

ST FRANCIS CATHOLIC PRIMARY SCHOOL ADMISSIONS POLICY 2018 - 2019

St Francis is a Catholic Primary Academy within The Catholic Academy Trust In East Berkshire within the Catholic Diocese of Portsmouth. The school provides primarily for the Catholic geographical parish of St Francis, Ascot.

The Governors will admit 30 children in the school year 2018- 2019. The school has an equal preference admissions policy, that is, the order of preferences expressed on the common application form is not taken into account in the governing body's admission policy and is of significance only if the child can be offered a place at two or more schools. The school will admit 30 children to reception in September 2018. Parents have the right to defer entry within the same school year until their child reaches statutory school age, that is the start of the term following the child's fifth birthday. However, they cannot defer entry until September 2019 which is in a new school year. In that case a new application for entry into Year 1 for that school year would be necessary. Parents also have the right to request their child attends part-time until the child reaches statutory school age. Should there be more applications than places available, the Governing Body will admit children in the following category order: -

1. Children in public care or previously in public care.*
2. Baptised Catholic***children who, on date of entry, have a sibling** attending the school.
3. Baptised Catholic***children living in the geographical parish of St Francis.
4. Baptised Catholic*** children living outside the geographical parish of St Francis.
5. Children who, on date of entry, have a sibling* attending the school.
6. Members of other Christian**** Faiths
7. Other applicants.

* A 'looked after child' is a child who is (a) in the registered care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22 (1) of the Children Act 1989). Under the terms of the Adoption and Children Act 2002. See section 46 (adoption orders). Under the terms of the Children Act 1989. See section 8 which defines a 'child arrangement order' as an order settling the arrangements to be made as to the person with whom the child is to live. Previously looked after children who were looked after but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order.

** Sibling refers to brother or sister, half-brother or sister, adopted brother or sister, foster 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.

*** A Catholic is a baptised member of a church in communion with the See of Rome.

**** Churches which are members of churches together in England. www.cte.org.uk

How to apply

St Francis is part of the Royal Borough Windsor and Maidenhead's (RBWM) co-ordinated admissions scheme. This means that an application to the school must be made on the Royal Borough of Windsor and Maidenhead's Common Application Form (CAF) which should be returned to the Borough. This form can be completed on line. 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 Supplementary Information Form is submitted governors can only rank the application on the basis of the information contained in the Common Application Form. The Supplementary Information Form is obtainable from and returnable to the school.

The closing date for applications is still to be advised and will be in line with the Royal Borough of Windsor and Maidenhead's co-ordinated primary admissions scheme. Notification of the result of applications will be made by RBWM on behalf of the governing body.

In submitting an application for a place for their child, parents will need to provide the following supporting documentation with their application form.

Category 1	a) Evidence that the child is in public care or has previously been in public care.
Categories 2	a) Child's Baptismal Certificate
Categories 3, 4	a) Child's Baptismal Certificate b) Proof of Residency
Category 6	a) Statement of membership of the Church b) Proof of Residency
Category 7	a) Proof of Residency

Notes:

- Children with a Statement of Special Educational Need
Children with a Statement of Special Educational Need that names the school in the Statement will automatically be admitted to the school and will count towards the published admission number.
- Over Subscription
In the event of over subscription in categories 2, 3, 4, 5, 6 and 7 priority will be given to children living closest to the school. Distance will be measured in a straight line from the front door of the child's home address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system.

The PAN (published admission number) can be exceeded for twins and children from multiple births, when one of the siblings is the 30th child admitted.

When there is multiple occupancy e.g. flats and the children are equidistant from the school the Governing Body will make offers only according to the number of places available prioritised by random selection in a draw, overseen by someone independent of the school.

- Parents with shared responsibility
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.
- Withdrawal of a place
If an application is found to be fraudulent, then the place will be withdrawn.
- Appeals
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. 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. The Governors request that appeals are lodged within fourteen (14) days of the date of the local authority's letter informing parents that a place has not been allocated for their child at the school.
- In Year Additions
The school co-ordinates and allocates places for all in year applicants adhering to our Admissions Policy. RBWM will be advised of any actions.
- Waiting List
A waiting list is maintained in school. At the time a place becomes available the waiting list will be ranked according to the current Admissions Policy's categories.