



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 (Primary Phase)

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.

Entry to St Peter's School Primary Phase – Admissions Policy 2019/2020

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. This does not affect the rights of parents of other faiths or none to apply to the School.

St Peter's is an all through school and accepts boys and girls, mostly Catholics, from ages four to nineteen. Applicants will be admitted without regard to aptitude or ability.

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 19 December 2014 and the guidelines issued by the

Catholic Diocese of Portsmouth. The policies take account of the Equality Act 2010.

Admissions to Reception in September 2019

The following policy relates solely to the entry of children into Reception for September 2019. The Governing Body will admit 60 children who reach the age of 5 years between 1 September 2019 and 31 August 2020, to the primary phase of the School in the academic year 2019/2020. 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.)

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 (SEN) or Education, Health and Care Plan (EHC Plan). 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 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 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 2019 must be submitted by **15 January 2019**. The Local Authority Admissions Booklet contains 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.

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 Baptised Catholic previously Looked After children.** (see Clarification of key parts i)
 - Parent(s)/Carer(s) will be required to produce their child's Baptismal Certificate or (where [when age appropriate], because of extraordinary circumstances the Baptismal Certificate is not available following a move from overseas) the First Holy Communion Certificate (or letter from an appropriate Parish Priest or Deacon stating the child has been received into the Catholic church or is a current member of a formal Catholic sacramental church programme.)

2. **Baptised Catholic children.** (see Clarification of key parts ii)
 - Parent(s)/Carer(s) will be required to produce their child's Baptismal Certificate or (where [when age appropriate], because of extraordinary circumstances the Baptismal Certificate is not available following a move from overseas) the First Holy Communion Certificate (or letter from an appropriate Parish Priest or Deacon stating the child has been received into the Catholic church or is a current member of a formal Catholic sacramental church programme.)

In addition, the Parish Priest will be asked to provide through completion of a Supplementary Information Form (SIF) a statement confirming that attendance at Catholic Mass has been either :-

- **Regular:** attendance at Sunday (or Saturday evening) Mass weekly
- **Occasional:** attendance at Sunday (or Saturday evening) Mass at least monthly
- **Irregular:** attendance at Sunday (or Saturday evening) Mass less than monthly or not at all.

3. Looked After and previously Looked After children other than those in category 1 (see Clarification of key parts i)

Children who are 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.

4. Children of Staff at The School . (See Clarification of key parts iii)

5. Children of other Christian traditions who are practising Christians (See Clarification of key parts iv).

Parent(s)/Carer(s) will be required to produce their child's Baptismal Certificate (or equivalent evidence of church membership) **and** a Supplementary Information Form (SIF) from their Church confirming religious practice as deemed by their Vicar, Minister or Church

6. Children of faith traditions other than the Christian faith

Parent(s)/Carer(s) will be required to produce evidence of membership of **and** a Supplementary Information Form (SIF) from their Faith Establishment confirming faith practice.

7. Other children.

Where relevant, within 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:** attendance at Sunday (or Saturday evening) Mass weekly
- **Occasional:** attendance at Sunday (or Saturday evening) Mass at least monthly
- **Irregular:** attendance at Sunday (or Saturday evening) Mass less than monthly or not at all.

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 through reference to the Minister, or Leader, of the place of worship that the family attends.

2. Siblings

Preference will be given to those children with a sibling on roll at the time of application. 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 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 (supervised by an independent body) will be used to determine the allocation. The Governors have determined that the measuring point should be at the Iford site.

Clarification of Key Parts of the Admissions Policy

(i) Looked After and Previously Looked After Children

For the purposes of these admissions arrangements the definition of Looked After and Previously Looked After Children from 1.7 Admissions Code 2014 will be used.

1.7 All schools **must** have oversubscription criteria for each 'relevant age group' and the highest priority **must** be given, unless otherwise provided in this Code, to looked after children (16) and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted¹⁷ (or became subject to a child arrangements order¹⁸ or special guardianship order¹⁹). Further references to previously looked after children in this Code means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after. Oversubscription criteria **must** then be applied to all other applicants in the order set out in the arrangements.

16 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 functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

17 This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).

18 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.

19 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) in a particular order including 'first preference first' arrangement.

(ii) Catholic

For the purposes of these admissions arrangements, a Catholic means either

- a person baptised in a church which is in communion with the See of Rome or a person received into the Catholic Church or
- a current member of a formal Catholic sacramental church programme.

(iii) Children of Staff at The School

In accordance with 1.39 of the Admission Code 2014, the member of staff will have to have been employed at The School for two or more years at the time at which the application for admission to the School is made before the application will be considered to fall into Category 4 – Children of staff at the School.

