St. Joseph and St. Teresa Catholic Primary School

‘Walking hand in hand with God, as we strive to do our best.’

ADMISSION POLICY
2017/2018
In order for applications to be considered against criteria 1, 2, 3, 4, 5, 8 or 9 applicants will need to use the attached SIF in order to demonstrate their ability to meet the criteria. The SIF will need to be completed and submitted along with the school place application. It must be received by the school by midnight on 9 February 2017 for primary admissions. For in year admissions it must be submitted directly to the school alongside an in year application form.

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<thead>
<tr>
<th>Child’s Surname</th>
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<tr>
<td>Child’s First Name</td>
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<td>Child’s Date of Birth</td>
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<td>Address</td>
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<td>Child’s Religion</td>
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If Catholic please provide a copy of Baptismal Certificate.  

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<thead>
<tr>
<th>School office: Copy of Baptismal Certificate seen by school?</th>
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<tr>
<td>Yes / NO (please circle)</td>
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<td>Date seen:</td>
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If a ‘Member of Churches Together in England’ please provide:
- a copy of baptismal certificate or
- dedication certificate or
- or statement of membership from your Priest or Minister.

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<th>School office: Information seen by school?</th>
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<td>Yes / NO (please circle)</td>
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<td>Date seen:</td>
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**This form is not a local authority admission application for a reception school place.**  
Applications for admission must be made on the Somerset application form and returned to Somerset Local Authority with the Additional Information Form.
DIOCESE OF CLIFTON

St. Joseph & St. Teresa’s Catholic Primary School, Wells

Admission Policy 2017/18

Admissions overview

St. Joseph & St. Teresa is a Catholic voluntary aided primary school, which was established by the Church to serve the parishes of Wells, Shepton Mallet and Glastonbury. The governing body, acting in accordance with the School Admissions Code and the Clifton Diocesan Policy Statement, is responsible for the admission of pupils.

Our values:

· Fairness
· Self esteem
· Tolerance and respect
· Achievement
· Caring and kindness
· Hard working

Our vision:

Our school will provide a rich and engaging experience for our children in order to realise their academic, personal and spiritual potential.

Our mission:

· We will ensure that our curriculum is appropriate to the needs of each individual child, and that the approach to teaching and learning will always be based on the attitudes and values of the gospel.
· We will educate the whole child, helping them to become confident, caring and responsible, understanding their part to play in the wider world.
· We will nurture the child’s relationship with God through our Catholic teaching and through praying together to support their spiritual journey through life.
· We will encourage and develop links with homes and parishes to build good relationships between all children and all adults involved in the life of the school.

Children’s mission:

God made the world and we should love and follow Him. To do this, we will make sure that we do our best with the gifts that He gave us. We will always try to work hard, even when we find it difficult. We will walk hand in hand with God, loving Him and loving each other.
A St Joseph & St Teresa's Catholic Primary School, we provide a quality of opportunity for all children to receive the education, as described in our mission statement, 'We will ensure that our curriculum is appropriate to the needs of each individual child.'

The Published Admission Number (PAN) for the Reception Year (2017/18) is 22 pupils.

1. Applications for reception year in 2017

Applications for a place at the school should be made on Somerset LA’s common admissions form and received by the Admissions & Entitlements Team, County Hall, Taunton, TA1 4DY by the published date of 15th January 2017. Forms will be available from the school office, the Local Authority or parents may apply on line at www.somerset.gov.uk/admissions.

Any applications received after this date will be considered as “late applications” and cannot then be administered until all on time applications have been considered by which time places may no longer be available within the Published Admission Number.

Supplementary Information Forms, available from the school office, should be completed by those parent/carer’s who wish their application to be considered under religious criteria so that the Governors can consider the applications for admission. Forms should be returned directly to the Somerset Local Authority at the address above and a copy must be sent by the parent/carer to the school.

Places will be offered by Somerset Local Authority on behalf of the Governors of the school on 16th April 2017 by e-mail or second class post.

Places will be allocated strictly in accordance with the National Equal Preference with ranking allocation method.

Waiting Lists

Where a reception place application has been refused, the child will be placed on a waiting list. This will be kept strictly in order of over-subscription criteria by the Governors and the child will remain on the waiting list until 31 December 2017. Where places become available within the Published Admission Number they will be allocated to the highest ranked eligible child on the waiting list.

Children who are the subject of a direction by a Local Authority to admit or who are allocated to the school in accordance with the In-Year Fair Access Protocols, will take precedence over those children on a waiting list.

2. School Admission Criteria

In the event of over-subscription, places will be offered in accordance with the order of priority below (see Points 1 to 10).

