

***This Statement does not form a part of the Primary Phase Admissions Policy:  
"The Open Evening for Primary Phase Parents/Carers and prospective Students  
will be held on Thursday 9<sup>th</sup> October 2014 at 6.00pm  
at the Lower School – Iford site, Holdenhurst Avenue."***

## **St Peter's Catholic School (Primary Phase)**

### **Entry to St Peter's School – Admissions Policy 2015/2016**

St Peter's is a Catholic School (the "School"). The school was founded by and is part of the Catholic Church. The school is conducted as a Catholic school in accordance with the canon law and teachings of the Catholic Church. We ask all Parent(s)/Carer(s) applying for a place here to respect our Catholic ethos and its importance to our School Community.

St Peter's accepts boys and girls, mostly Catholics, from ages four to nineteen. Applicants will be admitted without regard to aptitude or ability. The School serves the Catholic community in Bournemouth, Dorset and Hampshire, although within the Primary Phase priority is given to the parishes within the Bournemouth area. (Refer to Explanatory Note (ii), below, for the priority area.)

The normal years of entry to the School will be Reception, Year 7 and Year 12 (the Sixth Form). There are separate admissions policies for each of these entry years.

St Peter's is its own admissions authority. This means that Admissions is the responsibility of the Governing Body. The governing body has agreed admission policies for entry to Reception, year 7 and year 12 which conform to the Schools Standards and Framework Act 1998 and Regulations, the Education Act 2002, the Education and Inspections Act 2006 and Regulations. They are guided by the criteria set out in the School Admissions Code issued by the Secretary of State for Education on 1<sup>st</sup> February 2012 and the guidelines issued by the Catholic Diocese of Portsmouth. The policies take account of the Equality Act 2010.

#### **Admissions to Reception in September 2015**

The following policy relates solely to the entry of children into Reception for September 2015. The Governing Body will admit 60 children who reach the age of 5 years between 1<sup>st</sup> September 2015 and 31<sup>st</sup> August 2016, to the primary phase of the school in the academic year 2015/2016. The number of places represents the maximum that can be offered and 60 is the School's Published Admissions Number (PAN) for the **Primary** Phase of the School. (The PAN for the **Secondary** phase remains currently at 240.)

#### **Co-ordination between Admission Authorities**

The offer of places for all Year Groups for all Admission Authorities in the Bournemouth area is co-ordinated by Bournemouth Local Authority. Application to St Peter's School can only be made on the official (electronic or paper) preference form obtainable from the applicant's home Local Authority (LA). This should be submitted to the home LA. Applications for Reception starting in September 2015 must be submitted by the closing date specified by that LA. –The closing date for admission application forms to be received by the LA will be as published in their Admissions Booklet for that year. Also contained in that booklet will be information on how to complete application forms 'online', the dates for notification to Parent(s)/Carer(s) of admissions decisions 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.

# ADMISSIONS POLICY TO RECEPTION for 2015-2016

## Mission Statement

*With Christ as our guide; Learning together  
Loving God and each other; Becoming the best we can be*

The Governing Body is responsible for the admission policy for St Peter's Catholic Primary School. The Governing Body will admit 60 reception children only to the primary school in the school year 2015/2016 who reach the age of 5 years between 1<sup>st</sup> September 2015 and 31<sup>st</sup> August 2016.

Should there be more applications than places available, the governors of the school will admit in the following category order:

1. Baptised Catholic children in Local Authority Care. This category includes a 'looked after child' who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. (See explanatory note i)
2. Baptised Catholic children who live within the area served by the School. (For the definition of the area, see explanatory note ii).
3. Baptised Catholic children who live outside the area (as defined in explanatory note ii).
4. Children in Local Authority Care who are not Catholic. This category includes a 'looked after child' who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order.
5. Children of families who are practising members of other Christian denominations who live within the area served by the School. Christian denominations mean churches which are members of Churches Together in England. (See explanatory notes ii and iii)
6. Children of faith traditions other than the Christian faith, who live within the area served by the school.
7. Other children.

### Oversubscription

In the case of oversubscription in any category, priority will be given in the order set out as follows:

#### For categories 1, 2 or 3,

- (a) children of families who have shown a commitment to the Catholic Church in the following order verified by the parish priest on the Supplementary Information Form. (Refer to section 'How to Apply' for information about the Supplementary Information Form)
  - i. Attendance at Sunday (or Saturday evening) Mass weekly
  - ii. Attendance at Sunday (or Saturday evening) Mass at least monthly
  - iii. Attendance at Sunday (or Saturday Evening Mass less than monthly or not at all.
- (b) Distance from the school. See Explanatory note (v)

#### For category 5

- (a) Children of families who are practising members of other Christian denominations who live within the area served by the School as verified by the priest / minister / vicar or pastor on the Supplementary Information Form. (Refer to section 'How to Apply for information about the Supplementary Information Form)
- (b) Distance from the school. See Explanatory note (v)

#### For category 6

- (a) Children of families who are members of faith traditions other than the Christian faith, who live within the area served by the school as verified by their faith leader.
- (b) Distance from the school. See Explanatory note (v)

#### Categories, 4 and 7

Distance from the school. See Explanatory note (v)

### **Children with a Statement of Educational Need**

Where a child's statement of Special Educational Need (SEN) names the school, the child will be admitted automatically. The admission of children with statements of SEN count towards the planned admission number for that year group.

