

## **Mission Statement**

With Christ as our guide; Learning together

Loving God and each other; Becoming the best we can be

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

#### **Entry to St Peter's School - Admissions Policy 2016/2017**

St Peter's is a Catholic School (the "School"). 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 is an all through school with the Secondary School accepting boys and girls, mostly Catholics, from ages eleven to nineteen. (There are currently separate Admissions Policies for the Primary and Sixth Form phases.)

Applicants will be admitted without regard to aptitude or ability. The School serves the Catholic community in Bournemouth and adjoining areas of Dorset and Hampshire.

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

Admissions are the responsibility of the Governing Body, which has agreed admissions policies that 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 1st February 2012 and the guidelines issued by the Catholic Diocese of Portsmouth. It takes account of the Equality Act 2010.

#### **Admissions to Year 7 in September 2016**

For September 2016 the Governors have agreed an admission number of **240**, which represents the maximum number of Students that can be admitted without prejudice to the education that the School provides and this is the School's Published Admissions Number.

The School welcomes Students of all aptitudes and abilities and will work with the Local Authority to ensure that proper provision is made for any child admitted with a statement of Special Educational Needs. The Governors and the School will follow the guidance given in the Special Educational Needs Code of Practice issued by the Department for Education. Children with a statement of special educational needs or Education, Health Care Plan (EHC Plan) which has St Peter's School named in the Statement will be given a place at the School and this will count towards the published admission number.

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

The offer of places for all Year Groups is co-ordinated between all the Admission Authorities in Bournemouth. 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 Year 7 starting in September 2016 must be submitted by the closing date specified by that LA. Parent(s)/Carer(s) will be asked to list up to three secondary Schools. The Governing Body of St Peter's School operates an equal preference system.

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 on-line, 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.

### **The Criteria for Admission**

Should there be more applicants than places available, based on the evidence provided with each application, the Governors will use the criteria for admission to place every applicant in one of the categories listed below. The order of the categories listed below determines the order of priority for admission. Applicants who qualify for more than one category will be placed in the highest one in which they appear.

### **The Categories used to decide the Order of Preference for Applicants**

The categories are set out in the order in which they will be applied, starting with the highest category.

**1 Baptised Catholic Looked After and previously Looked After children** currently or previously in the care of the local authority or provided with accommodation by a local authority in the exercise of their social functions.

#### **2 Baptised Catholic children**

Parent(s)/Carer(s) will be required to produce their child's Baptismal certificate. In addition, the Parish Priest will be asked to provide a statement confirming that attendance at Catholic Mass has been either regular (fortnightly) or less than regular during the previous twelve months.

**3 Looked After and previously Looked After children other than those in category 1**, currently or previously in the care of the local authority or provided with accommodation by a local authority in the exercise of their social functions ranked in the following order

- Children of other Christian traditions who are practising Christians

(Christian denominations mean churches which are members of Churches Together in England. (See clarification note ii)

- Children of faith traditions other than the Christian faith
- Children other than those included above

#### **4 Children of other Christian traditions who are practising Christians**

Parent(s)/Carer(s) will be required to produce their child's Baptismal Certificate (or equivalent evidence of church membership) and a written statement from their Church confirming religious practice during the previous twelve months.

#### **5 Children of faith traditions other than the Christian faith**

Parent(s)/Carer(s) will be required to produce evidence of membership of and a written statement from their Religious Establishment confirming religious practice during the previous twelve months.

#### **6 Children, other than those included in categories 1 to 5**

Within each of the above categories applications will be ranked in the following order :

##### **1. Level of Religious Practice**

For Catholic applicants, the child's Parish Priest will be asked to complete a Supplementary Information Form (SIF) and state whether the child's practice has been **regular** (attending Catholic Mass at least fortnightly on Saturday evening or Sunday) or **less than regular** (attending Catholic Mass less than fortnightly on Saturday evening or Sunday) during the previous twelve months.

For children other than Catholics, the Governors look for evidence of regular practice through completion of a Supplementary Information Form (SIF) that will confirm religious practice during the previous twelve months through reference to the Minister, or Leader, of the place of worship that the family attends.

##### **2. Siblings**

If all the siblings in a particular category cannot be admitted, preference will be given to those children whose sibling is in a year group closest to their own. This applies to an applicant with a sibling on roll at the time of application.

##### **3. Distance**

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 to the Southbourne site of the secondary school and the front door of the child's home).

If distances are equal, as calculated by the Authority's GIS system, for example a flat in a block of dwellings with the same front entrance, a random allocation system (supervised by an independent body) will be used to determine the allocation. The Governors have determined that the measuring point should be at the Southbourne site where a Student will normally spend up to five years as opposed to (currently) two years at the Iford site.(see clarification note iv)

### **Clarification of Key Parts of the Admissions Policy**

#### **(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) Christian**

A "Christian" will be a member of either Churches Together in England or South Western Evangelical Alliance. These include the: Antiochian Orthodox Church; Apostolic Pastoral Congress; Assemblies of God; 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); Churches in Communities International; Congregational Federation; Coptic Orthodox Church; Council for Lutheran Churches; Council of African and Caribbean Churches UK; Council of Oriental Orthodox Christian Churches; Elim Pentecostal Church; Evangelical Lutheran Church of England; Evangelische Synode Deutscher Sprache in Großbritannien; Exarchate of Orthodox Parishes of the Russian Tradition (Ecumenical Patriarchate); Free Church of England; Ground Level; Ichthus Christian Fellowship; Independent Methodist Churches; International Ministerial Council of Great Britain; Joint Council for Anglo-Caribbean Churches; Mar Thoma Church; Methodist Church; Moravian Church; New Testament Assembly; New Testament Church of God; Oecumenical Patriarchate; Pioneer; 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.

