



Corpus Christi Catholic Primary School Governors' Admissions Policy

This policy refers to the school year **2018-19**.

Part One: *For children who will reach their fifth birthday between 1st September 2018 and 31st August 2019.*

By law, all children must start school by the term following their fifth birthday. The Admission Number to the school is 60 and therefore Governors will admit children who reach the age of five between 1st September 2018 and 31st August 2019, at the beginning of the Autumn Term 2018.

Parents have the right to state a preference about their child's school. This is done when completing the Local Authority's Common Application Form, (CAF). Please complete a second form, the School's Supplementary information Form (SIF) if you wish to ensure that your child is categorised in our oversubscription criteria (see below) and return this to the school with the evidence set later in this policy. There is no obligation to submit a SIF.

It is the applicant's responsibility to return the SIF form to the school by the Local Authority (LA) deadline. The SIF gives Governors information about your commitment to your church or faith centre. Both of these forms are available either from the school, on the school's website or from the LA. Parents will also be asked to provide evidence by way of a baptism certificate or the equivalent and this should be returned to the school by the deadline date. The CAF should be returned to the LA by the deadline date, (see section headed 'The Admissions Timetable'). Please note that it is now possible to apply online and that this is the preferred option of our LA.

Parents may want to consider the following options which are available when applying for a school place.

Deferred Entry

(attending school part-time for an agreed period)

When a child is offered a place, the school will provide a full-time education in the September following their fourth birthday. Although if parents so wish, *their child can attend part-time until later in the school year, but not beyond the point at which they reach compulsory school age*. You can discuss this with the school to help you make a decision which is best for your child.

Delayed Entry

(delaying school entry for year)

By law, children have to be in full-time education by the prescribed day following their fifth birthday (31st December, 31st March and 31st August are the accepted dates for beginning each term). *Exceptionally, parents of children with birthdays between 1st April and 31st August 2014 may wish to delay admission until September 2019, and may request admission into Reception Class for September 2019.*

Oversubscription Categories

Should there be more applications than the 60 places available, these will be considered in accordance with the following category order: Note: if there are fewer applications than the Admission Number, all children are admitted.

1. Looked After Children and previously Looked After Children. *(See Note 1 below)*
2. Children who are Catholic. *(See Note 2 below)*
3. Children of families who are members of other Christian churches. Information will be requested from an appropriate faith leader. *(See Note 5 below)*
4. Children of families who are members of other faiths. Information will be requested from an appropriate faith leader.
5. All other applicants.

If any category is oversubscribed the following order of priority will apply:

- a) Those with a sibling in attendance at the school at the time the applicant would start at the school. A sibling is defined as a 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.
- b) Those families who have shown a positive commitment to the church as exemplified by attendance at Sunday Mass (or Saturday evenings). Please state on the SIF if you practice weekly, monthly or less than monthly. Those families showing more regular practice are given preference in admission.
- c) Distance from school, (those living closer receiving a higher priority). *(See Note 4 below)*

Notes

1. a) A 'Looked After Child' is a child who is (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 function (e.g. child with foster parents) at the time of making an application to a school.
b) 'Previously Looked After Children' are children who were looked after, but ceased to be so because they were adopted.
2. At all parts of this policy, Catholic is defined as a baptised member of a church in communion with the See of Rome.
3. If the last pupil offered a place, (the 60th child), is from a multiple birth, a place will be offered to each of the siblings concerned. This may temporarily result in an admission number over 60.
4. The Authority's Geographical Information System (GIS) in use at the time of setting this policy takes the measurement between the address mapping points of the school and the address at which the child lives for most of the week. 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 will be used to determine the allocation, supervised by an independent person.

5. Governors define a Christian Church as one which is a member of 'Churches Together in England' (as listed at <http://www.cte.org.uk>). Information will be requested from an appropriate faith leader rather than a parish priest.

Evidence Required in Support of Applications

For all Categories – **the Common Application Form, (CAF)**, preferably sent online direct to the Local Authority but which can also be handed in to the LA or to school.

