Admissions Policy 2017/2018

St Joseph’s Catholic Primary School is a voluntary aided school and the Governing Body of the school is the admission authority but works in partnership with Somerset Local Authority and the Diocese of Clifton.

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

Applications for a reception place at the school should be made on the home LA’s common application form and submitted electronically or posted to that LA by the 15th January 2017. Outcomes will be posted or emailed on 16th April 2017 (or next working day) by the home Local Authority on behalf of the Governors. Those applying on faith grounds should also complete the school’s Supplementary Information Form obtainable from the School Website or the School Office. This form should also be returned to the school by the 15th January 2017.

Late Applications
All applications received after the closing date given above will be considered in accordance with the procedure stated in the common admission arrangements for Somerset, your home LA.

Waiting List
A waiting list of those refused a place for reception will be held by the LA, on behalf of the Governing Body until the 31st December 2017. Each child added to the list will require the list to be ranked again in line with the oversubscription criteria below. Looked after children, previously looked after children and those allocated a place at the school in accordance with the Fair Access Protocol must take precedence over those on a waiting list.

The Planned Admission Number (PAN) for the Reception Year (2017/18) is 34 pupils.

Where in full discussion with a Local Authority the school is named in a child’s Statement of Special Educational Needs or an Education, Health and Care plan the child will be admitted before all other pupils.

Oversubscription Criteria
In the event of there being more applicants than places the following criteria will be applied;
1) Baptised Catholic looked after and previously looked after children. Children who are in the care of a Local Authority or have been previously and are now formally adopted or subject to a residence/child arrangement order or special guardianship order (see important notes). A baptism certificate must be provided in order to be considered under this criterion.

2) Baptised Catholic Children with a physical or medical disability (High Needs Pupils), where a multi-agency professional team has identified the school as the nearest accessible school (see important notes). A baptism certificate must be provided in order to be considered under this criterion.

3) Baptised Catholic children who live inside the parish of Our Lady and English Martyrs, Burnham on Sea. A baptism certificate must be provided in order to be considered under this criterion.

4) Baptised Catholic children who live outside the parish of Our Lady and English Martyrs. A baptism certificate must be provided in order to be considered under this criterion.

5) Looked after and previously looked after children. Children who are in the care of the Local Authority or have previously been and are now formally adopted or subject to a residence/child arrangement order or special guardianship order (see important notes).

6) Children who will have a brother or sister attending the School at the time of their admission and who live at the same address.

7) Children of other Christian faiths as named by Churches Together in England (see appendix 1) living in the Parish of Our Lady and English Martyrs, Burnham on Sea. A baptism certificate must be provided in order to be considered under this criterion.

8) Children identified with a sensory, physical or medical disability (High Needs Pupils), where a multi-agency professional team has identified the school as the nearest suitable school (see important notes).

9) Children of staff who have been employed by the school for 2 years or more as at the closing date of admission applications and children of staff who have been recruited to fill a vacant post for which there is a demonstrable skills shortage.

10) Children living closest to the school. (The measurement will be based on a straight line distance from home to school using the LA’s GIS mapping system).
Important Notes

Looked After Children
This means a ‘looked after’ child or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order. 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.

Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s12 of the Children and Families Act 2014. Child arrangement orders replaced residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangement 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).

Criterion 2 and 9 enable schools to plan with SEN Officers for the school entry of children with physical, medical or sensory impairments. This includes children that are in receipt of Early Years School Action Plus funding at level 3 and/or where significant capital works (eg. accessible toilets, changing space, access to classrooms) are required and/or children that are identified as requiring a place at a Resource Base attached to a mainstream school.

Supplementary information form (SIF)
In order for applications to be considered against criterion 1,2,3,4,7 and 8 applicants will need to use the attached SIF in order to demonstrate their ability to meet the criterion. The SIF will need to be completed and submitted along with the school place application. A copy should be forwarded to the Local Authority and the School Administrator. In Categories 1,2,3,4,7 and 8 copies of baptism certificates should be attached to the SIF for inspection (you may be asked to produce the original). In category 8 a letter from the relevant faith minister confirming membership of the said faith must be attached to the SIF. The minister must have known you for at least 6 months.

Brother and Sister
For the purposes of this policy a brother or sister is defined as a child living at the same address as a half or full brother or sister or an adopted brother or sister or children of the same household.

Parent or Parent/Carer
Parent or Parent/Carer is a natural parent, 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 a 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**
A child’s permanent home address is defined as one at which the child lives for 60% of the time. For children who are subject to shared care arrangements, their home address will be determined by the provision of corroborating evidence. The home address is very 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 parents or carers.

Documentary evidence of home ownership or suitable rental agreement may be required, together with proof of permanent residence at the property concerned. Places cannot be allocated on the basis of an intended future address, unless the house move can be confirmed through the formal ‘exchange of contracts’ or the signing of a minimum of a six month formal tenancy agreement from a letting agency. Please note that 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 e.g. 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 Local Authority reserve the right to seek further documentary evidence to support any claim of residence which could include contacting the estate agent, solicitor, landlord or relevant professional.

An address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place. Fraudulent claims relating to the home address of a particular child may lead to the withdrawal of any offer of a school place.

The Local Authority and/or Admissions Authority must be notified of any change of address during the admissions procedure.

**Distance Measurement**
All distance calculations will be measured using a straight-line measurement from the address point of the home to the address point of the School using Somerset LA’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).

