



## St Francis Catholic Primary School - Admissions Policy 2019-20

### Ensuring an excellent child-centred education within a Christ-centred philosophy

#### AIM

St Francis is a Catholic Voluntary Aided Primary School which was established by the Diocese of Clifton to serve the parishes of St Francis, Nailsea and The Immaculate Conception, Clevedon. Within the legal framework allowed and the admission number which is 30, it is the intention that all baptised Catholic children living within the two parishes will be offered a place at St Francis. So parents may determine whether they live within the parishes listed, a map is available in the School Office and is attached at the end of this policy.

#### INTRODUCTION

- 1.1 The Governing Body, acting in accordance with the Department of Education School Admissions Code, the School's trust deed and, in conjunction with North Somerset Council, is responsible for the admission of pupils.
- 1.2. The admissions number for the Reception Year 2019-20 is 30 pupils. The number of places available for Years One to Six is also 30. If the school is **not** oversubscribed for Reception Intake all applicants will be offered a place. In accordance with Infant class size legislation the Governing Body is not in a position to breach its admissions number of 30 for reception or key stage one.  
Exceptions to this would only be made in accordance with the School Admissions Code.

#### MAKING AN APPLICATION

- 2.1 Applications for a Reception Intake place should be made on a Common Application Form to **North Somerset Council**. **If however, you live within a Council other than North Somerset, you must apply to your home Council. The Form must be submitted by 23:59 on 15 January 2019, to be considered in the first round of allocations. Where appropriate, a copy of a baptismal certificate or a certificate of Reception into the Church, should be submitted to the School Office at St Francis Catholic Primary School by 23:59 on 15 January 2019 to be considered in the first round of allocations.** The home Council will make an offer to those who qualify for a place on behalf of the Governing Body.

- 2.2 In order to be considered in categories 4.1, 4.2, 4.3, 4.4, 4.5, 4.8 and 4.9 by the Governing Body, which is the Admissions Authority, **it is essential to send the relevant documentary evidence of faith to the School Office at St Francis Catholic Primary School, Station Road, Nailsea, BS48 4PD, irrespective of how you make your application. This must be submitted by 23:59 on 15 January 2019 to be considered in the first round of allocations.** The School Admissions Team will forward any additional information it receives to the school.

## **CONSIDERATION OF PLACES TO BE OFFERED**

- 3.1 If there are 30 or less applications all applicants will be allocated a place. In the event of there being more applications than places applicants will be ranked in accordance with the oversubscription criteria below, given in order of priority and the home council will make an offer to those who qualify for a place on behalf of the Governing Body.
- 3.2 Casual (in-year) applications, i.e. those that fall outside the Reception Intake Admissions rounds should be made directly to the school using the home council's application form and will, in the event of oversubscription, be considered by the Admissions Committee against the priorities listed below.

### **Tie Breakers**

- 3.3 Priority within each criterion will be allocated by the drawing of lots, supervised by someone independent of the school.
- 3.4 The School will hold a list of those reception applicants still seeking a place at the school, until 31 December 2019. All applications will be ranked in line with the school's oversubscription criteria and allocations will be made in accordance with it. Each added child to the list will require the list to be ranked again in line with the oversubscription criteria. Priority will not be given on the basis of the date an application was added to the list.

### **Oversubscription Criteria**

If more applications are received than places available, applications will be ranked in accordance with the following criteria, given in order of priority.

- 4.1 Baptised Catholic children in Care at the time of application and baptised Catholic children who were previously in Care but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been in Care.
- 4.2 Children who are baptised Catholic and who live in the parish of St Francis, Nailsea or the Immaculate Conception, Clevedon who will have a brother or sister attending the school at the time of admission.

- 4.3 Children who are baptised Catholic and who live in the parish of St Francis, Nailsea or the Immaculate Conception, Clevedon.
- 4.4 Children who are baptised Catholic and who live outside the parish of St Francis, Nailsea and the Immaculate Conception, Clevedon and who will have a brother or sister attending the school at the time of admission.
- 4.5 Children who are baptised Catholic and who live outside the parishes of St Francis, Nailsea and the Immaculate Conception, Clevedon.
- 4.6 Children in Care at the time of application and children who were previously in Care but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been in Care who are not baptised Catholic, who will have a brother or sister attending the school at the time of admission.
- 4.7 Children in Care at the time of application and children who were previously in Care but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been in Care who are not baptised Catholic.
- 4.8 Children who are members of other Eastern Christian Churches (Orthodox Churches and other Eastern Churches whose sacraments are recognised by the Catholic Church) who can submit a certificate of baptism or a certificate of reception from the authorities of that Church. The governing body may request additional supporting evidence if the written documents that are provided do not clarify the fact that the child was received into the Eastern Christian Church, e.g. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is an Eastern Christian Church or not.
- 4.9 Children of a Catholic parent who live within one of the parishes listed in 4.2 who will have a brother or sister attending the school at the time of admission.
- 4.10 Children of a Catholic parent, who live within one of the parishes listed in 4.2.
- 4.11 Children who will have a brother or sister attending the school at the time of admission.
- 4.12 Other children not in any of the aforementioned criteria.

