



### **ADMISSION POLICY 2019/2020**

The Governing Body of St Patrick's Catholic Primary School is the Admission Authority for the school and has an equal preference admissions policy.

This means all applicants will be considered equally against our over-subscription criteria regardless of the order of school listed on the Common Application Form (CAF)

Our Published Admission Number is 60.

Children with a Statement of Special Educational Needs / EHC Plan which names St Patrick's in the statement will be admitted to the school and will count towards the admission number



#### **IF THERE ARE MORE APPLICATIONS THAN PLACES AVAILABLE CHILDREN WILL BE ADMITTED IN THE FOLLOWING CATEGORY ORDER:**

1. Catholic looked after children or Catholic previously looked after children
2. Catholic children with a sibling on roll at the time of admission
3. Catholic children living in the Parish families of Hedge End, Netley, Southampton St Patrick, Southampton Christ the King and St Colman and Southampton Immaculate Conception.
4. Catholic children living in Parishes other than those listed in Category 3
5. Other looked after children or previously looked after children
6. Other children with a sibling on roll at the time of admission
7. Children whose parent(s) are Catholics
8. Children of other Christian traditions
9. Children of other faith traditions
10. Children who do not come under any of the above categories

**Our school follows the ethos of the Catholic faith. 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 non-Catholic parents to apply to the school.**

#### **EVIDENCE REQUIRED IN SUPPORT OF AN APPLICATION:**

**As well as applying to Southampton City Council School Admissions, all applications to St Patrick's Catholic Primary School MUST be made using our Supplementary Information Form (SIF)**

**Category 1:** Baptism certificate of child OR letter from a priest confirming reception into the Catholic Church and copy of adoption/child arrangement/special guardianship order

**Category 2:** Baptism certificate of child OR letter from a priest confirming reception into the Catholic Church

**Category 3:** Baptism certificate of child OR letter from a priest confirming reception into the Catholic Church and proof of permanent address, eg a utilities bill

**Category 4:** Baptism certificate of child OR letter from a priest confirming reception into the Catholic Church and proof of permanent address, eg a utilities bill

**Category 5:** Copy of adoption/child arrangement/special guardianship order

**Category 6:** No documentation required

**Category 7:** Baptism certificate of parent OR letter from a priest confirming reception into the Catholic Church

**Category 8:** Baptism/dedication certificate of child or letter from church or faith leader confirming membership

**Category 9:** Baptism/dedication certificate of child or letter from church or faith leader confirming membership

**Category 10** No documentation required

NB: Please provide the requested information /documentation to support the supplementary form or your application will be considered under criterion 10.

## DEFINITIONS

- **A looked after child** has the same meaning as in Section 22(1) of the Children Act 1989 and means any 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.
- **Previously looked after children** are children who were looked after, but ceased to be so because they were adopted. 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) or became subject to a child arrangements order<sup>18</sup> or special guardianship order<sup>19</sup>. 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. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians)."
- **A Catholic** is a baptised member of a church in communion with the See of Rome, or a person received into the Catholic Church.
- Maps and road names detailing the areas of the Parishes of Woolston, Bitterne, Netley, West End, Hedge End can be viewed in Pages 114 to 119 at this link  
<http://www.portsmouthdiocese.org.uk/docs/201607-Parish-Boundary-Map.pdf>
- **Other Christian traditions** are Christian churches which are full members of 'Churches Together in England' (as listed at  
[http://www.cte.org.uk/Groups/234690/Home/About/Member\\_Churches\\_of/Member\\_Churches\\_of.aspx](http://www.cte.org.uk/Groups/234690/Home/About/Member_Churches_of/Member_Churches_of.aspx)
- **A sibling** is brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster 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.
- **Distance:** Distances from home to school are measured as shortest walking distances. These are calculated using a computerised mapping system that uses data supplied by Ordnance Survey. Distances are measured from the point designated in the system as the home address to the main entrance of the school, using public roads and footpaths.

## TIE-BREAKER

Should there be more applicants than places available in any of the above categories, priority will be given to those who live closest to the school. Distance from home to school will be the shortest walking distance measured by public roads and footpaths from the front door of the child's permanent home to the main entrance of the school, using a computerised mapping system with data supplied by Ordnance Survey.