For Category 2 – **a baptism certificate (or certificate of reception into the Church)** and, if you wish practice to be considered, **a completed SIF**.

For Category 3 – **a baptism certificate** or the equivalent, and **a letter confirming membership of that Christian denomination** and signed by the appropriate minister of religion.

For Category 4 – **a letter confirming membership of that Christian denomination** and signed by the appropriate minister of religion.

Children with Special Needs

If our school is named in a child's Statement of Special Educational Needs or an Education, Health and Care Plan (EHCP), then the Governors must offer him, or her, a place.

Unless your child has a Statement of Special Educational Needs, his or her application will be considered alongside all others received and will be given equal treatment with them in deciding on lists of those children to be offered places.

Delayed Entry - further information

Parents considering such a request should inform the school in writing and discuss their request with the headteacher to ensure that the school is fully aware of the details. This request should be made in writing and sent to The Admissions Panel, Corpus Christi Catholic Primary School, St. James Square, Bournemouth, BH5 2BX. Parents should also inform the LA, in writing, in the Autumn Term 2017 stating the reasons they wish to defer entry for their child.

For a delayed entry case to be considered the school must be informed by the deadline for applications in line with the LA admissions process (usually mid-January). Governors will ensure the case is heard, a decision is made and parents informed by 15th February.

The decision to grant 'Delayed Entry' is reserved for the admitting authority and as such the Governors will make decisions based on the particular circumstances of each case. This will include taking account of the parents' views, information about the child's academic, social and emotional development, and whether they have previously been educated out of their normal age group. They will also take into account the views of the headteacher. When informing a parent of their decision on the year group their child should be admitted to, the Governors will set out clearly the reasons for their decision. ***If Deferred Entry is agreed, parents must re-apply for a school place during the following year.***

Appeals

Under Section 84 the School Standards and Framework Act 1998 and the School Admissions (Appeal Arrangements) Regulations 2012, parents have the right to appeal, to an independent appeals panel, in the event of their application for admission of a child being refused by the Governors. A form for this purpose is obtainable from the school. When completed the form should be sent to: ***The Admissions Panel, Corpus Christi Catholic Primary School, St. James Square, Bournemouth, BH5 2BX***

The Admissions Timetable

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 2018-19' 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 2018-19. Also contained in that booklet will be 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.

Waiting Lists

There is a waiting list for those refused a place. This waiting list is ranked in accordance with our oversubscription criteria as given above. Any places that do become available will be allocated in accordance with these criteria. The waiting list is re-ranked every time an application is received. No account is taken of the time an applicant has been on the waiting list. The waiting list is held until the end of each year, parents will be asked to confirm if they still wish their child to remain on the waiting list.

Please Note: Children with Statements of Educational Needs (or EHCP's) and Children who are Looked After or Previously Looked After must, in accordance with the In-Year Fair Access Protocol take precedence over those on the waiting list.

Late Applications

If an application is received after the published deadline then it will not be considered until after the initial offer of places. However, once all sixty places have been offered, late applicants will be placed on the waiting list according to the priority order given above.

Part Two: *All other children*

All admissions are co-ordinated by the Local Authority. Parents requiring admission for their children must complete the Common Application Form (CAF). Please complete a second form, the school's Supplementary Information Form (SIF) if you wish to ensure that your child is categorised in our oversubscription criteria (see below) and return this to the school with the evidence set out in this policy. Please refer to the section 'Evidence required in support of Applications' in Part One.

Governors will make available a further 4 places at the start of Key Stage 2 (KS2). Where the number of applicants exceeds the four places available, allocation of places will be on the basis of the oversubscription criteria set out on page 2 of this policy. If a place is not available, applicants will be invited to join our waiting list. Please refer to the section headed 'Waiting Lists' in Part One.

If you are refused a place and you wish to appeal, please refer to the 'Appeals' information on page 3.