

# St. Mary's Catholic Primary School Poole

## ADMISSIONS POLICY 2018 / 2019

**A warm welcome to all parents/carers considering sending their child to our school.**

St Mary's is an academy and part of Plymouth CAST – a partnership of schools across Dorset, Devon and Cornwall. The school works closely with St Edwards RC/CE Comprehensive School. With them it offers the benefits of a Catholic Church School, which will be best achieved through the shared religious commitment of parents, parish and school community. The School serves the parishes of St Mary's and St Anthony's.

The Diocese's aim is to provide a place for every Catholic child in a Catholic School where his or her faith is readily nurtured. The Church also recognises the baptismal calling of other Christian denominations.

The school's published admission number is 60. Admission to all Poole schools will be in accordance with the agreed scheme for co-ordinated admission arrangements 2018/2019.

In Reception, places will be allocated on an 'equal preference' basis from applications received by the closing date. This means that all first, second and third preference applications are considered together. The Local Authority will then offer parents/carers the highest ranked preference possible. Applications **MUST** be received by 15 January 2018.

Children with a Statement of Special Educational Needs or an Education, Health and Care Plan issued by a local authority naming St Mary's will be admitted to the school before preferences are considered for admission in September. Prior consultation with the school Governors is part of this process before the school is named on the statement/plan. This will reduce accordingly the number of places available.

If there are too many applications for the places available applications will be considered by the Governors in the following order. The Local Authority will then notify all parents/ guardians of their decision.

1. Children in Care. (A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A "Looked After Child" means any child who is in the care of a local authority in accordance with Section 22 (1) of the Children Act 1989. A child who was "previously a Looked After Child" means a child who after being Looked After became subject to an Adoption Order under the Adoption Act 1976 or under Section 46 of the Adoption and Children Act 2002, a Residence Order or Child Arrangement Order under Section 8 of the Children Act 1989 or Special Guardianship Order under Section 14A of the Children Act 1989.
2. A child living within the parishes of St. Mary's or St. Anthony's (see notes), or living outside the parishes where there is no provision for continuity of Catholic Education **who is either:**
  - A baptised Catholic.
  - A current member of a formal Catholic sacramental church programme
  - Or, having been baptised in another recognised Christian tradition, a child who has undertaken a formal Welcoming Rite in a Catholic parish.
3. A child living outside the above named parish boundaries **who is either:**
  - A baptised Catholic.

- A current member of a formal Catholic sacramental church programme
- Or, having been baptised in another recognised Christian tradition, a child who has undertaken a formal Welcoming Rite in a Catholic parish.

4. Siblings of children already on roll and will continue to attend the school when the child is due to enter, who are not covered within categories 1 to 3 above.

5. Baptised children of other Christian denominations (or who have undertaken a formal service of dedication according to the practice of another Christian Church which is affiliated to Churches Together in Britain and Northern Ireland).

6. All other children.

**In each category the Governors will consider applications in the following order of priority:**

1. A child whose sibling is already on roll and will continue to attend the school when the child is due to enter. 'Sibling' means:

- a full brother or sister who lives with one or both parents or carers in the same property during the school week.
- a half-brother or half-sister who lives with one or both parents or carers in the same property during the school week.
- an adoptive brother or sister who lives with one or both parents or carers in the same property during the school week.
- a foster brother or sister who lives with one or both parents or carers in the same property during the school week.
- non-blood related children who, together, all live with one or both parents or carers in the same property during the school week.

2. A child of a member of staff in either or both of the following circumstances:

- a) Where the member of staff has been employed by St Mary's Catholic Primary School Poole for two or more years at the time at which the application for admission to the school is made, and/or
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

3. A child who lives closest to the school, based on the shortest distance from home to school. The Governing Body has adopted the distance measurement calculation method used by the Local Authority. Please see the local authority's admission policy for further details.

**The Local Authority will notify all parents/carers of the Governors' decision.**

**APPLICATIONS: Entry to Reception including deferred entry**

Parents/Carers who wish their children to be admitted to Reception Year should complete the common application form and return it to the Admissions Team, Children, Young People & Learning, the Dolphin Centre, Poole, BH15 1SA by the national closing date.

**The Supplementary Information Form must be completed by a priest/minister for criteria 2, 3 and 4 (see above) and if applying on-line returned directly to the Local Authority or with the completed paper application form.**

All children can start in Reception on a full-time basis in September 2018. Parents/carers may discuss with the Headteacher as to whether their child should start on a part-time basis, but the final decision will rest with the parent/carer of the child. Children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age (by the start of the term following their fifth birthday).