## **BAPTISMAL CERTIFICATES AND SUPPORTING EVIDENCE**

**Supporting evidence must be submitted for the following criteria for both Reception Intake applications and In-Year applications:**

**For any of the oversubscription categories for Baptised Catholics, a copy of a baptismal certificate or validation certificate of Reception into the Church should be sent to the school. There may occasionally be difficulty in obtaining written evidence of baptism or reception into the Church. In such cases, contact may be made with the Parish Priest for advice on how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church. The Priest may seek advice from Clifton Diocese.**

**For Reception Intake applications all supporting documentation must be submitted by the closing time and date of 23:59 on 15 January 2019, to be considered in the first round of allocations.**

## **DEFINITIONS**

### **Brothers and Sisters:**

A child is considered to be a brother or sister if they are a full, half or step brother/sister or an adoptive brother/sister.

Full brothers/sisters are defined as children who have the same biological or adoptive parents. Half brothers/sisters are defined as children who share only one biological or adoptive parent. Step brothers/sisters are defined as children who are not necessarily related biologically (including foster children) but are living in the same household for the majority of the time at the address considered to be the address of the child for whom the application is made. A child must be living at an address for at least 50% of the time to be considered as living there for the majority of the time.

A brother or sister must be attending (or is expected by the school and/or North Somerset Council to be attending) the school at the time of the admission.

### **Parent:**

This includes all of those people, including carers, who have parental responsibility for a child as set out in the Children Act 1989. All references within this policy to parent(s), therefore include carers accordingly.

## **CHILDREN WITH A STATEMENT OF SPECIAL EDUCATIONAL NEEDS OR AN EDUCATION, HEALTH AND CARE PLAN**

Where a school is named in a child's Statement of Special Educational Needs or Education, Health and Care Plan, the Admission Authority is legally required to admit the child to the school. Where St Francis Primary School is named in the Statement or Plan, such children will therefore be allocated places before the oversubscription criteria are applied to other applications.

## **APPEALS PROCEDURE**

Parents have the right to appeal against the refusal by the Governing Body to admit their child and should put their appeal in writing, clearly stating the grounds on which

the appeal is made. Appeals should be made in writing to the Clerk to Governors care of the school at Station Road, Nailsea, North Somerset, BS48 4PD. Appeals will be arranged in accordance with the School Admission Appeals Code.

### **Coordinated Scheme**

The following information should be read in conjunction with the 2019-20 Coordinated Admission Scheme published by the Local Council in which area the child subject to the application lives (the home Council). For those living within North Somerset, the school's admission arrangements for Reception Intake are in conjunction with the North Somerset Coordinated Admission Scheme for new intake primary admissions for 2019-20. To see a copy of the scheme contact North Somerset Council (see 'Additional Information' below for contact details).

### **In-Year Applications**

If there are more applicants than vacancies for any year group In-Year applications will be considered in accordance with the above oversubscriptions criteria. In-Year available upon request from the school and/or North Somerset Council.

The school will, where appropriate, consider allocations for children identified as being from vulnerable groups in accordance with the North Somerset Council Fair Access Protocol (full details available from North Somerset Council).

### **Additional Information**

#### **1. For Reception Intake**

- (a) Applications can be made online or on paper and should be submitted to your home Council. If you live in North Somerset you should apply to:

Email: [admissions@n-somerset.gov.uk](mailto:admissions@n-somerset.gov.uk)  
Website: [www.n-somerset.gov.uk/admissions](http://www.n-somerset.gov.uk/admissions)  
Tel No: 01275 884078  
Address: North Somerset Council  
People and Communities  
School Admissions Team  
Town Hall  
Walliscote Grove Road  
Weston-super-Mare  
BS23 1UJ

Applications must be submitted by the closing time and date of **23:59 on 15 January 2019** in order to be considered in the first round of school place allocations

- (b) Applications submitted after the closing time and date will be treated as a late application and so will not be considered in the first round of allocations except where both of the following are the case:
- Such late applications are received before North Somerset Council has sent details of applications to other Councils

- The applicant's home Council has accepted them as if they had been submitted by the closing time and date.

