

## **St. Margaret Clitherow Catholic Primary School**

### **Admissions Policy 2019/2020**

The Catholic primary school of St Margaret Clitherow welcomes applications from parents of children of all denominations and faiths and those of no particular faith background.

#### **Making an Application**

It is useful to have an early indication of the number of children to be admitted to the Reception class in the following September, however all parents who wish to express a preference for a place at St Margaret Clitherow Catholic Primary School must do so using the Local Authority Common Application Form (CAF). This form and the relevant dates by which applications should be made are published each year in Torbay Council TIPS booklet 'Torbay Information for Parents and Schools'. You can also apply via admission online at [www.torbay.gov.uk](http://www.torbay.gov.uk). Copies of the TIPS booklet and CAF are available in schools from September 2019 or by contacting Admissions and Student Services, Children's Services, telephone 01803 208908. All applications will be considered on an Equal Preference basis, although late applications may be at a disadvantage.

#### **Supplementary Form**

If you are applying for admission under criteria 2, 3, 4, and 5 (see below) you must also complete a '**Supplementary Information Form**' (attached), which is available from the school. This will enable Governors to apply the over subscription criteria fairly and accurately to each application. This should be returned to the school with accompanying evidence before the Local Authority deadline.

The LA co-ordinates admissions for all primary schools, and will write to you (and email if you applied online) to advise of the school place you have been allocated for your child.

#### **Deferred Admission**

Deferred admission is where, when you have been offered a place, you can decide to delay your child's actual start date until they reach statutory school age, within the same academic year.

You will need to apply as normal by the deadline and after a place is offered, you must inform the Head teacher that you wish to defer. Your child's place at the school will be kept open for them to join at the later date.

#### **Waiting Lists**

Under the co-ordinated admissions scheme, the Local Authority, in partnership with the governing body, will keep a waiting list for reception places until the end of the autumn term, 2020. A child's position may change day-to-day depending on the ongoing applications for places at the school. All admissions are judged solely against the school's admissions criteria. Being placed on the waiting list does not guarantee a child's automatic or eventual admission to the school. Children, who are allocated to the school in accordance with the Fair Access Protocol, will take precedence over any child already on the waiting list.

The Planned Admission number for children entering Reception each September is 30. Entry into the school at Reception is in one intake in September.

Where, in full discussion with the Local Authority, our school is named on a child's Statement of Special Educational Need, that child will be admitted.

If there are more applications than the number of places available at the school, children will be prioritised in order of the criteria below.

### **The Criteria**

1. 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. Priority will be given to "looked after children" and previously look after Catholic children in the first instance then priority given within this category using the criteria below.
2. A baptised Catholic child.  
*(Evidence: baptismal certificate or signature of a Catholic priest confirming their knowledge of the child's baptism.)*
3. A child whose normal residence is with at least one parent who is a baptised Catholic.  
*(Evidence: parent's baptismal certificate or signature of a Catholic priest confirming their knowledge of the parent's baptism.)*
4. A child who is a member of another Christian Church or faith tradition.  
*(Evidence: signature of a designated minister of that Church or faith tradition confirming the child's membership.)*
5. A child with a sibling currently in school.
6. A child who has attended the Butterflies Early Years Centre.  
*(Evidence: signature of a designated head of centre confirming this)*
7. Other children whose parent(s)/guardian(s) are seeking admission for them at the school.  
*(Evidence: submission of the Local Authority's Common Application Form naming this school among their preferences.)*

### **Definitions**

Looked-After Child - This means a child who is in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions.

'Sibling' – This means a brother or sister, half brother or sister, adopted brother or sister, step 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.

Other Christian Churches – includes any Church fully affiliated to 'Christians Together in England'.

Parents / Guardians and Family Members - A parent is any person who has parental responsibility for, or is the legal guardian of, the child.

### **Tie Breaker**

In the event of a tiebreak in any of these categories, children with a sibling who will still be in the school at the time of their enrolment will be given priority.

Where there are more applications than places available in a particular category, those living closest to the school will have priority for any places available, (i.e. the shorter the distance the higher the priority). Measurements are taken by a straightline distance using the Council's electronic mapping system (GIS). Measurements will be made from the co-ordinates of the home address as pinpointed on the Council's system, to the co-ordinates of the school as pinpointed on the Council's system.