Supplementary Information Forms, available from school office, should be completed by the parent/carer who wishes their application to be considered under religious criteria. The Governors will use these forms to consider the applications for admission. Forms should be returned directly to the Local Authority. A copy must be sent by the parent/carer to the school.

The school will be required to admit a child with a statement of Special Educational Needs
(SEN) or Education, Health and Care plan (EHC) if the statement/plan names the school before the following criteria are applied:

Baptismal certificates must be available for inspection for all baptised children.

1. Looked after children, or those who have previously been and those who are now formally adopted or subject to a residence/child arrangement order or special guardianship order who are baptised in the Catholic faith (see important notes). A Supplementary Information Form and baptism certificate will be required in order for your child to be considered under this criterion.

2. Children who are baptised in the Catholic faith with a sibling who is attending the school at time of application, who reside in the Catholic Parishes of Wells, Shepton Mallet and Glastonbury. A map of the parish is available to view in school office. A Supplementary Information Form and baptism certificate will be required in order for your child to be considered under this criterion.

3. Children who are baptised in the Catholic faith, who reside in the Catholic Parishes of Wells, Shepton Mallet and Glastonbury. A map of the parish is available to view in school office. A Supplementary Information Form and baptism certificate will be required in order for your child to be considered under this criterion.

4. Children who are baptised in the Catholic faith with a sibling attending the school at time of application, who reside outside the Catholic Parishes of Wells, Shepton Mallet and Glastonbury. A Supplementary Information Form and baptism certificate will be required in order for your child to be considered under this criterion.

5. Children who are baptised in the Catholic faith, who reside outside the Catholic Parishes of Wells, Shepton Mallet and Glastonbury. A Supplementary Information Form and baptism certificate will be required in order for your child to be considered under this criterion.

6. Looked after children or those who have previously been and are now formally adopted or subject to a residence/child arrangement order or special guardianship order (see important notes).

7. Children with an older sibling at St. Joseph & St Teresa School at the time of application.

8. Children who are not baptised at the time of application, but born of a Catholic parent/carer who lives within the parishes of Parishes of Wells, Shepton Mallet and Glastonbury. If either parent’s name is different to that on the baptismal certificate, we may ask for additional information. A Supplementary Information Form and parent’s baptism certificate will be required in order for your child to be considered under this criterion.

9. Children who are members of ‘Churches Together in England’ see Appendix 1. Appendix 1 lists the current members of ‘Churches Together in England’. We will require evidence of membership which can be baptismal certificate, dedication certificate or statement of membership made on a Supplementary Information From, by a priest or minister.

10. Any other applicants who do not fall into the above categories but living closest to the school as measured in a straight line by the Local Authority’s GIS mapping system.

Important Notes
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). Adoption is defined under the terms of the Adoption and Children Act 2002.
3. **Tie-Breaker**

If there are not enough places to satisfy all the applications under any one criterion, priority will be given to:

a. Children who live nearest to St. Joseph & St Teresa as measured in a straight line by the Local Authority’s GIS mapping system.

b. Where two or more children live in a flat or other multi-home dwelling and it is not possible to determine which applicant lives closest to the school as measured by the Local Authority’s GIS mapping system the available place(s) will be allocated by drawing of lots supervised by someone independent of the school.

4. **Admissions Committee**

An Admissions Committee, consisting of a minimum of 3 Governors, will be appointed by the Governors each year to administer the Governors’ policy.

5. **In Year Admissions**

Applications for a place during the academic year must be made directly to the school office, by completing the Governors in-year application form. A copy can be downloaded from the school website or collected/sent from the school office, or from the Local Authority. Applications will not be processed more than six weeks or half a term in advance of being required. The Governors’ Admissions Committee will consider applications on a weekly basis with a 4pm deadline every Friday. when received and applicants will receive a written response within 10 school days following receipt of the application. Where a school place is offered it will be held open for 14 school days and applicants will need to confirm acceptance within this time.

6. **Appeals Procedure**

If the Governors refuse to admit a child to the school, the parent/carer of that child has a right to appeal against such a decision.

The appeal should be made in writing within 20 school days of receiving the letter of refusal. Details of how to appeal will be included in the decision letter.

7. **Children with Statements of Special Educational Needs/ Education, Health and Care plans**

There is a different procedure for the admission to school for children with Statements of Special Educational Needs or Education, Health and Care plans. The procedure is administered by the Local Authority in whose area the family lives. The Local Authority is responsible for issuing the Statement/plan and for consulting parent/carer and the governing body of St Joseph & Teresa, if a preference has been made for the school, before the school is named in the Statement/plan. For other children with Special Needs the normal procedures apply.