### **Explanatory Notes**

**(i) Catholic:** A person baptised in a church which is in communion with the See of Rome or a person 'received' into the Catholic Church.

**(ii) Area served by the School:** The area served by the school is defined as follows: within the boundaries of the Catholic Parishes of Corpus Christi, Boscombe; Sacred Heart, Bournemouth; The Annunciation & St Edmund Campion, Charminster and Castlepoint; St Thomas More Iford; Our Lady Queen of Peace and Blessed Margaret Pole, Southbourne and Our Lady Immaculate, Westbourne within the Diocese of Portsmouth.

**(iii) Churches Together in England:** A "Christian" will be a member of either Churches Together in England or South Western Evangelical Alliance. These include the: Antiochian Orthodox Church, Baptist Union of Great Britain, Catholic Church, Cherubim and Seraphim Council of Churches, Church of England, Church of God of Prophecy, Church of Scotland (Presbytery of England), Congregational Federation, Coptic Orthodox Church, Council of African and Caribbean Churches, Council of Oriental Orthodox Christian Churches, Elim Pentecostal Church, Evangelische Synode, Deutscher Sprache in Großbritannien, Exarchate of Orthodox Parishes of the Russian Tradition (Ecumenical Patriarchate), Ichthus Christian Fellowship, Independent Methodist Churches, International Ministerial Council of Great Britain, Joint Council for Anglo-Caribbean Churches, Lutheran Council of Great Britain, Mar Thoma Church, Methodist Church, Moravian Church, New Testament Assembly, New Testament Church of God, Oecumenical Patriarchate, Redeemed Christian Church of God, Religious Society of Friends, Russian Orthodox Church (Moscow Patriarchate), Salvation Army, Seventh-day Adventist Church (observer), Transatlantic Pacific Alliance of Churches, United Reformed Church, Wesleyan Holiness Church. (*Correct at 19th March 2014. Please check for an up to date list at [www.churches-together.net](http://www.churches-together.net).*)

**(iv) Home address:** Where a child lives with parents who have shared responsibility each for part of the week, the address of the person who is on the child benefit booklet will be the house from which the distance criteria will be applied. If there is no child benefit book, then the address where the child spends most of the week will be used or the address of the parent who has the main responsibility through the courts. Places cannot normally be offered on the basis of a possible future move. Places can only be offered on the basis of future moves on the basis of:

- a. a letter from the solicitor (or equivalent) confirming exchange of contracts to buy a property relevant to the application;
- b. a tenancy agreement confirming the renting of a specific property relevant to the application;
- c. a letter from a housing association confirming that the Parent(s)/Carer(s) will be living at a specific address relevant to the application; or
- d. in the case of UK service personnel and Crown servants, an official Government letter (MOD, FCO or GCHQ) declaring a relocation date to the relevant parish or priority area of the School (or to establish distance from the School).

The home address will be the address that complies with the above at the closing date set by the Bournemouth Local Authority for Secondary School Admissions.

**(v) Distance from school:** Higher priority will be accorded to applicants living nearer to the school with the distance being measured by the Local Authority's Geographical Information System (GIS) in use at the time of allocation (the system at the time of setting the policy takes the measurement between the address mapping points of the main entrance gate of the primary school and the front door of the child's home). If distances are equal, as calculated by the Council's GIS system, for example a flat in block of dwellings with the same front entrance a random allocation system (supervised by an independent person) will be used to determine the allocation. See explanatory note iv.

**Exceptional circumstances:** Children may be admitted above the infant class size limit if they are in the following categories: (i) children of multiple births and (ii) children of Service Personnel but only admitted outside the normal admissions round up to a maximum of two.

## HOW TO APPLY

### (i) **Common Application Form (CAF):**

It is the responsibility of the Parent(s)/Carer(s) to ensure that the completed application form is submitted to their home LA in paper form or electronically by the date specified by that LA. Late applications cannot be considered until after the initial allocation of places has taken place.

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

Parents applying under categories 1 to 6 are advised to complete the Supplementary Information Form (SIF) which can be obtained from and returned to the school. The SIF will assist the governing body in the ranking of the child against the categories and over-subscription criteria. If parents do not complete the SIF, the application can only be considered on the information provided on the CAF and may disadvantage the child. The SIF cannot be completed online.