(iv) Christian

A "Christian" will be a member of a church which is a member of either Churches Together in England or the Evangelical Alliance.

Please check for an up to date list at Churches Together in England (www.cte.org.uk) and [Evangelical Alliance \(www.eauk.org\)](http://www.eauk.org)

(v) Home Address

Defined as the address where the child usually lives.

A 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 Local Authority prior to the offer of a place. If Child Benefit payments are not made or are suspended then the decision on which address to be used for the child for the purposes of admission to school only, will be based upon the address at which the child is registered at a GP surgery.

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 School Admissions.

(vi) 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.

The SIF can be downloaded from the School website or collected and returned to The School (Southbourne site) The SIF cannot be completed online.

Documentation Required in Support of Application

Parents/Carers will need to submit the following documentation in support of their application to St Peter's School (Southbourne site) by **15 January 2019**.

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

EACH of the following documents is required to support the application.

Category 1

- (a) Child's Baptismal Certificate or (where [when age appropriate, because of extraordinary circumstances a Baptismal Certificate is not available following a move from overseas) the First Holy Communion Certificate (or letter from an appropriate Parish Priest or Deacon stating the child has been received into the Catholic church or is a current member of a formal Catholic sacramental church programme.)

Category 2:

- (a) Child's Baptismal Certificate or (where [when age appropriate], because of extraordinary circumstances a Baptismal Certificate is not available following a move from overseas) the First Holy Communion Certificate (or letter from an appropriate Parish Priest or Deacon stating the child has been received into the Catholic church or is a current member of a formal Catholic sacramental church programme)
- and**
- (b) A Supplementary Information Form (SIF)

Category 4

- (a) Confirmation of start date of employment at St Peter's School as evidenced by the Contract of Employment.

Category 5:

- (a) Baptismal Certificate (or equivalent evidence of church membership)
- and**

- (b) A Supplementary Information Form (SIF) confirming child is a practising member of the Christian tradition signed by the Vicar, Minister or Church Leader

Category 6:

- (a) Evidence of membership of the faith
and
- (b) A Supplementary Information Form (SIF) confirming child is a practising member of the faith tradition signed by the Faith Leader

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 2019.

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 in the case of parents with joint Parental Responsibility, the Academy will only consider the application from the Parent who subsequently provides proof of their sole authority to decide upon matters of education and whose address will be used for admissions purposes.

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.

Applications for Students who are Disabled

All parents are invited to visit the School and assess the suitability for their child.

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 may 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 2019-2020 will be considered by the Governors against the category order set above for any available places. A single application form and SIF will be used for all applications for in-year admissions.

Admission arrangements for the year 2019/2020

Parents of pupils whose 5th birthday falls in the period 1 September 2019 to 31 August 2020 who are offered a place for September 2019 should be aware of the following:-

- a) The statutory school starting age of a child is the start of the autumn, spring or summer term following his or her fifth birthday
- b) that child is entitled to a full-time place in the September following their fourth birthday;
- c) the child's parents can defer the date their child is admitted to The School until later in The School year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of The School year for which it was made; and
- d) where the parents wish, children may attend part-time until later in The School year but not beyond the point at which they reach 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.

Summer Born Babies

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 2015 (inclusive) may wish to request admission to the Reception year in September 2019 rather than admission to Year One. In these circumstances, all relevant factors will be considered by Governors on a case by case basis 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. Governors reserve the right to seek independent advice. If agreement is reached that a child born between 1 April and 31 August 2015 may start in Reception in September 2020, parents must apply for a place the following year for that year group. If parents have already applied for a place to start in 2019 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 2018 to ensure that an informed decision is made.

Out of Normal Age Group requests

St. Peter's Governing Body adopts the Bournemouth Policy and Procedure for delayed admission of Students Outside of their Normal Year Group.

Requests from parents with students 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

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.

Appeals

A parent/carer whose child is refused admission has the right to appeal against the decision and is asked to contact the Clerk to the Governing Body (sw0@st-peters.bournemouth.sch.uk) who will issue the appropriate application form. An independent panel will hear the appeal, the outcome of which is legally binding on all parties.

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 Reception (entry September 2019) a new waiting list is created after completion of the coordinated admissions process. This is derived from a separate application that must be submitted and that will remain in force until 31 July 2020. 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. Looked After Children, previously Looked After Children and those allocated a place at the School in accordance with a Fair Access Protocol, must take appropriate precedence over those on a waiting list. 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.

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