The pinpoint will be within the boundary of the property and its precise location will be determined by Torbay Council. This is for admissions purposes only and is not used to determine eligibility for school transport. In the event that applicants cannot be separated using the distance tie-breaker (i.e. they live identical distances from the school), the allocation of a place will be by random selection using a random number generator and in the presence of a senior manager.

### **Notification**

All parents will be notified by e-mail where they have applied on line or by second-class post by the LA. No other letter of allocation can be made. Letters/e-mails will be sent on 16th April 2018 including details about the appeals procedure for those schools for which application was refused. The school will keep the names of children wanting to be admitted to the school on a waiting list. In allocating any vacancies to those on the waiting list the Governors of the school will apply the criterion as outlined above. **The deadline for parents to accept the offer of a place is indicated in the letter/e-mail sent on 16<sup>th</sup> April 2019.**

### **Appeals**

Where a parent has been notified that a place is not available for a child, every effort will be made to help the parent to find a place in a suitable alternative school. Under the School Standards and Framework Act (as amended by Section 40 of the Education and Inspections Act 2006) any parent who is refused a place at the school has the right of appeal to an independent appeal panel. Information about the appeals process is available from Admissions and Student Services, telephone 01803 208908 or from Torbay Independent Appeals Panel, Democratic Services, Torbay Council, Town Hall, Torquay TQ1 3DR.

### **In-Year Admissions**

Parents applying for school places throughout the year (in year transfers) also have to apply through the Local Authority who will contact the school to find out if there are places available. Parents will also need to complete the school's Supplementary Application form. In allocating any places, the Governors of the school will apply the criteria as outlined above.

### **Monitoring And Evaluation**

The impact of the Admissions Policy will be monitored through school improvement updates for governors. This policy will be reviewed as part of the standard cycle of policy review and will take into account initiatives and progress in this developing area.

All applications for the school are considered by the Local Governing Body of the school.

Signed \_\_\_\_\_ Headteacher

Signed \_\_\_\_\_ Chair of governors

Date \_\_\_\_\_

**PLYMOUTH DIOCESAN CATHOLIC SCHOOLS  
SUPPLEMENTARY INFORMATION FORM**

**SECTION 1: This section should be completed for all applicants wishing to be considered under a faith criterion**

Name of Child: .....

Name of School to which this application is being made: .....

*N.B. Please consider the following sections in order. Once you have been able to answer 'yes' to a section (with the appropriate evidence or signature) there is no need to complete the rest of the form. Simply sign the declaration at the end of this sheet and return it to the school office.*

**Please note, even if you are not able to answer 'yes' to any of the sections 2-7, the child for whom you are applying will still be admitted if there are sufficient places available.**

**SECTION 2**

Is your child a baptised Catholic? Yes / No (please circle)

If 'Yes', please attach a copy of her/his baptismal certificate to this form **or** ask an appropriate Catholic priest to sign the statement below.

***'I confirm that the child named on this form is a baptised Catholic.'***

Name of Priest: ..... Parish: .....

Signature: ..... Date: .....

**SECTION 3**

Is at least one of this child's parents or guardians a baptised Catholic? Yes / No (please circle)

If 'Yes', please ask an appropriate Catholic priest to sign the statement below or provide your own Baptismal Certificate (i.e. parent's Certificate).

***'I confirm that at least one of the parents of the child named on this form is a baptised Catholic.'***

Name of Priest: ..... Parish: .....

Signature: ..... Date: .....

(Please see over page)

**SECTION 4**

Is this child a member of a Christian church/denomination other than Catholic? Yes / No (please circle)

If 'Yes', please ask an appropriate minister of religion to sign the statement below.

***'I confirm that the child named on this form is a member of our church/denomination.'***

Name of Minister: ..... Title: .....

Church and location: .....

Signature: ..... Date: .....

**SECTION 5**

Is this child a member of a faith community other than Christian? Yes / No (please circle)

If 'Yes', please ask an appropriate minister of religion to sign the statement below.

***'I confirm that the child named on this form is a member of our faith community.'***

Name of Minister: ..... Title/Ministry: .....

Faith and local centre of worship: .....

Signature: ..... Date: .....

**SECTION 6**

Is this child attending Butterflies Early Years Centre? Yes / No (please circle)

If 'Yes', please ask the Head of the Centre to sign the statement below.

***'I confirm that the child named on this form attends Butterflies Early Years Centre.'***

Signature: ..... Date: .....

***Final Declaration: to be completed for all applicants.***

'I certify that, to the best of my knowledge, the information I have given in this form is accurate'

Name: ..... Signature: .....

Date:.....