



## **St Francis Catholic Primary School - Admissions Policy 2017-18**

**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 2017/18 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 2017, to be considered in the first round of allocations. Where appropriate, a copy of a baptismal certificate or a letter confirming affiliation to the said religion from an appropriate Church/Religious leader should be submitted to the School Office at St Francis Catholic Primary School by 23:59 on 15 January 2017 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 2017 to be considered in the first round of allocations.** The School Admissions and Transport Team will forward the 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 over-subscription, 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 2017. All applications will be ranked in line with the school's over-subscription 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.

### **Multiple Births**

- 3.5 Where one child of a multiple birth qualifies for a place, the other child(ren) will also be offered a place, even if the school has to exceed the Published Admission Number. This would be a permitted exception to Infant Class Limits

### **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 parishes 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 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.
- 4.9 Children of a Catholic parent, who live within one of the parishes listed in 4.2.
- 4.10 Children who will have a brother or sister attending the school at the time of admission.
- 4.11 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 equivalent validation should be sent to the school. Where a certificate is not available, a statement from a member of the clergy, confirming that the person has (or in their opinion has) been baptised or received into the Catholic Church must be provided. The governors may also request sight of the original certificate.**

**For Reception Intake applications all supporting documentation must be submitted by the closing time and date of 23:59 on 15 January 2017, 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.

**INFORMATION FROM THE PREVIOUS YEAR'S ADMISSIONS**

For September 2015 the Governing Body received 91 on time applications.

**Coordinated Scheme**

The following information should be read in conjunction with the 2017-18 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 2017/18. 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 over-subscriptions criteria. In-Year



applications should be made directly to the school using an In-Year application form 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: 01275 884078 fax: 01275 884753**

**North Somerset Council, People and Communities  
School Admissions and Transport 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 2017** 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 17 April 2017 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.

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 age group**

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 group, will be considered. The reasons for the request must be fully explained in writing and included with the school place application form (or submitted separately where applying via an on-line service). Parents of summer born children (born on or between 1 April and 31 August) can ask the Admission Authority to admit their child into the reception year one year after they would normally enter the school. Decisions will be made on the basis of the circumstances of each case and in the best interests of the child, taking into account the social, emotional and academic development of the child as often supported by education and other professionals, the views of the Head Teacher, where relevant the child's medical history and the views of a medical professional, whether they have previously been educated out of their normal age group and whether they may naturally have fallen into a lower age group if they were not born prematurely.

Where a request for a child to be admitted outside their normal age group has been agreed, it enables a child to be included as part of the Reception Intake allocations, the parent will have to complete the common application form of the



home council for the next school year and the application will then be processed in accordance with these arrangements and over-subscription criteria where applicable.

**7. Deferred Entry**

A Parent offered a place for children who have not yet reached their fifth birthday have the right to defer his/her entry to school. In these circumstances, parents can start their child at the school in the Reception year group at a later stage in the academic year, however, must be in full time education by the start of the term (term 1, 3 or 5 as appropriate) following his/her fifth birthday and cannot defer beyond the beginning of the final term of the school year for which it was made.

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







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