Parent can defer the date their child starts school until later in the school year but not beyond the point at which they reach compulsory school age (i.e. by the start of the term following their fifth birthday) or, for children born between 1 April and 31 August, not beyond the beginning of the final term of the school year (i.e. the term that starts after the Easter/Spring holidays) for which the offer was made.

The school place offered cannot be deferred until the following academic year – it must be taken up in the academic year for which it is offered. Parents and carers who do not take up the offer of a place during the Reception year will need to reapply for a school place the following year. Places offered but not taken up by the beginning of the final term (i.e. the term that starts after the Easter/Spring holidays) will be withdrawn.

If parents/carers want to apply for the following year they would normally be expected to apply for a place in Year 1. Parents and carers need to be aware that Year 1 in the school they were originally offered could be full at this stage.

Parents/carers wishing to apply for a year group different to that determined by their child's date of birth, including delayed admission to reception for summer born children need to refer to the section headed "Applications for a place in a year group different to that determined by date of birth, including delayed admission to reception for summer born children" which can be found later in this document. Parents considering this are advised to contact the school at the earliest possible opportunity (preferably before 31<sup>st</sup> October 2017) to ensure a decision has been made by the Governing Body before the national closing date for applications to Reception and Transfer to Junior School 2018/19.

**Applications for a place in a year group different to that determined by date of birth, including delayed admission to reception for summer born children**

Applications for children to be educated in a year group different to that determined by their date of birth, including delayed admission to reception for summer born children, will be considered on their individual merits by an Admissions Panel comprising: the Headteacher, SENCO and at least one Governor.

Applicants must provide the following information in support of their request:

1. Clear, documented evidence that to place the pupil in his/her normal age group would be detrimental to his/her educational progress.
2. Clear evidence that it is in the best interests of the pupil's social and emotional development to be forward/back yeared.
3. Clear evidence that the pupil has previously been back/forward yeared and this has had positive benefits.

A pupil would need to meet Criteria 1 and 2 above in all cases, for agreement of an out of year group admission. The existence of Criterion 3 would serve to strengthen a case.

### **Excepted Pupils for Infant Classes (Years R, 1 and 2)**

An infant class may exceed 30 children with a single school teacher in limited exceptional circumstances. These are when the pupils are:

- Children admitted outside the normal admissions round with Statements of Special Educational Needs or an Education, Health and Care Plan specifying a school;
- Looked After Children and Previously Looked After Children admitted outside the normal admissions round;
- Children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- Children admitted after an independent appeals panel upholds an appeal;
- Children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
- Children of UK service personnel admitted outside the normal admissions round;
- Children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
- Children with Special Educational Needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

In these circumstances a child admitted is an 'excepted child'.

### **In-Year Applications**

This policy will apply to all in-year admissions during 2018/2019. Applications for places in year groups other than Reception year will be considered following receipt of a completed application, using the over subscription criteria.

### **In-Year Fair Access**

All the admission authorities in Poole have established an In-Year Fair Access Protocol. The purpose of the Protocol is to ensure an equitable distribution of in-year admission placements of pupils without a school place or with challenging behaviour. Cases are considered by a panel comprising Headteachers and/or their representatives. Decisions of the panel may mean that individual schools may have to admit pupils which could result in the Published Admission Number being exceeded. Admission authorities will not normally be asked to admit a pupil to an infant class where there are already 30 children in the class.

### **In Year Applications: Looked After Children and Previously Looked After Children**

A Looked After Child or Previously Looked After Child (as defined above) may be admitted to a school above the Published Admission number if it is felt by the local authority that a particular school is the most appropriate placement to meet the needs of the individual child. The local authority has adopted a Protocol for dealing with in-year admissions of Looked After or Previously Looked After Children.

### **Applications from separated parents**

Only one application can be considered for each child. Where parents are separated it is essential that agreement is reached by both parties concerning the nominated preferred schools. If agreement cannot be reached the Governors will only consider the application from the parent who is the prime carer for the child. The prime carer is the parent in whose name Child Benefit payments are made. If Child Benefit payments are not received by either parent, then the address that the child has been registered with a General Practitioner (GP) at will be considered as the address for the prime carer.

