

St Augustine's Catholic Primary School

September 2017/2018

Admissions Policy

Name of School: St Augustine's Catholic Primary, Kenilworth

The admissions process is part of the Warwickshire LA co-ordinated scheme.

St Augustine's Catholic Primary School serves the whole of the Catholic Parish of Kenilworth. Within the limits set by our Admissions Criteria, it is happy to welcome all pupils from all backgrounds into the life of the school.

The Mission Statement states the following:-

Mission Statement

At St Augustine's Catholic School, we welcome everyone into our community where...

We live, love and learn together in the light of the life of Christ.

As a Roman Catholic school, the gospel is central to all our learning and religious education is integrated across the whole curriculum. Prayer, worship and liturgy are real experiences for us all.

Within this Catholic framework, we encourage every member of our school community to take responsibility for their own learning in order to develop spiritually, socially, physically, creatively and academically. Each person is nurtured as a special child of God to strive for excellence in all that they do.

We are committed to offering each member of our school a welcoming, caring and loving environment in which they can develop as a whole person. We work with parents, parish and the wider community and invite them to work with us in our mission.

TO KNOW, LOVE AND SERVE GOD

The Admission Policy of the Governors of St Augustine's Catholic Primary School is as follows:-

The ethos of this school is Catholic. The school was founded by the Catholic Church to provide education for children of Catholic families. The school is conducted by its governing body as part of the Catholic Church, in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Jesus Christ. 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 parents who are not of the faith of this school to apply and be considered for a place here.

The school's Admission Number for the school year 2017/2018 is 30.

If the number of applications exceeds the Admission Number, the Governors will give priority to applications in accordance with the criteria listed, provided that the Governors are made aware of that application before decisions on admissions are made (see **Note 1**). If there is over-subscription within a category, the Governors will give priority to children living closest to the school determined by shortest distance (see **Note 4**). A map of the parish boundary is attached (**Appendix 2**) and includes the area enclosed by:-

Rouncil Lane, Woodcote Lane, Warwick Road, B4115, Hill Wootton Road, A452, Sandy Lane, Stoneleigh Road, Gibbett Hill Road, Westwood Heath Road, Cromwell Lane, Hob Lane, then across fields encompassing Red Lane, Birmingham Road, Chase Lane and back to join Rouncil Lane.

This is the Parish of St Francis and St Augustine.

1. Baptised Catholic children (**see Note 2**) who are in the care of a local authority (looked-after children) or provided with accommodation by them (eg children with foster parents), (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. Baptised Catholic children living within the Parish of St Francis and St Augustine, Kenilworth, who have a brother or sister (**see Note 3**) in the school at the time of admission.
3. Baptised Catholic children living within the Parish of St Francis and St Augustine, Kenilworth.
4. Baptised Catholic children living outside the Parish of St Francis and St Augustine, Kenilworth, who have a brother or sister in the school at the time of admission.
5. Baptised Catholic children living outside the Parish of St Francis and St Augustine, Kenilworth.

6. Non-Catholic children who are in the care of a local authority (looked-after children) or provided with accommodation by them (eg children with foster parents), (Section 22 of the Children Act 1989) and children who were previously looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
7. Non-Catholic children who have a brother or sister in the school at the time of admission.
8. Other non-Catholic children.

Note 1

Children with a Statement of Special Educational Needs, or an Education, Health and Care (EHC) Plan, that names the school must be admitted. This will reduce the number of places available to other applicants.

Note 2

In all categories, for a child to be considered as a Catholic, evidence of Catholic Baptism or Reception into the Church will be required. For a definition of a Baptised Catholic, see **Appendix 1**. Those who face difficulties in producing written evidence of Catholic Baptism/Reception should contact their Parish Priest.

Individuals with parental responsibility making an application for a Catholic child should also complete the school's Supplementary Information Form (SIF - **Appendix 3**), which can be obtained from the school or can be viewed on the school's website. Failure to complete the SIF/provide evidence of Catholic Baptism/Reception may affect the category in which the child's name is placed.

Note 3

The definition of a brother or sister is:

- A brother or sister sharing the same parents;
- Half-brother or half-sister, where two children share one common parent;
- Step-brother or step-sister, where two children are related by a parent's marriage;
- Step-brother or step-sister;
- Adopted or fostered children.

The children must be living permanently in the same household.

Note 4

Distances are calculated on the basis of a straight line measurement from the centre point of the applicant's home address location to the centre point ("centroid") of the preferred school. The Local Authority uses a computerized system which measures all distances in metres. Ordnance Survey supplies the co-ordinates that are used to plot an applicant's home address with this system.

In a very small number of cases, it may not be possible to decide between the applications of those pupils who are the final qualifiers for a place, when applying the Published Admission Criteria.

