

St Louis Catholic Primary School, Frome
DRAFT ADMISSIONS POLICY 2017 – 2018

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. All applications for admission, and any supplementary information forms, must be submitted to your home Local Authority (LA) by the closing date. All applications will be considered under the Equal Preference with Ranking system of allocation. The LA will forward all applications to the school and the governing body will rank them against the oversubscription criteria set out below. This list will then be returned to the LA under the co-ordinated admissions scheme and they will make a single offer of a place.

Information about the number of applications received and the number of places allocated within each category for 2016-2017 is available from the school office and/or the Local Authority.

The Admission Number for the Reception Year (2017/18) is 30 pupils, and this is also the number of places available in other year groups.

Pupils are normally admitted in the September of the school year in which they reach their fifth birthday.

In recognition of the needs of the reception pupils, the school makes arrangements for a gradual induction, which includes part-time schooling at the beginning of the academic year.

Applications for a place at the school must be made in line with the Somerset LA publicised dates. The Governing Body will offer places in line with the published dates of Somerset LA.

Where any application for a school place is unsuccessful, the application will be kept on a waiting list until 31 December, 2017. Should a place become available, it will be offered to the highest ranked application on the list at that time.

The school will be required to admit a child with a Statement of Special Educational Needs (SEN) as a first priority if the Statement names the school.

In the event of oversubscription (i.e. more applications than available places) places will be offered in accordance with the following order of priority.

1. Catholic Looked After Children at the time of application, and 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 who themselves, or whose parent/carers are practising members of other Christian religious denominations who live within the parish of St Catharine and whose parents have the written support of their minister of religion or equivalent. A supplementary form and accompanying letter must be completed 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.

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.

Distance Measuring

For the purpose of measuring home to school distance, all calculations will be measured using a straight-line measurement from the address point of the home to the address point of the school using the 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). In the case of multi-level dwellings such as flats, the staircase will be included in the distance measurement.

Equal Preference with Ranking Allocation method

This approach requires the Governors to rank all applications against the published over-subscription criteria for the school concerned and where schools are over subscribed, places will be allocated up to the published admission number in strict priority order. Where more than one school can be offered, the highest ranked preference will be allocated.

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 formal lease agreement. The Admissions Authority (the Governors) reserves the right to seek further documentary evidence to support your claim to residence.

Please note that the Admissions Authority is unable to allocate a place to anyone moving into the country from abroad prior to their arrival in the county. We would then require proof of residency as stated above. The only exceptions are children of UK Service personnel and other Crown servants (including Diplomats). It should also be noted that an address used for childcare arrangements cannot be used as a home

address for the purpose of applying for a school place. A fraudulent claim to an address may lead to the withdrawal of the offer of a place. You must notify the admissions authority via the Admissions & Entitlements Team, County Hall, Taunton of any change of address during the admissions procedure.

Looked After Children

Looked After Children are children who are (a) in the care of a local council 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).

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.

Supplementary Information Form (SIF)

In order for applications to be considered against criterion 1,2,3,5 and 6, applicants will need to use the attached SIF to demonstrate their ability to meet the criterion. 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.

Tie-Breaker

If there are not enough places to satisfy all the applications in any one category, for categories 1 – 6, admission will be by drawing of lots for children within that category. Lots will be drawn by a School Governor with an independent person present as a witness. 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 distance is equal, lots will

be drawn by a School Governor with an independent person present as a witness, for those children living equal distances from the school.

Twins and Multiple Birth Children

Infant classes will be able to exceed the statutory limit of 30 where the child(ren) admitted over this number is a twin or are from multiple births and the sibling(s) has/have already been admitted within the class size limit of 30.

Waiting Lists

Where an application has been refused, the child will be placed on a waiting list. This will be kept in order of oversubscription criteria by the Governing Body, and until 31 December, 2017. In the unlikely event of a place becoming available, then any casual admissions will be considered in line with the waiting list. Each child added will require the list to be ranked again in line with the published over-subscription criteria.

Children who are the subject of a direction by a Local Authority to admit, or who are allocated to the school in accordance with the In - Year Fair Access Protocols, will take precedence over those children on a waiting list.

Appeal Procedure

If a place is unable to be offered, parents have a legal right of appeal to an independent Appeal Panel.

The Appeal Panel is provided and conducted as laid out in the Statutory Admission Appeals Code.

Appeal details are available from the Bursar at the school.