8. **Additional information**

**Siblings.** Brothers and sisters: To be considered as a brother or sister a child must be living at the same address for the majority of the time* as a full, half, step or adoptive brother or sister. Step brothers/sisters are defined as children who are not necessarily related biologically (including Foster children) but are living in the same household for the majority of
the time* at the address considered to be the address of the child for whom the application is made.

* A child must be living at an address for at least 50% of the time to be considered as living there for the majority of the time.

The brother or sister must be attending (or is expected by the school and/or name of Local Authority to be attending) the school at the time of admission.

**Parent or parent/carer.** Natural parents, whether they are married or not, any person who, although not a natural parent, has parental responsibility for a child or young person. Any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child is considered to be a parent in education law).

**Home Address.** The home address is important as school places are allocated on the basis of the home address of each child. A child’s home address is considered to be where the child spends the majority of their time with the person(s) who have care of the child. Documentary evidence of ownership or rental agreement may be required, together with proof of actual permanent residence at the property concerned. Places cannot be allocated on the basis of intended future changes of address unless house moves have been confirmed through the exchange of contracts or the signing of a minimum six month formal lease agreement from a letting agency. Please note private letting agreements may not be accepted as proof of residence. An address change due to a move to live with family or friends will not be considered until the move has taken place and suitable proof of residency has been obtained. Proof that a move from the previous address has taken place may also be required eg proof of exchange of contracts, a tenancy agreement showing the end date of the tenancy or a notice to quit from the landlord or repossession notice. The Admissions Authority reserves the right to seek further documentary evidence to support your claim to residence.

It should also be noted that an address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place. A fraudulent claim to an address may lead to the withdrawal of the offer of a place.

**Change of home address.** You must notify The Admissions & Entitlements Team, County Hall, Taunton of any change of address during the admissions procedure.

**9. Issues relating to shared residency arrangements**

Legislation and guidance state that only one offer per child is made by the Local Authority. Therefore where separated parents issue separate applications for their child the Local Authority can only offer one place. In this situation the Governing Body requires parents to resolve matters between themselves. If an agreement cannot be reached parents may wish to seek legal advice. The Governing Body will not become involved in private disputes. The Governing Body does recognise that there may be situations where parents cannot ultimately reach an agreement between themselves and it is, therefore, necessary for the Governing Body to take a decision. Where this is the case the Governing Body will try to establish where the child spends the majority of their time and prioritise the application made by the parent living at this address.

Each parent will be required to write to the Governing Body and inform them of the number of days each week the child spends with them. Where the child spends equal time with both parents the Governing Body may ask for additional information including evidence of which parent/carer is in receipt of child benefit, and/or the name of the GP surgery at which the child is registered. When the Governing Body has received all the necessary information from both parents a decision will be reached based on the evidence provided.
10. Distance Measurements

For the purpose of measuring home to school distance, all calculations will be measured using a straight-line measurement from the address point of the home to the address point of the school using the Local Authority’s GIS mapping system. (Address Point is a dataset that uniquely defines and locates residential, business and public postal addresses in Great Britain. It is created by matching information from Ordnance Survey digital map databases with more than 27 million addresses recorded in the Royal Mail). In the case of multi-level dwellings such as flats, the staircase will be included in the distance measurement.

11. Equal Preference with Ranking allocation method

This approach requires the Local Authority to rank all applications against the published over-subscription criteria for the school concerned and where schools are over-subscribed, places will be allocated up to the published admission number in strict priority order. Where more than one school can be offered, the highest ranked preference will be allocated.

12. Children from Outside the UK

The Local Authority will process applications for children who are citizens of the European Economic Area (EEA) if proof of the Somerset address and the expected date of arrival in the UK are provided by 15 January for primary phase applications and 31 October for secondary phase applications. The application can then be considered on this address. If proof of the Somerset address is not available by the dates above the application will be considered on the current address. Please click on this link for a list of the countries in the EEA.

http://www.dwp.gov.uk/international/social-security-agreements/list-of-countries/

The Local Authority will also process applications for UK citizens living in any other country if proof of the Somerset address and the expected date of arrival back in the UK are provided by 15 January for primary phase applications and 31 October for secondary phase applications. The application can then be considered on this address. If proof of the Somerset address is not available by the dates above the application will be considered on the current address. The only exceptions are children of UK Service personnel and other Crown servants (including Diplomats) returning to the area.

The Local Authority will not allocate a place to any non EEA citizen moving into Somerset from outside the UK prior to their arrival in the country. The Local Authority will require copies of the passports, appropriately endorsed visas and proof of residency – see home address definition.

