



**St Peter's Catholic Primary School, Waterlooville  
Admission Policy 2017 – 2018**

**This policy will apply to all admissions from 1 September 2017, including in-year admissions. It will be used during 2016-17 for allocating places for September 2017 as part of the main admission round for Year R**

St Peter's is a Voluntary Aided Primary School in the trusteeship of the Diocese of Portsmouth, and serves the parishes of Sacred Heart, Waterlooville and St Edmund's, Horndean. It is maintained by Hampshire County Council Local Authority.

Our school has a published admission number (PAN) of 60. This means we will admit up to 60 children into the Reception year; the governors will admit according to an "equal preference" policy. For the main admission round all preferences will be considered simultaneously and ranked in accordance with the admission criteria. If the school is oversubscribed, places will be offered in the following priority order, to the published admission number (60). Late applications will be allocated in the same order when all on-time applications have been processed.

1. Baptised Catholic looked after children or baptised Catholic children who were previously looked after<sup>1</sup>. Evidence to be provided:
  - a. Certificate of baptism or letter of reception into the church.
  - b. A copy of the adoption order, child arrangements order or special guardianship order.
  - c. A letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.
2. Baptised Catholic children with siblings at the school at the time of admission. Evidence to be provided:
  - a. Certificate of baptism or letter of reception into the church.
3. Looked after and previously looked after children<sup>1</sup>. Evidence to be provided:
  - a. A copy of the adoption order, child arrangements order or special guardianship order.
  - b. A letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.
4. Children with siblings at the school at the proposed time of admission.
5. Baptised Catholic children living within the parish boundaries of Sacred Heart, Waterlooville and St Edmund's, Horndean. Evidence to be provided:
  - a. Certificate of baptism or letter of reception into the church.
6. Baptised Catholic children from other parishes. Evidence to be provided:
  - a. Certificate of baptism or letter of reception into the church.
7. Children who are baptised members of Eastern Orthodox Churches. Evidence to be provided:
  - a. 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.
8. Children from other Christian traditions. Evidence to be provided:
  - a. 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.
9. Children of Other Faiths. Evidence to be provided:
  - a. 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.
10. Children not covered by any of the above categories.

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<sup>1</sup> This criterion provides priority for 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). It can also be used for children who were previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. An adoption order is an order under section 46 of the Adoption and Children Act 2002. 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 replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

If the school is oversubscribed from within any of the above categories, straight line distance will be used to prioritise applications; applicants living nearer the school have priority. Hampshire County Council's Geographic Information Systems (GIS) will be used to determine distances. Distances to multiple dwellings will give priority to the ground floor over the first floor and so on. If two or more applicants have homes equal distances from the school we will use random allocation which will be independently supervised.

### **Infant Class Size Exceptions**

The Governors *will* consider the following exceptions to the statutory limit of 30; twins and other children from multiple births (where one of the siblings is the 30th child the remaining siblings will be admitted) and service children admitted outside the normal admission round.

### **Reception - Year R (Deferred Entry/Decelerated admission)**

Pupils born between 1 September 2012 and 31 August 2013 (inclusive) are entitled to full-time schooling from September 2016. Parents can request that their child's admission is deferred until later in the school year (usually at the start of a school term), but not beyond the point they reach compulsory school age, at the beginning of the term following their fifth birthday. Parents can request that their child attends part-time until the child reaches compulsory school age.

Children with birthdays between:

- 1 September and 31 December 2012 (inclusive) reach compulsory school age on 31 December 2017, at the start of the Spring term.
- 1 January and 31 March 2013 (inclusive) reach compulsory school age on 31 March 2018, at the start of the Summer term.
- 1 April and 31 August 2013 (inclusive) reach compulsory school age on 31 August 2018, at the start of the new school year.

Parents of children with birthdays between 1 April and 31 August 2013 (inclusive), whose child has not started in a Year R class during the 2017-18 school year, may wish to request admission to Year R in September 2018 rather than admission to Year 1. In these circumstances, all relevant factors will be considered in assessing the request; parents would be expected to state clearly why they felt admission to Year R was in their child's best interests. It is recommended that parents considering such a request contact the school in the autumn term 2016 to ensure that an informed decision is made.

Consideration for decelerated entry will be made in line with Hampshire guidance, more information can be found at <http://www3.hants.gov.uk/education/admissions/ad-guidance/ad-summerborn.htm>.

Approval for decelerated entry may be applied for using the request form: <http://documents.hants.gov.uk/education/Decelerationrequestform.pdf>

### **Key Stage 2**

Governors will admit a further 2 pupils to classes which consist of only Key Stage Two 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.

### **The Admissions Timetable**

The Local Authority (LA) operates a timetabled co-ordinated admissions procedure for all primary schools in line with Government legislation.

The LA will manage the process on behalf of the school during the main admissions round. The co-ordinated scheme is published on the School Admissions pages of the County website for that year, but it is still the Governing Body, as the Admission Authority for this school who will allocate the available places in line with this policy.

