

# St. Peter's Catholic Primary School

West Ridge, Sittingbourne, Kent ME10 1UJ



*Executive Headteacher:* Mrs C S Jackson  
*Head of School:* Mrs C Owen

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## ADMISSION POLICY 2011

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St. Peter's Catholic Primary School is a voluntary aided school in the Diocese of Southwark. It is in the trusteeship of the Diocese. The school is conducted by its Governing Body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Jesus Christ. The school exists primarily to serve the Catholic community. However, the Governing Body welcomes all applications, particularly those from other denominations and faiths who support the religious ethos of the school.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the over subscription criteria listed below. All applicants are required to declare their positive support for the aims and ethos of the school.

Having consulted with the Local Authority and other admission authorities, the Governing Body intends to admit 30 pupils to the Reception class in the school year, which begins in September 2011.

Before the application of oversubscription criteria children with a statement of special educational need which names the school will be admitted. As a result of this the publish admissions number will be reduced accordingly.

### **1. Over-Subscription Criteria**

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

- (1) Looked After Catholic Children or Looked After Children in the care of Catholic families.
- (2) Baptised children of committed Catholic parents or Catechumens as verified in writing, by a priest where the family regularly worships. In assessing 'commitment' the Governing Body will take into account frequency of attendance at mass (weekly, fortnightly, monthly).
- (3) Other Catholic children. In assessing 'commitment' the Governing Body will take into account frequency of attendance at mass (weekly, fortnightly, monthly).
- (4) Other Looked After Children.
- (5) Children who are members of an Eastern Orthodox Church. Evidence of Baptism will be required. In assessing 'commitment' the Governing Body will take into account frequency of attendance at mass (weekly, fortnightly, monthly).
- (6) Children of families who are members of other Christian denominations that are part of the Churches Together in England. Evidence of Baptism (or dedication) provided by a priest or minister of a designated place of worship will be required. In assessing 'commitment' the Governing Body will take into account frequency of attendance at religious service (weekly, fortnightly, monthly).
- (7) Children of other faiths. Evidence of membership of the faith should be provided by a priest, minister or religious leader of a designated place of worship. In assessing 'commitment' the Governing Body will take into account frequency of attendance at religious service (weekly, fortnightly, monthly).
- (8) Any other applicants.

**Where the offer of places to all applicants in any of the categories listed above would lead to over subscription the following provisions will be applied:**

(i) The presence of a brother or sister (including natural brothers and sisters, stepbrother or stepsister, adopted siblings and foster brothers and sisters) at the school at the time of admission will increase the priority of an application within each category. The sibling link is maintained as long as the family live at the same address as when the first child applied, or has moved closer to the school than when the first child was offered a place, or has moved to an address that is less than 2 miles from the school using the distance measured by the method outlined in the distance criterion.

(ii) Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations, in particular those under the Disability Discrimination Act 1995. Priority will be given to those children whose mental or physical impairment means they have a demonstrable and significant need to attend a particular school. Equally this priority will apply to children whose parents'/guardians' physical or mental health or social needs means that they have a demonstrable and significant need to attend a particular school. Such claims will need to be

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supported by written evidence from a suitably qualified medical or other practitioner who can demonstrate a special connection between these needs and the particular school.

(iii) Where the offer of places to all applicants in any of the sub-categories listed above would still lead to over subscription, the places up to the admission number will be offered to those living nearest to the school. A pupil's home address is considered to be a residential property that is the child's only or main residence and not an address at which your child might sometimes stay or sleep due to your own domestic or special arrangements. The address must be the pupil's home address on the day you completed your application form and which is either

- Owned by the child's parent, parents or guardian, OR
- Leased to or rented by the child's parent, parents or guardian under a lease or written rental agreement.

If you live separately from your partner but share responsibility for your child, and the child lives at two different addresses during the week, we will regard the home address as the one at which the child sleeps for the majority of weekdays.

The distance is measured between the child's permanent address and the school measured in a straight line using Ordnance Survey address point data. Distances are measured from a central point within the child's home to a similarly defined point within the school as specified by Ordnance Survey. The school uses measurements provided by the LEA and further information on how distances are calculated is available in the Admissions Booklets provided by the LEA. In a tie breaker situation the nearness of an applicant's home to school will be the decider. If in the event more than one applicant has the same distance from home to school (as measured by the local authority), then a random selection will be applied. A block of flats has a single address point reference, so applicants living in the same block will be regarded as living the same distance away from the school. In the unlikely event that two or more children live in the same block and in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place.