**Tie breaker**
In the event of a tie-break situation within any criterion, prioritisation of places will be determined by nearness to the school measured by straight line distance as described above. In the event of distance being equal then the drawing of lots supervised by a person independent of the school will be implemented.
Definition of Parish
Parish maps can be found on the following website:
http://www.achurchnearyou.com/parishfinder.php

Central Co-ordination of Admissions
The Governors are the Admission Authority for the school, however they work in conjunction with the Somerset Local Authority (LA), which publishes the admission arrangements and booklet for all parents, which includes Application Forms and a table of relevant dates.

Appeal Procedure
If refused a place parents have a legal right of appeal to an Independent Appeal Panel. The Appeal Panel is provided by the Somerset LA and conducted as laid out in the Statutory Code of Practice on Admission Appeals 2012. Appeal details are available from Somerset County Council via the following web address www.somerset.gov.uk/...schools/...school/appeal-a-school-admissions-decision/ or via the school office.

Statutory School Age
A child has a legal right to be admitted to school full-time at the start of the school term following their fifth birthday.

Deferred Entry
Parents offered a place for their child have a right to defer entry, or to take a place up part-time, until the start of the term beginning immediately after their child has reached compulsory school age. However, places cannot be deferred until the next academic year

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 admission of children outside their normal age group)

Admission of children outside their normal age group
Parents may request that their child is admitted outside their normal age group. When such a request is made, the admissions authority for the school will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.

The process for requesting such an admission is as follows;
The parent/carer is required to make an application for their child’s normal age group but can submit a request for admission out of the normal age group at the same time.

The parent/carer is required to submit a request for admission out of the normal age group and attaching supporting evidence as necessary. The Governing Body have the right to request further evidence that may be required.

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 write to the parent with the outcome and set out clearly the reasons for their decision.

In the case of applications for summer born children to be admitted out of their normal age group the parent will receive the outcome before the primary national offer day.

If their request is agreed, their application for the normal age group may be withdrawn before a place is offered. If their request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child’s fifth birthday.

Where a parent’s request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

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 and providing a baptism certificate if appropriate. A copy can be downloaded from the school website or collected/sent from the school office, or from Somerset Local Authority offices. Decisions will be notified to applicants within 10 school days of application. Applications will not be processed more than six weeks or half a term in advance of being required.

Waiting List
St Joseph’s School does not hold a waiting list (other than for Reception Intake as described above).

Withdrawal of places
The Governing Body will consider withdrawing the offer of a place at the school if;

- An address used to support an application is subsequently found to be fraudulent or misleading.
- A child has not started at the school within 10 school days of an agreed in-year admission start date
Multiple birth applications (for example twins)
In the case of multiple birth applications, where at least one of the siblings could be offered a place, the governors will admit all of the siblings (the sibling definition still applies). This includes situations whereby admitting a multiple birth sibling would breach the Infant class size legislation of a statutory limit of 30 infants (key stage 1 children) per qualified teacher.

Issues relating to shared residency arrangements
Difficulties in the application process can occur where shared residence arrangements are in place and parents/carers of the child submit 2 separate applications for different schools. In this situation the Somerset LA would ask parents try to resolve matters between themselves, and then inform the LA which application should be processed. Where possible the LA should not be involved in private disputes.

Somerset LA does recognise however, that there may be situations where parents cannot reach an agreement between themselves and it is necessary for the LA to reach a decision. Where this is the case the LA will try to establish the child’s permanent address, as set out above.

Each parent will be required to write to the LA 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 LA may ask for additional information including who is in receipt of child benefit. Once the LA has received all the necessary information from both parents a decision will be reached based on the evidence provided.

Fair Access Policy
All Local Authorities are legally required to operate a Fair Access Protocol across their area – all schools and academies are required to co-operate with that protocol. This ensures that all children who are vulnerable, unable to access an appropriate school place under the standard admission arrangements for the area have an admissions safety net. It is for the LA to consider whether the child should be considered under the LA’s Fair Access Protocol. Applicants are advised to read the Local Authority ‘Fair Access Protocol’ document before completing an in-year application form. This document can be downloaded and/or read on the Somerset County Council website.

Children from outside the UK
The Governing Body will consider applications for children who are citizens of the European Economic Area (EEA) if proof of the Somerset address and expected date of arrival in the UK are provided by 15 January for primary 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 Governing Body 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 UK are provided by 15 January for primary 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 Governing Body 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 Governing Body will require copies of the passports, appropriately endorsed visas and proof of residency – see home address definition.

**Children of UK Service Personnel**

The Admissions Authority endeavour 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 as proof of posting (an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended posting).

Usually, an in year place may be allocated prior to actual residency, only upon 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 relocation date and intended posting. The admissions authority will process the application on that address. 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. An offer of service family accommodation from the housing department is not sufficient to be accepted as proof of address, the signed tenancy agreement would be required.

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;

Appendix 1

Antiochian Orthodox Christian Archdiocese of the British Isles and Ireland
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
Supplementary Information Form

This form must be completed and copies returned to the School if applying on faith grounds.

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<thead>
<tr>
<th>Child’s Name:</th>
<th>D.O.B:</th>
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<tbody>
<tr>
<td>Religion/faith of Child:</td>
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<tr>
<td>Is the child baptised/christened?</td>
<td>Yes/No  (delete as appropriate)</td>
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<td>If Yes</td>
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<td>On: _______________ (date) at: __________________________ (place)</td>
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<td>Name:</td>
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<td>Contact Telephone:</td>
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I/we enclose copies of:- Baptism Certificate □ (If applying under criterion 1, 2, 3 or 4.)
Letter of support from Church □ (If applying under criterion 7)

(Tick boxes to indicate documents enclosed)

Important note: Please ensure copies of the above documents are sent to the School Office (by January 15th if for reception admission)

IMPORTANT NOTE: This completed form MUST be enclosed with your written Application Form or if applying on-line MUST be sent separately with the relevant proof attached.