For example, this may occur when children in the same year group live at the same address, or if the distance between the home and the school is exactly the same (ie blocks of flats). If there is no other way of separating the application according to the Admissions Criteria, and to admit both or all of the children would cause the legal limit to be exceeded, the Local Authority, on behalf of the Governing Body, will use a computerised system to randomly select a child to be offered the final place. Where appropriate, the Governing Body will give careful consideration to offering places above the Admission Number to applications from individuals with parental responsibility for children whose twin or sibling from a multiple birth is admitted even when there are no other vacant places.

The home address of a pupil is considered to be the permanent residence of a child. The address must be the child's only or main residence for the majority of the school week. Documentary evidence may be required.

Where care is split equally between mother and father, parents must state which address is to be used for the purpose of allocating a school place.

School Entry

Individuals with parental responsibility must, by law, ensure that the child starts school by the beginning of the term after their fifth birthday, when they will have begun to be of compulsory school age. Whilst a child may start school in the September following their fourth birthday, individuals with parental responsibility may choose to defer the child's admission until the term following their fifth birthday; however the child's entry may not be deferred beyond the academic year for which the parents' original application was accepted.

Individuals with parental responsibility can request that their child attends part-time until the child reaches compulsory school age.

Individuals with parental responsibility for a child whose fifth birthday falls during the summer term who wishes to defer the child's admission to primary/infant school until the beginning of the following academic year (when the child will have begun to be of compulsory school age) will therefore need to make a separate application for a place in Year 1 at the school. Any Reception Class place offered following an application made for the 2016/2017 admission round will be withdrawn if the child does not take up that place during the 2016/2017 academic year.

Individuals with parental responsibility can request that the child attends part time until the child reaches compulsory school age.

APPLICATIONS FOR CHILDREN TO BE ADMITTED INTO A CLASS OUTSIDE OF THEIR NORMAL AGE GROUP

If those with parental responsibility wish for their child to be considered for admission to a class outside of their normal age group, they should make an application for the normal age group in the first instance. They should then submit a formal request to the Governing Body. This request should be in the form of a written letter of application outlining the reasons why you wish for your child to be considered to be admitted into a class outside of their normal age group, and enclosing any supportive evidence and documentation that you wish to be taken into account as part of that request. The Governing Body will consider applications submitted and advise the parents of the outcome of their application before the national offer day, having taken into account the information provided by the parents, the child's best interests and the views of the Headteacher.

If parents are considering submitting an application for their child to be admitted into a class outside of their normal age group, it is strongly recommended that they also read the DFE Guidance which can be found at <https://www.gov.uk/government/publications/summer-born-children-school-admission>.

Appeals

Individuals with parental responsibility who wish to appeal against the decision of the Governors to refuse a child a place in the school may apply in writing to the Chair of Governors. Appeals will be heard by an independent panel.

Repeat Applications

Any individual with parental responsibility can apply for a place for a child at any time outside the admissions round. They do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the admission authority has accepted a second application from the appellant because of a significant and material change in the circumstances of the individual responsible for the child, the child itself or the school but still refused admission.

Late Applications

Late applications will be dealt with according to the LA co-ordinated scheme.

Change in Preference

Once individuals with parental responsibility have submitted their preference, they will not be allowed to change them without an exceptional change in their circumstances, for example, if the family has recently moved address or an older sibling has changed schools. All requests to change preferences should be made in writing to the home Local Authority. Where a change of preference is submitted for an oversubscribed school, without an exceptional change of circumstances, the application will be refused.

Waiting Lists

Individuals with parental responsibility for children who have not been offered their preferred school will be informed of their right of appeal and will be added to their preferred school's waiting list.

The Local Authority will send voluntary aided and foundation schools their waiting lists following the offer of school places.

Waiting lists for admission will remain open until the end of December 2017 and will then be discarded. Individuals with parental responsibility may apply for a child's name to be re-instated until the end of the academic year when the list will be discarded.

Waiting lists will not be fixed following the offer of places. They are subject to change. This means that a child's waiting list position during the year could go up or down. Any late applicants accepted will be added to the school's list in accordance with the school's over-subscription criteria.

Inclusion on a school's waiting list does not mean that a place will eventually become available. It may be that those already offered places may accept them, thereby filling all available places.

Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol take precedence over those on a waiting list.

In Year Fair Access Protocol

The Governing Body is required to participate in the Local Authority's Fair Access Protocol for the admission of previously excluded or hard to place children.

Applications Other Than the Normal Intake to Reception Class (In-Year Applications)

An application should be made directly to the Governing Body at the school.

There is no charge or cost related to the admission of a child to St Augustine's Catholic Primary School, Kenilworth.

NOVEMBER 2015