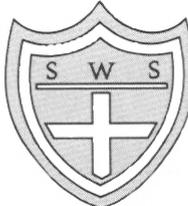


## St. Walburga's Catholic Primary School Admission Policy

	<p><b>As St. Walburga's school family we walk in the footsteps of Jesus by ...</b></p> <ul style="list-style-type: none"><li>• welcoming all</li><li>• learning to be the best we can</li><li>• joining together in prayer</li><li>• serving God and one another.</li></ul>	
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The Governing Body is responsible for the admission policy for St. Walburga's Catholic Primary School.

In September 2016 the Governing Body will admit 60 children to the school for the 2016/17 academic year, whose fifth birthday falls between 1st September 2016 and 31st August 2017.

For the purpose of these admission 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. It also includes children received into full communion with the Catholic Church after Baptism in another Christian tradition. A list of Catholic churches is available from the school office and can also be found on the school website.

The ethos of this school is represented in our school mission statement. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of the school to apply for and be considered for a place here.

### Children with a Statement of Special Educational Need or Education Health and Care Plan

Children with a statement of special educational need (SEN) or Education Health and Care Plan which has the school named in the statement will be given a place at the school and will count towards the published admission number.

In the case of there being more applications than places available (after any children with a statement of SEN have been allocated places) applications will be considered by the Governing Body in the following order of priority:-

1. Catholic children (see note i) who are looked after or who were previously looked after (see note ii).
2. Catholic children with a sibling (see note iii) attending the school whose parents/guardians produce proof of commitment (see note v) from the Catholic priest at the church they attend (*must verify regular attendance, i.e. at least fortnightly at Sunday or Saturday evening Mass during the last 12 months.*)
3. Catholic children whose parents/guardians produce proof of commitment from the Catholic priest at the church they attend (*must verify regular attendance, i.e. at least fortnightly at Sunday or Saturday evening Mass during the last 12 months.*)
4. Catholic children with a sibling attending the school.
5. Other Catholic children.
6. Non-Catholic children who are looked after or who were previously looked after (see note ii).
7. Children of parents/guardians committed to other Christian traditions (see note iv) with a sibling attending the school, whose parents/guardians produce proof of commitment verifying regular attendance from the appropriate minister of religion.
8. Other children with a sibling attending the school.
9. Children of parents/guardians committed to other Christian traditions whose parents/guardians produce proof of commitment verifying regular attendance from the appropriate minister of religion.
10. Children of parents/guardians who are members of the Jewish, Islamic, Hindu, Sikh or Buddhist faith.

11. Other applicants.

**If within any of the above categories, the Governing Body is not able to offer places to all applicants, proximity to the school will be used to determine the order in which offers will be made as set out below. In the unlikely event of the distance between two children's homes and the school being the same, random allocation will be used, which will be supervised by the local authority.**

Higher priority will be accorded to applicants living nearer to the school with the distance being measured by the 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 school and the applicant's home). If distances are equal, as calculated by the Council'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 person) will be used to determine the allocation.

#### Notes

- i. The term "Catholic children" has the meaning set out at the head of this policy. All applications for baptised children must be supported by a Baptismal Certificate.
- ii. 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 the 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 special guardianship order.
- iii. For the sake of this policy "sibling" refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. (See also notes vi and vii below)
- iv. The term "other Christian traditions" means churches who are full members of Churches Together in England. A full list is available from the school office or on the Churches Together website ([www.cte.org.uk](http://www.cte.org.uk)).
- v. Regular attendance is verified through the completion of a 'Proof of Commitment' form by the appropriate priest or minister of religion who are asked whether the applicants attend their church and fulfil the necessary attendance requirement. For the purpose of this admission policy, regular attendance in the Catholic Church is defined as at least fortnightly. The religious leader of other Christian denominations will be asked to confirm the applicant attends regularly in line with the expectations of their particular church.

If parents have attended more than one church in the past twelve months then additional forms can be provided.

- vi. When considering twins, triplets or other multiple births for one remaining place every effort will be made in collaboration with the parents, other schools and the local authority to ensure that they can be educated together. In accordance with Section 2.15 of the Admissions Code they may be considered as an excepted pupil.
- vii. Pupils will only count as siblings at the school if they are still attending the school when the child applying for a place is due to commence.
- viii. Where a child lives with parents with shared responsibility each part of the week, the child's main residence will be the dwelling of the parent or carer in receipt of Child Benefit and proof of who is in receipt of Child Benefit may be required by the school's governing body prior to the offer of a school place. If Child Benefit payments are not made or suspended then the decision on which address to use for the child, for the purposes of admission to school only, will be made by the chair of the school's governing body on the advice of the school's legal advisers.

