



St Louis Catholic Primary School, Frome  
ADMISSIONS POLICY 2019 – 2020

**Summary of Proposed Changes to 2019/20**

**Admission Arrangements**

There are no significant changes to the admission arrangements for

St Louis Catholic Primary School, Frome



## St Louis Catholic Primary School, Frome ADMISSIONS POLICY 2019 – 2020

St Louis is a Catholic Voluntary Aided primary school which was established by the Church to serve the parish of St Catharine's in Frome. The Governing Body, acting in accordance with the School Admissions Code and the Clifton Diocesan Policy statement and in consultation with the local authority (Somerset), is responsible for the admission of pupils.

### **Published Admission Number**

St Louis Catholic Primary School has an admission number of 30 for entry in the reception year in 2019. This is also the number of places available in all other year groups.

The school will accordingly admit this number of pupils each year if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Governing Body will offer places at the school to all those who have applied.

### **Applications for reception in 2019**

Applications must be submitted to the home LA. If this is Somerset applications can be made on-line at [www.somerset.gov.uk/admissions](http://www.somerset.gov.uk/admissions). Paper applications are available to download from the Somerset County Council website at [www.somerset.gov.uk/admissions](http://www.somerset.gov.uk/admissions), or upon request by telephoning Somerset Direct on 0300 123 2224. Any supporting information must be received by the closing date for applications using the appropriate Supplementary Information Form (SIF) where relevant.

Applications must be submitted by 23:59 hours on 15 January 2019, otherwise the application will be recorded as late. Late applications will be considered after those submitted on time. Applications submitted after 15 January 2019 will be considered in accordance with the co-ordinated scheme for the child's home local authority.

Outcomes for on time applications will be sent out by email (for on line applicants) or second class post on 16 April 2019 (or next working day if this

falls on a weekend or bank holiday).

Information about the number of applications received and the number of places allocated within each category for 2017-2018 is available at [www.somerset.gov.uk/allocationsummaries](http://www.somerset.gov.uk/allocationsummaries) or from the school office.

## **Waiting lists**

Where an application for a reception school place is unsuccessful, the application will be kept on a waiting list until 31 December, 2019. This will be maintained by the Governing Body and any child refused a place will automatically be placed on the waiting list.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

## **Admissions during the academic year (in year admissions)**

In year applications must be submitted directly to the school using the in-year application form which can be obtained on the school website or by request to the school office.

The Governors' Admissions Committee will consider batches of applications on a weekly basis with a 4pm deadline every Friday (term time only) for receipt of applications. If more applications are received than there are places available, the over-subscription criteria will be applied

A decision will be notified in writing to the applicant within ten school days. Proof of address may be required to be submitted with the application. This will be either the formal 'exchange of contracts' letter from the solicitor for a house purchase, a recent utility bill or the signing of a minimum of a six month tenancy agreement. The Governing body reserve the right to seek further documentary evidence to support a claim of residence.

Where there are more applications than places available within a particular year group, applications will be considered against the published oversubscription criteria and allocated up to the admission number/ limit.

Places will not be allocated more than six school weeks or half a term in

advance of being required. The only exceptions are children of UK service personnel and other crown servants (including diplomats) returning to the UK with a confirmed posting to the area (see Children of UK service personnel).

### **Over-subscription criteria**

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given in accordance with the criteria below;

1. Baptised Catholic Looked After Children at the time of application, and baptised Catholic Children who were previously Looked After, but ceased to be so because they were adopted (or became subject to a Child Arrangements Order or a Special Guardianship Order) immediately following having been Looked After. A baptismal certificate must accompany the Supplementary Information Form if you wish your child to be considered under this category.
2. Children who are baptised Catholics and who live in the parish of St Catharine, Frome. A baptismal certificate must accompany the Supplementary Information Form if you wish your child to be considered under this category.
3. Baptised Catholics who live outside the parish of St. Catharine. A baptismal certificate must accompany the Supplementary Information Form if you wish your child to be considered under this category.
4. Looked After Children at the time of application, and Children who were previously Looked After, but ceased to be so because they were adopted (or became subject to a Child Arrangements Order or a Special Guardianship Order) immediately following having been Looked After.
5. Children who will have a sibling at the school at the time of their admission.
6. Children of another Christian religious denomination who live within the parish of St Catharine. A baptismal certificate must accompany the supplementary form if you wish your child to be considered under this category.
7. All other applicants who do not fall into any of the above categories.

In categories 1, 2 and 3 a copy of a Catholic baptismal certificate must be provided. For applications into the reception class in 2019, it should be sent to the school and by the 15 January 2019 to be considered in the first round of

allocations. 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.

In order for applications to be considered against criterion 6 applicants will need to use the attached SIF to demonstrate their ability to meet the criterion. For applications into the reception class in 2019, the SIF will need to be completed and returned to the school at the same time as the application is made to the Local Authority and by 15 January 2019 to be considered in the first round of allocations.

### **Tie-Breaker**

For categories 1 – 6, priority will be determined by random allocation by drawing lots supervised by someone independent of the school.

