendance of a brother or sister on roll at the school at the time of enrolment will increase the priority of an application within categories 1, 2 and 3 so that the application will be ranked higher in the category in which the application is made (see notes 7 and 10).

Tie Break

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated on the basis of a straight-line measurement between the front door of the child's home address (including the community entrance to flats) and the main entrance of the school using the local authority's Geographic Information Systems (GIS). Distances to multiple dwellings will give priority to the ground floor over the first floor and so on. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round[1], you must complete a Common Application Form available from the local authority in which you live. You are also strongly requested to complete the **Supplementary Information Form** attached to this policy if you wish to apply under oversubscription criteria 1 to 2 or 5 to 7. The Supplementary Information Form should be returned to St Peter's Catholic Primary School by midnight on the 15th January 2027.

For in-year applications the Supplementary Information Form should be returned to St Peter's Primary Catholic School with the application form or within 7 days of receipt of this form.

You will be advised of the outcome of your application on 16th April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child may not be placed in criteria 1 and 2 or 5 to 7, and this is may affect your child's chance of being offered a place.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15th January 2027

Late Applications

Late applications will be considered after all applications received on time have been fully processed. If no places are available, parents may ask for their child to be placed on the waiting list.

Admission of Children Below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than Year 1.

Any such request should be made in writing to St Peter's Catholic Primary School by the end of the autumn term 2026. The admission authority will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the Headteacher, including the Headteacher's statutory responsibility for the internal organisation, management and control of the school, the admission authority will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

Agreement by St Peter's to decelerate a child's admission to Year R does not guarantee a place at the school, nor does it provide any priority for a place over other children applying for places. Any agreed decelerated application to St Peter's will be considered solely in accordance with the published admission criteria.

Applications for Children of UK service personnel (UK armed forces)

Applications for children from service families moving into the area, and crown servants returning from overseas to live in the area in the normal admission round are considered in the same way as other applications subject to proof of posting to the area and relocation date.

Waiting Lists

In addition to their right of appeal, when all available places have been allocated, St Peter's will operate a waiting list. Parents who wish their child to be included on the waiting list must inform the school[2]. Any places that become available will be allocated according to the criteria of the admission policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round.

The waiting list will be reviewed and revised in line with the above oversubscription criteria:

- each time a child is added to, or removed from, the waiting list;
- when a child's changed circumstances will affect their priority;
- at the end of each school year, when parents with a child on the waiting list will be contacted and asked if they wish to remain on the list for the following school year.

Looked after children, previously looked after children, and those allocated a place at the school through the Fair Access Protocol will take precedence over those on the waiting list.

The waiting list will be held open until the end of each school year in July.

Inclusion in the school's waiting list does not mean that a place will eventually become available.

In-Year Applications

An application can be made for a place for a child at any time outside the normal admission round and the child will be admitted where there are available places. Application should be made to the school by contacting St Peter's school office for a copy of the application form and SIF.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

[2] In the main admissions round (Year R) the child's name will automatically be included on the waiting list of any school named on the application that was a higher preference than the school where the child was allocated a place.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, within a maximum of 15 school days of receipt, and you have the right of appeal to an independent appeal panel.

Where an offer is made and the school does not receive a response from the applicant within 10 school days. The school will withdraw the offer and refer back to the waiting list.

Excepted Pupils

Where the School Admissions Code allows for an admission authority to consider admitting a child as an 'excepted' pupil to the school even if it is full, the governors will consider in year applications for a **school place** for children of UK service personnel (see above: **Applications for Children of UK service personnel (UK armed forces)**) and those with an EHCP.

The decision made will be based on all circumstances including those relevant to the family and the child as well as the impact on the school including the provision of efficient education and the efficient use of resources.

St Peter's School will not admit above PAN + 1 per class in the case of 'excepted children. Where class size is limited to 30 pupils KS1 and to 32 pupils in KS2

Key Stage 2

Governors will admit a further 2 pupils to classes which consist of only Key Stage 2 children, taking the class total to 32. Places will be offered no more than six weeks before the proposed date of entry, excluding holidays. These places will be offered from the top of the waiting list, in accordance with the admissions policy.

Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the admission authority is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The admission authority has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

The admission authority reserves the right to withdraw the offer of a place or, where a child is already attending the school, the school place itself, where it is satisfied that the offer or place was obtained by deception.

Notes (these notes form part of the oversubscription criteria)

1. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making an application to the school.

   A 'previously looked after child' is a child who was looked after but ceased to be so because he or she was adopted or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the admission authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child in the process of adoption and living within a family where at least one of the parents is Catholic.

   For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their parish priest who, can consult with the diocesan Catholic Academies and Schools Office if they need further guidance.

4. 'Eastern Christian Church' includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

5. "Children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

   All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

6. "Children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

   - A religion which involves belief in more than one God, and
   - A religion which does not involve belief in a God.

   Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

7. Siblings (brother or sister) includes:

   (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and

(ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

8. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

9. A child's "home address" refers to the address where the child usually lives with a parent or carer and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

   If applying at any time other than for the Main Admissions Round (Reception) and you are planning to move this may affect your child's application. Please submit evidence of your proposed address if you would like this to be taken into consideration.

   Places can only be offered on the basis of future moves on the basis of:

   - A letter from the solicitor (or equivalent) confirming exchange of contracts to buy a property relevant to the application;
   - A tenancy agreement confirming the renting of a specific property relevant to the application;
   - A letter from a housing association confirming that the parent(s) will be living at a specific address relevant to the application; or
   - In the case of UK service personnel and Crown servants, an official government letter (MOD, FCDO or GCHQ) declaring a relocation date to the relevant parish.

10. A child on roll at the school is one who is named on the admission and attendance registers for St Peter's.

    The time of admission is the point at which a pupil will be placed on the admission and attendance registers and is therefore "on roll". This will be from the beginning of the first day the school has agreed that the pupil will attend the school. For year R pupils starting school in the main admission round each September this will be from their first half day attendance.

    An offer of a place, or the acceptance of an offer of a place for a child at St Peter's does not constitute them being on roll at the school.