## 2. Appeals

Parents have the right to appeal against any refusal by the governors to admit their child. Appeals should be directed to an appeals committee established within the terms of the Education Act 1996. Details of the appeals procedure can be obtained from the Clerk to the Governors at the school. The Appeals Committee will notify the Appellant of the outcome.

- (i) Appeals must be lodged by in line with the LEA date, except where the initial application was a late application' in which case the appeal must be lodged within 21 days of the allocation decision being sent to the Parents.
- (ii) The school will acknowledge an appeal within seven working days of it being lodged.
- (iii) Appeals relating to all other admissions can be made at any time.

## 3. Right to Withdraw a Place

After a place has been offered the school reserves the right to withdraw the place in the following circumstances:

- (i) When a parent has failed to respond to an offer within a reasonable time; or
- (ii) when a parent has failed to notify the school of important changes to the application information; or
- (iii) the admission authority offered the place on the basis of a fraudulent or intentionally misleading application from a parent.

## 4. Waiting Lists

Parents of children who have not been offered a place at the school may ask for their child's name to be placed on a waiting list. The waiting list, which will be maintained until 31<sup>st</sup> July 2012, will be operated using the same admissions criteria listed above. Placing a child's name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place. It is possible that when a child is directed under the local authority's fair access protocol they will take precedence over those children already on the list.

## 5. Pupils with a Statement of Special Educational Needs

The admission of pupils with a statement of Special Educational Needs is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining statements by the pupil's home Local Education Authority. Details of this separated procedure is set out in the *Special Educational Needs Code of Practice*.

## 6. Vulnerable Children

St Peter's is committed to taking its fair share of vulnerable children who are hard to place (children at risk of permanent exclusion), in accordance with locally agreed protocols. Accordingly, outside the normal round of admissions, the governing body is empowered to give absolute priority to a child where admission is requested under any protocol which covers the agreement of both the governing body and the diocese for the current admission year. The governing body has this power even when admitting such a child would exceed the normal admission number except in Key Stage One.

## 7. Admission of Children Below Compulsory School Age

The governors will provide for the admission of all children in the September following their fourth birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year; parents may also request that their child attends part-time until their child reaches compulsory school age.

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## 8. Late Applications

Any late applications will be considered by the Governors' Admissions committee, in the event of there being any available places using the above criteria. If all places have been filled, parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

## 9. In-year (Casual) Admissions

Applications for a place at the school in-year must be made using the LEA common application form. This form must be returned to the LEA. The school's supplementary form should also be completed to enable the governors to rank the application in the event of there being more than one application for a place. The governors will use the same criteria to rank the application as that listed above. The offer of a place at the school will be made by the LEA on behalf of the governors. In the event of the governors deciding that a place cannot be offered parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

### Notes

'Looked after child' means any child under the age of 18 years for whom the LA provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who is subject of a care order under Part IV of the Act.

Catholics include members of the Latin and Oriental Rite Churches that are in union with the Bishop of Rome. Reference to other Christian denominations refers to denominations that are full members of Churches Together in England\*.

'Catechumen' means a member of the catechumenate of a Catholic church. This will normally be evidenced by a certificate of reception into the order of catechumens or by a letter from the parish priest.

### \*Members of Churches Together in England

Antiochan Orthodox Church	Joint Council for Anglo-Caribbean Churches	Oecumenical Patriarchate
Baptist Union of Great Britain	Icthus Christian Fellowship	Religious Society of Friends
Cherubim and Seraphim Council of Churches	Independent Methodist Church	Roman Catholic Church
Church of England	International Ministerial council of Great Britain	Russian Orthodox Church
Church of God of Prophecy	Lutheran Council of Great Britain	Salvation Army
Church of Scotland (in England)	Methodist Church	Seventh day Adventist Church
Congregational Federation	Moravian Church	Transatlantic Pacific Alliance of Churches
Coptic Orthodox Church	New Testament Assembly	United Reformed Church
Council of African and Caribbean Churches UK	New Testament Church of God	Wesleyan holiness Church
Council of Oriental Orthodox Churches		