13. Withdrawal of places

The Governing Body will consider withdrawing the offer of a place if;

- The place has been offered on the basis of an application which is subsequently found to be fraudulent or intentionally misleading.
- The parent/carer has not responded to the offer within a reasonable period of time and a further opportunity has been given for the parent to respond within 10 days having explained that the offer may be withdrawn if they do not.

14. Multiple birth applications (for example twins)

In the case of multiple birth applications, where it would only normally be possible to admit one child(ren) within Admission Number, a place(s) will be allocated above Admission Number at the point of allocation. This will ensure that multiple birth siblings can be allocated places at the same school (sibling definition still applies).

This includes situations whereby admitting multiple birth siblings would breach the Infant class size legislation of 30 key stage 1 children per qualified teacher.
15. Admission of children below compulsory school age

Parents are entitled to a part-time or full-time place at school for their child in the September following their fourth birthday. 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. A child becomes of compulsory school age when they reach the age of five and, where a parent has elected to register their child at school, they must start school on a full time basis in the term following their fifth birthday.

16. Deferred Entry

The Department for Education (DfE) requires all Admission Authorities to offer parents the opportunity to defer their child's entry to school. This means rather than the usual September entry, you can choose for your child to start later in the year, usually in January at the beginning of the Spring Term. You can defer until later in the year if you wish but not beyond the point at which the child reaches compulsory school age and not beyond the beginning of the final term of the school year for which the application was made.

17. Summer Born Children

Parents of summer born children may request that they are admitted into reception rather than year one when they become of compulsory school age. Applications will be considered as set out below (see Retained or Accelerated Entry)

18. Retained or Accelerated Entry

The Governing Body will consider applications for retained or accelerated entry in cases where parents would like their child to be admitted to a year group either side of their child’s chronological year group. The reasons for the request must be fully explained on an application form and included with the school place application form. The Governing Body will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. The Governing Body will set out clearly the reasons for their decision.

19. Children of UK Service Personnel

The Admissions Authority endeavours to ensure that their admission arrangements support the Government’s commitment to removing disadvantage for service children. In-year applications are usually considered for admission up to a maximum of half a term in advance of the place being taken up. An exception is made for children of UK service personnel with a confirmed posting to the area and other Crown servants returning from overseas to live in the area where a place can be made available up to a year in advance of being required providing the appropriate documentation is provided (an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended address.)

Usually, an in year place may be allocated prior to actual residency, only on receipt of exchange of contracts or a formal signed rental agreement. An exception is made for children of UK service personnel with a confirmed posting to the area and other Crown servants returning from overseas to live in the area. This means that, providing the application is accompanied by an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended posting, the admissions authority will process the application. If proof of a home address is not available at this stage the admissions authority will accept a unit postal address or quartering area address.
If the parent/carer is moving to the area as a result of leaving the armed forces then no special consideration will be given to the application under the grounds of the application being made by a service family.

For further information please refer to the DfE explanatory note on Admission of Children of Crown Servants:


20. Supplementary Information Form

In order for applications to be considered against criteria 1, 2, 3, 4, 5, 8 or 9, applicants will need to use the attached SIF in order to demonstrate their ability to meet the criteria. The SIF will need to be completed and submitted along with the school place application.

Signed ________________________________ (Chair of Governors)

APPROVED BY FULL GOVERNING BODY 10th DECEMBER 2015
Appendix One

Apostolic Pastoral Congress
Armenian Orthodox Church
Assemblies of God
Baptist Union of Great Britain
Catholic Bishops' Conference of England and Wales
Church of England
Church of God of Prophecy
Church of Scotland (Presbytery of England)
Churches in Communities International
Congregational Federation
Coptic Orthodox Church
Council of African and Caribbean Churches UK
Council of Lutheran Churches
Council of Oriental Orthodox Christian Churches
Elim Pentecostal Church
Evangelical Lutheran Church of England
Evangelische Synode Deutscher Sprache in Großbritannien
Exarchate of Orthodox Parishes of the Russian Tradition (Ecumenical Patriarchate)
Free Church of England
Ground Level
Ichthus Christian Fellowship
Independent Methodist Churches
International Ministerial Council of Great Britain
Joint Council for Anglo-Caribbean Churches
Malankara Orthodox Syrian Church (Indian Orthodox Church)
Mar Thoma Church in Europe
Methodist Church
Moravian Church
New Testament Assembly
New Testament Church of God
Oecumenical Patriarchate
Pioneer
Redeemed Christian Church of God
Religious Society of Friends
Ruach Network of Churches
Russian Orthodox Church (Moscow Patriarchate)
Salvation Army
Seventh-day Adventist Church (observer)
Transatlantic Pacific Alliance of Churches
Unification Council of Cherubim + Seraphim Churches (Europe Chapter)
United Reformed Church
Wesleyan Holiness Church