For Category 7, priority will be given to those living nearest the school (the measurement will be based on a straight-line distance from home to school using the LA's GIS mapping system) and children living closest to the school have highest priority. If the distance between a child's home and the school is equidistant in any two or more cases, priority will be determined by random allocation by drawing lots 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. If children of multiple birth (twins and triplets) are tied for the final place, those siblings will be admitted over PAN as permitted by infant class size rules.

## **DEFINITIONS AND FURTHER INFORMATION**

### **Admission Number and Infant Class Size Legislation**

A Published Admission Number (PAN) is agreed for each school year, this takes into account the accommodation available at the school, the expected level of applications and the Infant Class Size legislation which limits Reception and Key Stage one classes to 30 per school teacher.

## **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.

### **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. 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 (the Governors) reserves the right to seek further documentary evidence to support your claim to residence which could include contacting the estate agent, solicitor landlord or relevant professional. A representative of the Governing Body may carry out a home visit/s without prior notice to verify a pupil's home address.

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.

Where shared residence arrangements are in place and it is necessary to determine the home address, each parent may 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.

## **Looked After Children**

Looked After Children are children who are (a) in the care of a local authority or (b) being provided with accommodation by a local council in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

### **Children Previously Looked After:**

- 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)
- 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 arrangement orders replaced residence orders and any residence order in force prior to 22 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).

## **Deferred Entry**

Parents offered a place in reception for their child have a right to defer entry, or to take the 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 beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.]

## **Full-time schooling**

Parents have a right to a full-time place at school for their child from the September following their fourth birthday.

## **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 to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling.

When such a request is made, the Governing Body 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. If a request is refused, the child will still be considered for admission to their normal age group.

The parent is required to make an on-time application for the child's normal age group (if relevant) but can submit a request for admission out of the normal age group at the same time. The LA will ensure the parent is aware of whether the request for admission out of age group has been agreed before National Offer Day and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a year 1 child for a reception place will be considered alongside applications for reception.

If a request for delayed admission is agreed, the school place application may be withdrawn before a place is offered and a new school place application will need to be made as part of the normal admissions round the following year.

If a request for a child to be admitted to school a year early is agreed, the school place application will be processed and an outcome will be sent on the National Offer Day.

If a request for delayed admission is refused, the parent must decide whether to accept the offer of a school 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.

If a request for a child to be admitted to school a year early is refused, the school place application will not be processed and a new school place application will need to be made as part of the normal admissions round the

following year.

There is no right of appeal against the decision not to allow your child to be admitted outside of their normal age group.

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.

For further information and important things you should consider please visit;

<http://www.somerset.gov.uk/education-learning-and-schools/choosing-a-school/starting-or-transferring-school-early-or-late/>

### **Parent or Parent/Carers**

Parent or Parent/Carers are 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 (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).

### **Sibling**

For the purpose of admissions, sibling is defined as a child living at the same address as a half brother or sister; adopted brother or sister or a brother or sister with the same natural parents who, in any of these cases, will be living with them at the same address at the date of their entry to the school/academy

Please see the information on shared residency arrangements which will apply if necessary in order to determine the sibling's permanent home address.

### **Appeal Procedure**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Details of how to appeal are included in the outcome email or letter or are available from the Bursar at the school.

Information on the timetable for the appeals process is published on our website by 28 February each year

## **Children from outside the UK**

The Governing Body will treat applications for children coming from overseas in accordance with European Union law or Home Office rules for non-European Economic Area nationals.

The Governing Body will process applications for children who are citizens of the European Economic Area (EEA) and for UK citizens living abroad. If proof of the Somerset address is not available 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 UK with a confirmed posting to the area (see Children of UK service personnel).

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. In such cases the Governing Body will require copies of the passports, appropriately endorsed visas and proof of residency – see home address definition. Applicants who are citizens of countries from outside the EEA should first check that their visas will not be invalidated by taking up a maintained school or academy place before applying. If in doubt, parents should contact the Home Office.

## **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 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, a 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 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;

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/461481/Admission\\_of\\_children\\_of\\_crown\\_servants.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/461481/Admission_of_children_of_crown_servants.pdf)



## St Louis Catholic Primary School Supplementary Information Form

If you name St Louis as one of your choices on the Somerset County Council Common Application Form, please return this form to:

The Headmaster, St Louis Catholic School, Welshmill Lane, Frome Somerset. BA113AP.

For an application to be accepted as valid, the Common Application Form must be completed and returned to the LA. If applying under categories 1, 2, 3 or 6 it is requested that this supplementary form is completed and returned to the school. This is **not** an application form. A baptism certificate (or equivalent) must also be provided. Please also return these to the school.

1.

Surname		Christian Name(s)	
School Year of Entry	Religious Denomination	Child's Date of Birth	
Parish in which applicant lives			
Name and Address of your Minister of Religion supplying letter of support.			
Names of parent/s			
Address		Tel No	

Signed ..... Dated .....