

ST FRANCIS CATHOLIC PRIMARY SCHOOL
ADMISSIONS POLICY **2019-2020**

St Francis is a Catholic Primary Academy within The Catholic Academy Trust in East Berkshire within the Catholic Diocese of Portsmouth. The priority of St. Francis Primary school is to provide, where possible, places for baptised Catholic children.

The Governing Body of St Francis Catholic Primary School is responsible for the admission of up to 30 children in the school year 2019/2020 who will become 5 years of age on or between 1st September 2019 and 31st August 2020.

Children with an Education Health and Care Plan: Children with an educational health and care plan in which St Francis Catholic Primary School is named will be admitted to St Francis Catholic Primary School and will count towards the published admissions number.

Should there be more applications than places available, all applications to St Francis Catholic Primary School will be considered on an equal preference basis against the category order set out below. The ranking of preferences given on the Common Application Form (CAF) will only be taken into account by the Local Authority (LA) when more than one school can offer a place

1. **Catholic Looked After children and previously Looked After children.**
2. **Catholic children who, on date of entry, have a sibling attending the school.**
3. **Catholic children**
4. **Other Looked After Children and previously Looked After children.**
5. **Children who are baptised members of Eastern Orthodox Churches.**
6. **Non-Catholic children who, on date of entry, have a sibling attending the school.**
7. **Children of families who are members of other Christian denominations.**
8. **Children from other faith traditions.**
9. **Other applicants**

If the school does not have sufficient places for all the children in any of the above categories, priority will be given to the children as follows:

- a) **Distance:** Distance will be measured in a straight line from the front door of the child's home address to the main entrance of the school, using the Local Authority's computerised measuring system.
- b) **Random allocation:** Final Tie-Breaker If two children who live at the same address/same distance from the school apply for a place, the admission will be decided by lottery. This will be supervised by an independent person e.g. a representative from the LA admissions team.

Please note that the oversubscription criteria will be applied as fairly to children with special educational needs but no Educational Health Care Plan, or to children with a disability, as to other applicants.

How to apply

St Francis is part of the Royal Borough Windsor and Maidenhead's (RBWM) coordinated admissions scheme. This means that an application to the school must be made on a Common Application Form (CAF), which is obtainable from the Town Hall, St Ives Rd, Maidenhead and must be returned to the Royal Borough of Windsor and Maidenhead. The CAF can be completed online through the borough's website (rbwm.gov.uk). Exact date for submission of the Common Application Form (CAF) is **XXth January 2019**.

In addition, all applicants are requested to complete the Supplementary Information Form (SIF) specifically for St Francis Catholic Primary School. This additional information assists governors in placing applications in the correct category. If no SIF is submitted governors can only rank the application on the basis of the information contained in the Common Application Form. The SIF can be obtained from and returned to the school in order to assess the category of the child. A copy of the SIF can also be obtained from the school website, <http://www.stfrancisprimary.org.uk>, under "Admissions". If an application is being made for a place under category 5, 6 & 9, a SIF is not required. Notification of the result of the application being made by the local authority on behalf of the governing body will be on the **XXth April 2019**.

FORMS REQUIRED	OBTAINABLE FROM	RETURNED TO	TO BE RETURNED BY
COMMON APPLICATION FORM (CAF) Including <ul style="list-style-type: none"> • Current Council Tax statement • Birth Certificate Completed by all categories	LOCAL AUTHORITY	LOCAL AUTHORITY	XXTH JANUARY 2019
SUPPLEMENTARY INFORMATION FORM (SIF) & BAPTISMAL FORM Completed by anyone applying on faith grounds	LOCAL AUTHORITY OR ST FRANCIS CATHOLIC PRIMARY SCHOOL OR WEB SITE	LOCAL AUTHORITY OR ST FRANCIS CATHOLIC PRIMARY SCHOOL OR WEB SITE	XXth February 2019

Admissions for the Year 2019/2020

Pupils whose 5th birthday falls in the period 1st September 2019 to 31st August 2020 will be admitted to school from the start of the term beginning on 1st September 2019.

- Children are entitled to a full-time place in the September following their fourth birthday;
- Parents can defer the date their child is admitted to school until later in the school year but not beyond the point at which they reach compulsory school age or, for children born between 1 April and 31 August, not beyond the beginning of the final term of the school year for which the offer was made
- Where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Documentation Required in Support of Application

Previously looked After Child: We request a copy of the adoption order, child arrangement order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

All categories: Proof of residence

Categories 1, 2 & 3: Child's Baptismal Certificate (or letter/certificate stating the child has been received into the Catholic church)

Categories 5: Child's Baptismal Certificate (or letter/certificate stating the child has been received into the Eastern Orthodox churches)

Category 9: If application is being made for a place at the school as a member of another Christian denomination or another faith, a Baptismal Certificate or a letter confirming membership of that Christian denomination or faith and signed by the appropriate minister of religion or faith leader, will be required. The letter should be provided at the same time as this form is returned to the school.

Withdrawal of a place: If an application is found to be fraudulent, then the place will be withdrawn.

Late Applications: Late applications will be considered in the second round of the allocation process, as stated in the Local Authority's Guide to Primary School Admission.

In Year Applications: Applications for any year group, at any other time during the academic year will be considered by the governors for any available places. In the case of over-subscription, the categories as set out on pages 1 will apply. Applications can come directly to the school or from RBWM.