The closing date for admission application forms to be received by the LA is Sunday 15 January 2017. Parents can make an application online at: [www.hants.gov.uk/admissions](http://www.hants.gov.uk/admissions) or by completing a paper application form, which is available from the school. An Admissions brochure is available upon request by phoning 0845 603 5623 These sources will give information on how to complete application forms 'on line', dates for notification to parents of

admissions decision and the closing dates for accepting places or lodging appeals. In case of any doubt on these dates, please contact the LA or the school.

The national offer date for primary schools will be Tuesday 18<sup>th</sup> April 2017.

### **The Supplementary Information Form (SIF)**

Completion of the SIF is not obligatory however it is required by all applications to be considered in categories 1 – 9 as listed above. If no SIF is submitted governors will still consider the application, however governors can then only rank the application on the basis of the information received. If you do not complete the SIF, your application can only be considered on the basis of information received in the Common Application Form. The additional information given on the SIF may determine the over-subscription category in which the child will be considered; if this information isn't received the child may be considered in Category 10. The SIF can be obtained from the school office or website and the Local Authority and should be returned to the school. Any information other than that asked for on the CAF or SIF will not be considered by governors.

### **Explanatory notes**

#### Catholic

For the purposes of these admissions arrangements, a baptised Catholic means a person baptised in a church which is in communion with the See of Rome or a person received into the Catholic Church. Members of Eastern Orthodox churches are not in communion with the See of Rome. The Diocese will be consulted for clarification where necessary. Guidance can be found at:

<http://www.portsmouthdiocese.org.uk/docs/schools/Diocesan%20admissions%20guidance%202017-18%2030-09-2015%20version.pdf>

#### Eastern Orthodox

For the purposes of these admissions arrangements, guidance on members of Eastern Orthodox churches can be found at:

<http://www.portsmouthdiocese.org.uk/docs/schools/Diocesan%20admissions%20guidance%202017-18%2030-09-2015%20version.pdf>

#### Christian

Other Christian traditions, refers to churches which are full members of Churches Together in England. A list of current member churches can be found at [www.cte.org.uk](http://www.cte.org.uk). The Diocese will be consulted for clarification where necessary.

#### Parish Boundaries.

The parishes of Sacred Heart and St. Edmunds cover the areas of Widley, Crookhorn, Purbrook, Waterlooville, Cowplain, Hambledon, Soberton, Denmead, Horndean, Clanfield and Catherington. Parish boundaries are Defined and will be referred to. These can be found on the school website or at:

<http://www.portsmouthdiocese.org.uk/schools/admissions.php>

#### Late Applications for Reception Year

These will usually 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 (see below).

#### Address

This must be your child's permanent address as of the closing date for admissions (please refer to the Local Authority's website/booklet). In cases where parental responsibility is shared, governors will, in applying the admissions arrangements, use the address where the child lives for most of the time. The Education Authority or Governing Body may verify addresses and therefore you may be contacted to provide proof of the address given.

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, FCO or GCHQ) letter declaring a relocation date to the relevant parish or priority area of The School (or to establish distance from The School).

### Siblings.

Sibling refers to:

- brother or sister
- half brother or sister
- adopted brother or sister
- step brother or sister
- child of the parent/carer's partner
- Foster brother or sister

The child for whom the school place is sought should live in the same family unit as the sibling cited in the application.

### **Children with Special Educational Needs (SEN)**

Children with a statement of SEN or Education, Health and Care plan (EHCP), where St Peter's is the named school, are guaranteed a place. Their admission will count towards the Published Admission Number.

### **Waiting List**

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<sup>2</sup>. 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:

- 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.

### **Applications for other year groups and in year applications**

There is no technical requirement for the LA to co-ordinate in-year applications, although they will continue to have the online form and SIF available (via the County website: [www.hants.gov.uk/ad-applyonline](http://www.hants.gov.uk/ad-applyonline)) for parents who wish to apply in this way.

Alternatively apply by collecting a form and SIF from the school office. These applications will normally be considered no more than four weeks (six weeks for a September start) before the proposed entry date, excluding holidays. Allocation of places will be in accordance with this admission policy and oversubscription criteria set out within it.

### **In-year fair access placement by the Local Authority**

The Local Authority must ensure that all pupils are placed in schools as quickly as possible. It may therefore sometimes be necessary for a pupil to be placed by the Local Authority, or a local placement panel acting on behalf of the authority, in a particular school even if there is a waiting list for admission. Such placements will be made in accordance with the provisions of any protocol approved by the Admission Forum, based on legislation and government guidance. If an admission through In-Year Fair Access raises the number on roll above the PAN, no further pupil will be admitted from the waiting list until a place becomes available within the PAN.

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<sup>2</sup> An exception to this will be children on the waiting list drawn up after the main admissions round; this will be kept until the end of the Autumn Term following the year of admission. 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.

**Right of Appeal.**

Parents have the right to appeal to an independent panel if an application is refused. Details will be sent with the relevant refusal letter.

**Attendance at St Peter's does not guarantee automatic right of transfer to any particular secondary school, including Oaklands Catholic School**