Parent(s)/Carer(s) are responsible for ensuring that all supplementary information such as the relevant Baptism certificate and the Religious Practice Statement (on the attached SIF) completed by a Priest or Minister are submitted to St Peter's School (Iford Site) by 15 January 2015. Failure to submit the correct, original evidence by the date stated may affect the allocation of admissions category and subsequent eligibility for admission to this School. Parent(s)/Carer(s) should note that any additional evidence submitted as copies of original documents or electronically to either the School or LA will require verification by the Admission Authority on or before 15 January 2015.

### (iii) **Notification**

Notification of the result of the application will be made by the local authority on behalf of the governing body on the 16 April 2015.

## **Documentation Required in Support of Application**

Parents will need to submit the following documentation with the SIF in support of their application.

### All categories:

Proof of residence

### Categories 1 & 4:

Confirmation from the local authority that the child is looked after. In the case of previously looked after children, a copy of the adoption order, residence order or special guardianship order and 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.

### Categories 1, 2, & 3:

Child's Baptismal Certificate (or letter stating the child has been received into the Catholic church) and signature of Priest on the Supplementary Information Form (SIF) confirming mass attendance.

### Category 5:

Signature of Christian tradition leader on the Supplementary Information Form (SIF) confirming family is practising member of the Christian tradition.

### Category 6:

Signature of church faith leader on the Supplementary Information Form (SIF) confirming family is a member of the faith tradition.

## **Admission arrangements for the year 2015/2016**

Pupils whose 5<sup>th</sup> birthday falls in the period 1<sup>st</sup> September 2015 to 31<sup>st</sup> August 2016 will be admitted to school from the start of the term beginning on 1<sup>st</sup> September 2015. The statutory school starting age of a child is the start of the autumn, spring or summer term following his or her fifth birthday. Parents also have the right to request that their child attends part-time until the child reaches compulsory school age.

## **In Year Applications**

Applications for a reception class place during the school year 2015-2016 will be considered by the governors against the category order set above for any available places.

**Late Applications**

Late applications will be considered as described in the Bournemouth Local Authority's Guide to Primary School Admissions.

**Appeals**

A parent/guardian whose child is refused admission has the right to appeal against the decision. An independent panel will hear the appeal. An application to appeal should be made in writing to the Governors at the school address, at least 20 days after the receipt of the letter from the Local Authority refusing admission.

**Waiting List**

For applicants to Reception (entry September 2015) who have not gained a place, a waiting list is created after completion of the co-ordinated admissions process. This is derived from a separate application that must be submitted and that will remain in force until 31<sup>st</sup> July 2015. All other year group waiting list applications expire on 31<sup>st</sup> July of each year and Parent(s)/Carer(s) must then re-apply if they want their child's name to be carried forward to the waiting list for the next year group. Vacancies will be allocated from the lists in accordance with the admissions criteria set out above. Positions on the list will fluctuate and a child's place will change as and when additional requests are received. Should a free place become available the list will always be updated.

**St Peter's Catholic Voluntary Academy Trust School (Primary Phase Applications)**  
**Supplementary Information Form (SIF) - 2015/2016**

FAMILY NAME:		CHILD'S NAME:	
		D.O.B.:	
ADDRESS:			
POSTCODE:		TEL NUMBER:	
PARENT / CARER SIGNATURE:			DATE:

***Please tick the relevant admission criteria***

	CATEGORIES	Parent to tick relevant box	
1	Baptised Catholic children in Local Authority Care. This category includes a 'looked after child' who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order.		
2 and 3	Baptised Catholic children (either within or outside the area served by the school)		<b>Initials of Priest / Leader to confirm</b>
	Attendance at Sunday (or Saturday evening) Mass weekly		
	Attendance at Sunday (or Saturday evening) Mass at least monthly		
	Attendance at Sunday (or Saturday evening) Mass less than monthly or not at all.		
5	Children of families who are practising members of other Christian denominations who live within the area served by the School.		
6	Children of families who are members of faith traditions other than the Christian faith, who live within the area served by the school.		
<p><b>Parish priest / minister / pastor / vicar / religious leader to complete:</b>            I verify that the applicant is a worshipping member of our religious community and that their practice is as indicated in the table above.</p> <p>Signature _____ Printed name of signatory _____</p> <p>Date: _____</p> <p>Christian denomination / Faith: _____</p> <p>Name of Parish / Place of worship and address (and / or stamp) _____</p>			

## Documentation Required in Support of Application

Parents will need to submit the following documentation with the SIF in support of their application.

### All categories:

Proof of residence

### Categories 1 & 4:

Confirmation from the local authority that the child is looked after. In the case of previously looked after children, a copy of the adoption order, residence order or special guardianship order and 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.

### Categories 1, 2, & 3:

Child's Baptismal Certificate (or letter stating the child has been received into the Catholic church)  
and  
Signature of priest on the Supplementary Information Form (SIF) confirming church mass attendance

### Category 5:

Signature of Christian tradition leader on the Supplementary Information Form (SIF) confirming family is practising member of the Christian tradition.

### Category 6:

Signature of church faith leader on the Supplementary Information Form (SIF) confirming family is a member of the faith tradition.