Please check for an up to date list at [www.cte.org.uk](http://www.cte.org.uk)

#### **(iii) Home Address**

Defined as the address where the child usually lives. Where Parents/Carers have shared residence of a child and the child lives for part of the week with each Parent/Carer, the home address will be determined to be the address at which the child

lives **most** of a school week. Places cannot normally be offered on the basis of a possible future move but may be offered on the basis of:

- i. a letter from the solicitor (or equivalent) confirming exchange of contracts to buy a property relevant to the application;
- ii. a tenancy agreement confirming the renting of a specific property relevant to the application;
- iii. 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
- iv. 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.

#### **(iv) Final Tie-Break Allocation Process**

If there are insufficient places to accommodate all applicants and after using all tie break criteria, applicants for the final place(s) cannot be split, the remaining place(s) will be allocated using a random allocation process. The process will be electronically administered through the IT providers in use at the time. At the time of setting this policy the providers are Tribal Technology.

### **Documentation**

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.

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

Parents/Carers will need to submit the following documentation with the SIF in support of their application to St Peter's School (Iford site) by 31 October 2015.

##### All categories:

Proof of residence

##### Categories 1 & 3:

Confirmation from the local authority that the child is currently or was previously 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:

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 frequency of mass attendance either regular or less than regular.

### Category 4:

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

### Category 5:

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

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 31 October 2015.

### **Parent(s)/Carer(s)**

A Parent/Carer is any person who has parental responsibility for or is the legal guardian of the child as set out in the Children Act 1989. Where responsibility for a child is "shared", only one application can be considered. Where Parents are separated it is essential that agreement is reached by both parties concerning the application. If agreement cannot be reached the Academy will only consider the application from the Parent who is the main carer for the child. The main carer is normally the Parent who has the main caring role of the child (and could be guided by the Parent in receipt of Child Benefit, for example). In cases of doubt, the Academy will seek independent legal advice to determine which Parent has responsibility for completing the application form and whose address will be used for admissions purposes. Such a decision is not intended to be a legal ruling but only used for the purposes of admissions to the Academy.

### **Siblings**

For the purposes of the Admissions Policy, siblings are brothers and sisters. Brothers and sisters are defined as half or full brother or sister, adoptive brother or sister, foster brother or sister and the children of Parent(s)/Carer(s) who are married or cohabiting, where the Parent(s)/Carer(s) and children live together in the same household at the same postal address. If all the siblings in a particular category cannot be admitted, preference will be given by reference to the distance criterion. In every case the sibling must be living permanently in the same family unit at the same address.

## **Multiple Birth Children.**

If the last Student offered a place within the Published Admission Number (PAN) is from a multiple birth or has a sibling in the same year group, any further sibling will be admitted, if the Parents/Carers so wish, even though this may raise the intake number above the School's PAN. The PAN will remain unchanged so that no other Student will be admitted until a place becomes available within the PAN.

## **In Year Applications**

Applications for a place during the school year 2016-2017 will be considered by the governors against the category order set above for any available places. A single application form in accordance with the co-ordinated scheme will be used for all applications for in-year admissions.

## **In-Year Fair Access Protocol**

St Peter's School, together with other Bournemouth schools and the Bournemouth Local Authority, operates an In-Year Fair Access Protocol in accordance with the Schools Admissions Code. This is reviewed by the Bournemouth Admissions Forum on a regular basis.

## **Withdrawal of Offers of Places by the Governors**

Once the Governors of St Peter's School have made an offer of a school place, they may withdraw that offer in very limited circumstances. These may include when the Governors offered the place on the basis of a fraudulent or intentionally misleading application from a Parent/Carer (for example, a false claim to residence in the area) which effectively denied a place to a child with a stronger claim or where a place was offered by the Local Authority, not the Admission Authority, in error. If a Parent/Carer has not responded to the offer of a place within a reasonable time, and the Governors are considering withdrawing a place, they will remind the Parent/Carer of the need to respond and point out that the place may be withdrawn if they do not.

## **Waiting Lists**

There is a waiting list for each year group. For applicants in Year 7 (entry September 2016) a new 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 July 2017. All other year group waiting list applications expire on 31 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.

## **Contact with the School**

The Governors want their Admissions Policy to be presented to Parent(s)/Carer(s) as clearly and helpfully as possible. Parent(s)/Carer(s) should not hesitate to contact St Peter's, if in doubt about any matter relating to the Policy and how it is implemented.