

**ST. CATHARINE'S CATHOLIC PRIMARY SCHOOL**

**Admissions Policy 2018/19**



*Let your light shine*

**School Mission Statement**

**St Catharine's Primary School provides a Catholic education expressing love of and trust in Jesus Christ.**

**We aim to: -**

- \* Build a Christian community in which there is a true understanding of the teaching of the Catholic Church.**
- \* Help each child to fulfil their potential and do their best in all that they do.**
- \* Ensure that every child is valued and encouraged to become generous, confident and responsible.**
- \* Welcome involvement with parents, parish and the wider community to enrich all our lives.**

**Approved at Full Governors Meeting 26th January 2017**

## **A The Policy**

1. St Catharine's is a Catholic voluntary aided primary school, which was established by the Church to serve the parish of St. Catharine, Chipping Campden, which also includes Moreton - in - Marsh . The school also now serves the parish of Our Lady and St Kenelm, Stow-on-the-Wold, which also includes Bourton-on-the-Water. The school has an inclusive ethos. The governing body, acting in accordance with the School Admissions Code and in conjunction with the Clifton Diocese and the Gloucestershire Local Authority, is responsible for the admission of pupils.

2. The Admission Number for all the Reception year group is 20. The number of places in all other Year groups in 2018/19 is also 20.

### **If offered a place:**

\* Children are entitled to a full-time place in the September following their fourth birthday.

\* Children are not required to attend school until the beginning of the term in which they are five, so in appropriate cases admission may be deferred until the beginning of the Spring or the Summer Term 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 the offer was made. If parents/carers offered a place wish a deferment they should indicate so when accepting the offer of a place.

\* Where 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.

3. Applications for a reception place at the School should be made to the Local Authority (LA) in which the child lives – their home LA and by 15<sup>th</sup> January 2018 to be considered in the first round of allocations. In the case of Gloucestershire residents, the contact address is [www.gloucestershire.gov.uk/schooladmissions](http://www.gloucestershire.gov.uk/schooladmissions) for online applications and Gloucestershire County Council's Admission and Transfer Team, Shire Hall, Westgate Street, Gloucester, GL1 2TP for paper applications. Families applying from another LA must still apply via their home LA and will be notified of the outcome by their home LA.

Gloucestershire County Council will then send details of those children whose parent have expressed a preference for St Catharine's to the Clerk to the Governors at the School. The governing body will if necessary, apply the oversubscription criteria set out in Clause 5 of this policy. . For the first round of allocations, a baptism certificate must be submitted to the School, not the LA, by 15<sup>th</sup> January 2018. Without a baptism certificate, the Governing Body may assign an applicant a lower priority under its oversubscription criteria than is otherwise the case. The Governing Body will apply its criteria strictly to all applicants and notify the Gloucestershire County Council Admission and Transfer Team of its decisions; the Gloucestershire County Council will then notify parents accordingly on behalf of the Governors of St Catharine's on 16<sup>th</sup> April 2018.

4. If the school is oversubscribed, a waiting list of those still seeking a place for the Reception year group will be held by the School until 31<sup>st</sup> December 2018, prioritised according to the School's oversubscription criteria. Each added child to the list will require the list to be ranked again in line with the above published oversubscription criteria.

5. In the event of oversubscription i.e. more applications than available places, applications will be ranked in accordance with the following criteria, given in order of priority:-:

- a. **Catholic Looked After and Previously Looked After Children (LAC) (See definition of LAC below)**
- b. **Baptised Catholic children who live in the parish of St Catharine or the Parish of Our Lady and St Kenelm;**
- c. **Baptised Catholic children who live outside the parish of St Catharine and the parish of Our Lady and St Kenelm;**
- d. **Looked After Children and Previously Looked After Children who are not baptised Catholic; (See definition of LAC below)**
- e. **Children who will have a brother or sister at the School at the time of their admission;**
- f. **Children who live within the parish of St Catharine's or the parish of Our Lady and St Kenelm;**
- g. **Children not in the above categories.**

6. For any of the oversubscription categories for Baptised Catholics, a copy of a baptismal certificate or equivalent validation should be sent to the school. To be considered in the first round of allocations, it must be submitted by 15<sup>th</sup> January 2018. Where a certificate is not available, a statement from a member of the clergy, confirming that the person has (or in their opinion has) been baptised or received into the Catholic Church must be provided. The governors may also request sight of the original certificate.

7. The School is required to admit a child with a statement of Special Educational Needs or an Education Health Care Plan (EHC) that names the School, even if the school is full. Such children will be allocated a place before the above criteria is applied to all other applicants as necessary.

8. Reception year applications, submitted after the closing date above, will be processed in accordance with the Coordinated Admissions Scheme of the child's home LA.

9. Any applications for St Catharine's School made outside the normal year of entry process ( In - year Applications ] must be made directly to the School ; all applications will be considered by the School's Admission Committee on behalf of the Governing Body, who will inform the parents concerned directly of the decisions taken. An application form is available from the school and Gloucestershire LA.