#### Starting School and Deferred Entry to Year R

By law, children have to be in full time education by the prescribed day following their fifth birthday, or on their fifth birthday if it falls on a prescribed day. The prescribed days are 31 December, 31 March, and 31 August.

Parents can request that the date their child is admitted to the school Reception class is deferred until later in the school year or until the child reaches compulsory school age in that school year, without affecting the

offer of the school place. Application to defer entry should be made direct to the school after the offer of a place has been made and accepted by the parent.

Parents can request that their child takes up the place part-time until the child reaches compulsory school age. Application for their child to go part time must be made direct to the school after the offer of a place has been made and accepted by the parent.

Applicants cannot normally defer entry until the following September which is in a new school year. In that case a new application for entry into Year One for that school year would be necessary. However, parents of children with birthdays between 1 April and 31 August 2012 (inclusive) may wish to request admission to the Reception year in September 2017 rather than admission to Year One. 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. If agreement is reached that a child born between 1 April and 31 August 2012 may start in Reception in September 2017, parents must apply for a place the following year for that year group. If parents have already applied for a place to start in 2016 and subsequently delayed admission is agreed, the application would be withdrawn and they would need to reapply the following year alongside all other applicants. **Places cannot be reserved or held from the previous year.**

It is recommended that parents considering such a request contact the school and the local authority admission team in the Autumn term 2015 to ensure that an informed decision is made. St. Walburga's Governing Body adopts the Bournemouth Policy and Procedure for delayed admission to Reception.

#### Admission of Children Outside of their Normal Year Group

In addition to requests from parents of summer born children, i.e. children born from 1 April to 31 August, those with children who are gifted and talented, or who have experienced problems or missed part of a year, for example, due to ill health, can seek places outside the normal age group. The Governing Body will make a decision on the basis of the circumstances of each case.

Parents do not have a right to appeal if they have been offered a place and it is not in the year group they would like.

#### Timetable for Reception admissions for September 2016

The Local Authority (LA) operates a timetabled coordinated admissions procedure for all Bournemouth Primary Schools in line with government legislation. The LA will manage the process on behalf of this school according to the scheme which they will publish in their booklet 'Starting Primary School 2016-2017' but it is 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 will be as published in the booklet 'Starting Primary School 2016-2017'. Also contained in that booklet will be the dates for notification to parents 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.

#### Applicants for Reception Classes

Applicants for Reception classes are required to complete the local authority Primary Preference Form which can be obtained from schools, nurseries and play groups or completed online at [www.bournemouth.gov.uk](http://www.bournemouth.gov.uk). Completed preference forms should be returned to Bournemouth Local Authority. In addition to the Primary Preference Form parents/carers are asked to complete a separate supplementary information form. The supplementary information form can be obtained from the school or from the Local Authority. The additional information on this form assists governors in placing applications in the correct oversubscription criteria. If no supplementary information form is submitted governors can only rank the application on the basis of the information contained in the Primary Preference Form. The supplementary information form should be returned directly to school, together with baptismal certificates and (where applicable) supplemental information relating to faith by **31 January 2016**.

#### Applicants for Other Year Groups

All applications to all Bournemouth schools are co-ordinated by the Local Authority. To apply for a place in other year groups please contact the Admission's Services Team, Children's Services, Bournemouth Borough Council, THE3 Town Hall, Bourne Avenue, Bournemouth, BH2 6DY (01202 456197).

#### Waiting Lists

Bournemouth Council operates a formal waiting list for those refused a place. The waiting list is ranked according to the over-subscription criteria. Any places that do become available, if not required for a child with a statement of special educational need or Education Health and Care Plan, or one who is required to be admitted through an In-year Fair Access Protocol, are allocated in accordance with these criteria.

Waiting lists for Reception will cease on 31 December 2016. Previous applicants wishing to continue on a waiting list must re-apply to Bournemouth Council between 1 and 31 December 2016. Waiting lists for other year groups will cease at the end of the academic year 2016/17. Applicants will be required to re-apply (in August 2016) for admission if they wish to continue to be considered for a place. Please note Bournemouth Council may review waiting lists on a regular basis at the end of each term or when a place becomes available at the school.

#### Right to Appeal

In accordance with the school's Articles of Government, parents/guardians whose children are refused admission to the school have the right to appeal. Information on the Appeal Procedure together with an Appeal Form is available from the headteacher at the school.

The completed Appeal Form is to be sent to:-

Appeals Clerk  
c/o St. Walburga's Catholic Primary School  
Malvern Road  
Moordown  
BOURNEMOUTH  
BH9 3BY

***Prospective parents who wish to visit the school are most welcome and appointments should be made through the School Secretary.***