All other late applications will not be considered until after the first round of allocations; this may mean that all of the places have been allocated.

On time applicants will be informed of the outcome of their application on 16 April 2019 by their home Council.

## 2. **For In-Year applications**

Applications can be made on line or on paper using the home Council's application form and should be submitted directly to the school:

**Email: [stfrancis.pri@n-somerset.gov.uk](mailto:stfrancis.pri@n-somerset.gov.uk)**

**Tel: 01275 855373 Fax: 01275 794476**

**St Francis Catholic Primary, Station Road, Nailsea, BS48 4PD**

3. 'Children in Care' 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) at the time of their application.

For Children previously in Care:

- 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 Act 2002 (see section 46 adoption orders)
- 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 replaced residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order
- in accordance with Section 14A of the Children Act 1989, a Special Guardianship Order is defined as an order appointing one or more individuals to be a child's special guardian (or special guardians).

## 4. **Home Address**

A child's home address is considered to be the place where the child permanently and ordinarily resides for the majority of the time. This would normally be the same address as the person who has parental responsibility for the child as their main carer. Those moving should normally provide independent confirmation of the new address.

5. There is a different procedure for Children with a Statement of Special Educational Needs or Education, Health and Care Plan. Their parents should apply for a place via the service dealing with Special Education Needs in their home council.

## **6. Admissions of children outside their normal chronological age group (delayed or accelerated entry)**

Applications for delayed or accelerated entry in cases where parents would like their child to be admitted to a year group that is not the chronological age year group, will be considered. The admissions authority for the school (the governing body) will make the final decision.

In addition, parents of summer born children (born on or between 1 April and 31 August) can request to admit their child into the Reception year, one year after they would normally enter the school. The admissions authority for the school (the governing body) will make the final decision.

Decisions will be made on the basis of the circumstances of each case and in the best interests of the child. This will include taking account:

- the parent's views;
- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

The admissions authority (the governing body) must also take into account the views of the head teacher.

Parent will need to write to the school to request that their child starts a year later or earlier than their chronological age. Parents will need to give reasons for the request and details of the child's particular needs. Any reports or evidence to support a request should also be enclosed.

For reception intake applications, it is advised that an on time application is submitted for the correct chronological year group. If the delay request is agreed, the on time application can be withdrawn and a new application should be made the following year. If the request is not agreed, and the child stays in their chronological age group, the on time application can still be processed. If a request is not agreed and the child does not have an on time application then a late application would need to be submitted.

Where the admission authority (the governing body) agrees to a parent's request for their child to be admitted out of their normal age group the parent must apply according to the timescales of the agreed admission cohort. The application will be processed as part of the main admissions round (including applying the oversubscription criteria where applicable), unless the parental request is made too late for this to be possible. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied and been refused. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

Where the admission authority (the governing body) does not agree a request for a summer born child to be admitted into the Reception Year Group, the parent may apply for their child to be admitted with their chronological age group for admission

at the time they would normally enter the school. Such children who do not start school in the school year that they become 5 will normally be placed in a Year 1 class and will miss the Reception year.

**7. Deferred Entry**

Depending on their child's date of birth, places may be deferred until the start of term 3 or 5 but not later than the term following the child's fifth birthday and cannot be deferred until the start of the following academic year. Parents should make any request to the school for a deferment once they have received an offer of a school place. The school place will be held for that child and will not be available to be offered to another child.

If parents wish to defer their child's admission and the term following their fifth birthday would be September 2020, parents will need to notify the school, where a place has been offered, of their intentions to do so. Parents will need to put this in writing to the school and their child's place at the school will be withdrawn and may be offered to another child. It is then the parent's responsibility to apply for a school place in year 1, with their chronological cohort.

Parents should be aware that a school might become full in the Reception age group with pupils whose parent applies for a place during the 2019-20 school year. If a class in a school becomes full in Reception, there may be no places available the following year when the class becomes a Year 1 class in a preferred school for those who defer their child's admission until Year 1. These parents will need to apply for a Year 1 school place for their child at the relevant time.

8. All children offered a place are entitled to a full time place in the September following their fourth birthday. Where parents wish, children may take up their offered place part time until the child reaches compulsory school age.
9. All applications will be considered equally regardless of the ranking of a parent's preference for the school.
10. St Francis Catholic Primary School, Station Road, Nailsea, BS48 4PD  
Phone: 01275 855373  
Fax: 01275 794476  
Email: [office@stfrancispri.org](mailto:office@stfrancispri.org)