Right of Appeal: Parents have the right to appeal to an independent appeals panel against the refusal of the Governors to admit their child to the school. Information on the appeals procedure, together with an Appeal Form is available from the school. Appeals should be made in writing to the Governors at the school address, at least within 20 days after the receipt of the letter from the LA refusing admission. On completion, the Appeal form should be given to the Clerk to the Governors, c/o St Francis Catholic Primary School, Coronation Road, South Ascot, Berkshire SL5 9HG.

Waiting List: The parent of a child for any year group who is refused admission may ask the school for their child's name to be placed on the waiting list for that year group. Children on this waiting list are ranked according to the same over subscription criteria as set out in categories 1-9 on page 1. Positions on the list will fluctuate and a child's place will change as and when additional requests are received. Should a free place become available the list will always be revised in accordance with the aforementioned criteria. The waiting list will be kept until parents ask for their child to be removed from the list. Looked After Children, previously looked after children, Children of UK service personnel and those allocated a place at the school in accordance with a Fair Access Protocol, will take precedence over those on the waiting list.

EXPLANATORY NOTES

- **CATHOLIC**: For the purposes of these admissions arrangements, a Catholic means a person baptised in a church which is in communion with the See of Rome or a person received into the

St Francis Catholic Primary School Admissions Policy 2019-2020
Catholic Church. For a person received in to the Catholic Church a letter of reception will replace the Baptismal certificate.

- **CHILDREN OF UK SERVICE PERSONNEL (UK ARMED FORCES):** Children of UK service personnel admitted outside of the normal admissions round can be an exception to Infant Class Size Legislation (as defined by the School Standards and Framework Act 1998). For families of service personnel with a confirmed posting to the area, or crown servants returning from overseas to live in the area a place may be allocated provided an application is accompanied by an official letter declaring relocation and a Unit postal address or quartering address when considering the application against the oversubscription criteria. All other applicants must be resident at the address given at the time of application.
- **DISTANCE FROM SCHOOL:** Those living nearer to the school will be placed higher than those living further away. Distance will be measured by the Local Authority using the mapping point in the LA system. If two or more applicants live at the same radial distance from the school, the Governors will seek additional clarification of the distance from L.A. where the distance can be given to four or five points after the decimal point if at all possible (i.e. a distance given as .370 on the original listing may be further given at .3695 or .3734). Where two applicants cannot otherwise be separated random allocation will be used and will be supervised by the LA who is independent of the school's admission arrangements.
- **EQUAL OPPORTUNITIES:** St Francis Admissions Policy 2019-20. The school, by law, cannot refuse a child a place because of a disability.
- **EXCEPTED PUPIL:** Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) **must not** contain more than 30 pupils with a single teacher. However, in the following exceptional circumstances additional children can be admitted to infant classes:
 - children admitted outside the normal admissions round with statements of special educational needs which name 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 in the original application process;
 - children admitted by an independent appeals panel;
 - 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 all the above circumstances the children remain excepted pupils for the time they remain in an infant class or until numbers in the class fall back to 30
- **DEFERRED ENTRY/ ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP:** By law, children have to be in full-time education by the prescribed day following their fifth birthday (31 Dec, 31 March, 31 Aug). Exceptionally, parents of children with birthdays between 1 April and 31 August 2015 (inclusive) may wish to defer admission until September 2020 and may request admission to YR.
 - Parents of gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group.
 - Where the parents of a summer born child choose not to send that child to school until the September following their fifth birthday, they may request that they are admitted out of their

normal age group to Reception rather than Year 1. It is recommended that before deciding to decelerate a child's admission, parents first contact the school. School staff will be able to explain the provision on offer to children in Year R, how it is tailored to meet the needs of summer born children and how those needs will continue to be met as the children move up through the school. If parents still wish to decelerate their child's admission to school, they must seek approval from the school governors.

Parents would be expected to state clearly in writing why they felt deferred admission to Year R was in their child's best interests. Parents are also advised to make an application as part of the main admission round for the year group that their child would normally be admitted to school, until a decision on the request for deceleration has been reached.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

- **LOOKED AFTER CHILDREN AND CHILDREN WHO WERE PREVIOUSLY LOOKED AFTER AND HAVE SINCE BEEN ADOPTED:**

A **looked after child** is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function (e.g. child with foster parents) at the time of making an application to a school.

'Previously looked after children' are children who were looked after, but ceased to be so because they were adopted. 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's Act 2002 (see section 46 adoption orders) or became subject to a child arrangements order¹⁸ or special guardianship order¹⁹). 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 arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

- **NORMAL RESIDENCE:** Normal residence is defined as the child's home address. Where a child lives with parents with shared responsibility for each part of the week, that is, the child resides at two addresses, the home address will be considered to be the one nearest to the school. Where a child resides with one parent, that address will be used, even if the other parent lives closer to the school.
- **OTHER CHRISTIAN CHURCHES:** This means children who belong to other churches and ecclesial communities which, acknowledging God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.
(Churches which are members of 'Churches Together in England' can be checked using the website www.cte.org.uk)
- **PARENT:** By parent we mean natural parents or any person who although not a natural parent has a legal responsibility for the child. (If in any doubt please contact the school for advice)
- **SIBLING:** Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent's / 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

- St. Francis Catholic Primary School Admissions Policy 2019-2020
- **TWINS AND MULTIPLE BIRTHS:** A twin or sibling/s from a multiple birth will be admitted as an exception to the infant class size legislation if the twin or sibling/s from a multiple birth is admitted otherwise than as an excepted pupil.