### **Applications for children of multiple births**

If there are insufficient places to accommodate all the children of a multiple birth (i.e. twins, triplets, etc), in any one year group and one child can be admitted, the other siblings of the multiple birth will be admitted over the school's Published Admission Number. If it is in an infant class (Years R, 1 and 2) the additional children over the PAN will be considered as excepted pupils for the entire time they are in an infant class at the school or until the class numbers fall back to the infant class size limit in accordance with the School Admissions Code 2012.

### **Home address**

The school governors will consider that a child lives at the address at which he/she lives during the school week. Where a child lives at more than one address during the school week, the governors will consider the home address as being where the 'prime carer' resides. The 'prime carer' is the person whose name the Child Benefit payments, for the individual child, are made. If Child Benefit payments are not received by either parent, then the address that the child has been registered with a General Practitioner (GP) at will be considered as the address for the prime carer. The final decision on the home address will be made by the governors.

### **Use of Distance Criterion**

The distance from home to school is measured by using the shortest, safe and practicable walking route using the centre line of public roads and footpaths (excluding paths identified for the sole use of bicycles i.e. cycleways) from the nearest point on the public highway to the centre point of the child's home address to a point opposite the nearest approved access point on school property that is for the use of pupils. The centre point of the child's home address is the centre of the land parcel that the building resides on. The GIS maps used are provided by Ordnance Survey and represent the position as at the beginning of the annual admission cycle i.e. September in the year prior to admission. Any footpaths or roads added after this time will not be taken into consideration until the next academic year of application.

For applicants living on islands within Poole harbour, the distance measurement will be a straight line from the centre point of the home property to either:

- the nearest public landing steps at Poole Quay, or
- a point on the mainland that the applicant proves to the satisfaction of the Governors that he/she can access

and from that point the distance will be measured using the shortest, safe and practicable walking route to the nearest point on the public highway and from there using the shortest, safe and practicable walking route using the centre line of public roads and footpaths

(excluding paths identified for the sole use of bicycles i.e. cycleways) to a point opposite the nearest approved access point on school property that is for the use of pupils.

If an applicant advises Governors that the child would or could use the Sandbanks/Studland Chain Ferry in the journey to school, then the distance will be measured on that basis from the home address, including the distance travelled by the ferry.

If there are insufficient places to accommodate all applicants and the distance criterion is used, applicants living an equal distance from the school (up to three decimal points) or at the same address or in the same block of flats who are eligible for the remaining place/s will have their names drawn as lots to see who should be offered the place/s. An impartial person will draw the name/s.

### **Late Applications**

Applications received after the closing date will be deemed as 'late applications'. Late applications will only be considered if there are places available after all applications received by the closing date have been considered.

### **Waiting Lists**

Waiting lists are maintained for all oversubscribed schools. Parents/carers must request, in writing, that their child's name is entered onto a waiting list. The waiting list will be kept for the whole academic year with a new list being compiled each September. If you wish your child to continue on the waiting list you must write to the school or the LA during the preceding July and August. When a place becomes available, the place will be allocated to the next person on the waiting list in accordance with the oversubscription criteria. The length of time an applicant has spent on a waiting list is not taken into consideration when allocating places.

### **Admissions Appeals**

Should the Governors be unable to offer a place, the parents/carers are entitled to appeal against this decision. If you wish to receive information regarding the appeals process, including the relevant appeal forms, please contact the school office.

### **Withdrawing an Offer of a Place**

Parents/Carers should note that, should evidence of a fraudulent or intentionally misleading application from a parent/carer be found (which effectively denied a parent/carer with a stronger claim an offer of a place), the offer could be withdrawn.

This statement is made in accordance with the School Admissions Code.

## **NOTES**

**The boundaries of parishes feeding directly to St Mary's Catholic Primary School Poole are:**

**ST MARY'S, POOLE** – South – Salterns Way, along Sandbanks Road to Salterns Road, up Salterns Road, across Parr Street to St Peters Road, up North Road, up along Springfield Road to the roundabout,, then left to Ringwood Road, to the roundabout, Parkstone Heights

then left of Ringwood Road, Dale Road, Foxholes Road to enclose Canford Heath, with Hamworthy, Upton and Lytchett Minster.

**ST ANTHONY'S, BROADSTONE** – along Waterloo Road, up Gravel Hill, across to Blandford Road and south to Upton Road including Corfe Mullen and Creekmoor.