## **B Oversubscription**

Every effort shall be made not to separate children of multiple births. Where one child of a multiple birth qualifies for a place, the other child (ren), will also be offered a place, even if the school has to exceed the Published Admission Number. If two or more applications cannot be separated by applying the oversubscription criteria, the

drawing of lots will be used to determine the order of the ranking of applications. This will be supervised by someone independent of the school. Where the first child of a multiple birth is drawn the other child or children will be deemed to have also been drawn.

### **C Appeals**

Parents have the right to appeal against the refusal by the Governors to admit their child and should put their appeal in writing to the Clerk to the Governors of the School. All appeals are heard by an independent panel.

### **D Historical Background**

Information about the number of applications received and the number of places allocated within each category for 2016/17 is available from the School Office and/or Gloucestershire LA.

### **Definitions and Further Information**

#### **‘Looked After Child’**

A child who is:-

- a in the care of the local authority ;
- b being provided with accommodation by a local authority as defined in s. 22 of the Children Act 1989, at the time of making an application to a school.

#### **‘Previously Looked After Child’**

A child who was previously looked after is one that was Looked After but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order) immediately following having been Looked After.

For Child Previously Looked After:

- This includes children who were adopted under the Adoption Act 1976 (see s. 12 Adoption Orders) and children who were adopted under the Adoption and Children Act 2002 (see s. 46 Adoption Orders);
- 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 replaced residence orders and any residence order in force prior to 22<sup>nd</sup> April 2014 is deemed to be a child arrangements order;
- In accordance with Section 14A of the Children Act 1989, a Special Guardianship Order is defined as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

#### **‘Fair Access Protocol’**

The School has signed up to the In -Year Fair Access Protocol held by the Gloucestershire Local Authority. Should a vulnerable child within these protocols require a place at the School, they will take precedent over any child on the waiting list.

### **‘Brothers and Sisters’**

A full brother or sister, a half brother or sister, an adopted brother or sister, a step - brother or sister , or a child of the parent’s/carer’s partner ; in every case the child must be living in the same family unit at the same address for at least 50% of the time as the child for whom application is made.

A brother or sister must be attending (or is expected by the school and/or Gloucestershire County Council to be attending) the school at the time of admission.

### **‘Parent’**

This includes all of those people, including carers, who have parental responsibility for a child as set out in the Children Act 1989. All references within this policy to parent(s), therefore include carers accordingly.

### **‘Admissions Outside of the Normal Age Group’**

Parents/carers of children born in the summer (1 April – 31 August) who do not wish them to start school until the term after their 5th birthday will have to make a separate in-year application for Year 1 for the following school year.

Parents/carers of children born in the summer (1 April – 31 August), who wish for their child to join the reception year group a year later than their chronological age group should put their request in writing along with any supporting evidence, to the school. If such delayed admission is agreed in principle in the best interests of the child, a Local Authority common application form will have to be completed for admission to reception in the next school year and the oversubscription criteria applied, if necessary.

Parents/carers who wish for their child to be admitted to any year group outside of their chronological age group, should also put their request (along with any supporting evidence) in writing to the school for consideration of the governing body.

**Catholic** – this means those baptised as Catholic who can produce a Catholic baptism certificate or a statement from a Priest or Deacon confirming that the person has (or in their opinion has) been baptised or received into the Roman Catholic church or a church that is in full communion with Rome (see Appendix 1 below) .

## **Appendix 1 - Churches in Communion with Rome.**

### **Oriental Rite (or Eastern Catholic) Churches in union with Rome**

#### **Alexandrian**

- Coptic Catholic Church
- Ethiopian Catholic Church (‘Gheez rite’) (Includes Eritrean Catholic Church)

#### **Antiochean (West Syrian)**

- Syrian Catholic Church
- (Syro-)Maronite Catholic
- Church Syro-Malankar Catholic Church

#### **Armenian**

Armenian Catholic Church

**Chaldean (East Syrian)**

- Chaldean Catholic Church
- Syro-Malabar Catholic Church

**Constantinopolitan (Byzantine)**

- Albanian (Byzantine) Catholic Church
- Belarussian Catholic Church
- Bulgarian (Byzantine) Catholic Church
- Georgian Catholic Church
- Greek (Hellenic) Catholic Church
- Greek-Melakite Catholic Church
- Hungarian (Byzantine) Catholic Church
- Italo-Albanian (Byzantine) Catholic Church
- Church of the Byzantines of the Diocese of Krizevci (Krizevci Catholic Church)
- Macedonian Catholic Church
- Romanian (Greek) Catholic Church
- Russian Catholic Church
- Ruthenian (Byzantine) Catholic Church
- Slovak (Greek) Catholic Church
- Ukrainian (Greek) Catholic Church



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[www.stcatharines.org.uk](http://www.stcatharines.org.uk)

### **Additional Admission Information 2018/19**

For any of the oversubscription categories for Baptised Catholics, a copy of a baptismal certificate or equivalent validation should be sent to the school. To be considered in the first round of allocations, it must be submitted by 15<sup>th</sup> January 2018. Where a certificate is not available, a statement from a member of the clergy, confirming that the person has (or in their opinion has) been baptised or received into the Catholic Church must be provided. The governors may also request sight of the original certificate.