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 Headteacher of one of our cluster Catholic schools.

### ADMISSION OF TWINS, TRIPLETS OR OTHER CHILDREN OF MULTIPLE BIRTHS

In the event that the last pupil to be offered a place within the school's PAN is a child from a multiple birth or same cohort sibling then the Admissions Authority has the discretion to treat this as an exceptional case and may admit all the children in order not to split the family.

### LATE APPLICATIONS

Applications that arrive after the deadline will not be considered until all on-time applications have been processed and outcomes notified.

### STARTING SCHOOL

A child is entitled to a full-time place in the September following their fourth birthday. Parents may defer entry until later in the same academic year, or until the term in which the child reaches compulsory school age. Parents can also request that their child attends part-time until the child reaches compulsory school age (5 years old). This will mean that the place is held for that child and is not available to be offered to another child. If a parent wishes to defer their child's admission to a later academic year, they will have to reapply during the appropriate admissions round.

### PROCEDURE FOR APPLYING FOR A YEAR R PLACE

All families must complete their home Local Authority's (LA's) Common Application Form (CAF) which for Southampton families can be accessed online at: [www.southampton.gov.uk/learning/applyingforaschool](http://www.southampton.gov.uk/learning/applyingforaschool). This form **must** be submitted by **23:59 on 15<sup>th</sup> January 2019**.

In addition, the school's Supplementary Information Form (SIF) **should** be completed and returned to the school, together with supporting documentation, **by the same date**. Without the SIF, an application can only be considered on the basis of the information provided on the LA's common application form. SIFs are available from the school office or may be downloaded from the school's website.

The home LA admissions team will notify parents of the outcome of their applications, by letter or by electronic means on **16<sup>th</sup> April 2019**. They will be considered in accordance with the admission criteria and parents informed of places by their home LA.

## ENTRY OUT OF NORMAL AGE GROUP

Parents may choose to seek places outside of their child's chronological (correct) year group.

### ***Decelerated Entry to school***

Parents of children with birthdays between 1<sup>st</sup> April and 31<sup>st</sup> August 2015 (inclusive), may wish to request deferred admission to Year R to September 2020.

If parents wish to decelerate their child's admission to school, they should submit a written request to the governors stating clearly why they feel a deferred admission to year R is in their child's best interests, and contact the local authority School Admissions team. Parents are still advised to make an application as part of the main admission round for the year group in which their child would normally be admitted to school (2019/20) until a decision on the request for deceleration has been reached. Further advice is available on Southampton City Council Admissions webpage: <http://www.southampton.gov.uk/schools-learning/find-school/apply-school> (for people living in Southampton City Council) LA **OR** <http://www3.hants.gov.uk/education/admissions.htm> (for people living in Hampshire County Council LA).

### ***Accelerated Entry to school***

Parents who are applying for their child to have an accelerated entry to school, ie to start earlier than other children in their chronological age group, should submit a written request to the governors stating clearly why they feel an accelerated admission to year R is in their child's best interests, and contact the local authority School Admissions team. In this case, parents are advised to apply for a school place at the same time that other families are applying for that **early cohort**. If the admissions authority agrees for the child to have an accelerated entry, the application will be processed. If it is not agreed, for the child to have an accelerated entry, they will be invited to apply again in the following year for the correct cohort.

### ***Decelerated or Accelerated entry to school***

For both of these circumstances it is advised that parents first contact the school where staff will be able to explain the school's provision. If parents still wish to proceed to seek a place outside of their child's chronological (correct) year group, they should submit a written request to the governors stating clearly why they feel this is in their child's best interests and provide evidence to support this.

## WAITING LISTS

If there is no place available at the time of application, parents can request that their child's name is placed on the waiting list. Every time a child is added to the waiting list, it will be ranked again in accordance with the published oversubscription criteria for that year of application. Priority is not given to children based on the date their application was received or their name was added to the list. Looked after children, previously looked after children and those allocated a place at the school in accordance with a Fair Access Protocol will take precedence over those on a waiting list

Letters are sent annually in the second half of the Summer term to the parents of children on the waiting list asking whether they would like their child's name to be kept on the list or removed.