



# School Admission Arrangements for St Francis Catholic Primary School 2020-21

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## 1. Introduction

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, the school website and is attached at the end of this policy.

In accordance with the School's Voluntary Aided status, the school's governing body is the Admissions Authority.

The arrangements comply with the requirements of the 2014 School Admissions Code and the 2012 School Admission Appeals Code, issued under Section 84 of the School Standards and Framework Act 1998.

## 2. Oversubscription criteria and published admission number

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

The Admission Number for the Reception Year group is 30. This is usually the number of places available in all other year groups. If the school receives more applications than the number of places available, the oversubscription criteria will be used to determine who will be allocated places. All applications will be ranked in accordance with the following criteria, given in order of priority.

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.
2. Children who are baptised Catholic and who live in the parish of St Francis, Nailsea or the Immaculate Conception, Clevedon.
3. Children who are baptised Catholic and who live outside the parishes of St Francis, Nailsea and the Immaculate Conception, Clevedon.
4. 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

5. Children who are members of another Eastern Christian Church (i.e. Orthodox Churches and other Eastern Churches whose sacraments are recognised by the Catholic Church).
6. Children of a Baptised Catholic parent, who live within one of the parishes listed in criterion 2. For the definition of a Catholic, please see point below.
7. Other children.

Within each criterion, priority will be given in the following order:

- i) Children who will have a brother or sister attending the school at the time of admission.
- ii) Random Allocation i.e. drawing lots, supervised by someone independent of the school. To try to avoid separating children from a multiple birth (e.g. twins, triplets etc.), where one child from a multiple birth is drawn, the other child(ren) from that multiple birth will also be deemed to have been drawn.

**Supporting evidence to be submitted for consideration under some of the criteria, for both Reception Intake applications and In-Year applications:**

For any of the oversubscription categories for Baptised Catholics and for Children from an Eastern Christian Church, a copy of a baptismal certificate or certificate of Reception into the Catholic Church should be sent to the school.

For the purposes of oversubscription criteria, the term 'Catholic' means a baptised person who is a member of any Catholic Church that is in full communion with the See of Rome. This includes members of the Eastern **Catholic** Churches in full communion with the See of Rome. Membership of a Catholic Church is gained in one of two ways. (a) an unbaptised person becomes a Catholic by baptism in a Catholic Church. This is recorded in the Church's Baptismal Register. (b) other baptised Christians become Catholics by being received into a Catholic Church. This is recorded in the Church's Register of Receptions or, exceptionally, in the Church's Baptismal Register.

The Governing body will accept either of the following as evidence of membership of a Catholic or an Eastern Christian Church: (a) a certificate of baptism from a Catholic or an Eastern Christian Church, or (b) a certificate of reception into the Catholic or an Eastern Christian Church. Here the term 'certificate' means a certified copy of an entry in the appropriate register.

The governing body may also request additional supporting evidence if the written documents that are provided do not clarify the fact that the child was baptised, 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 a Catholic or Eastern Christian Church or not.

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 2020, to be considered in the first round of allocations.

### 3. Starting at a primary school

The following information should be read in conjunction with the 2020-21 Coordinated Admission Scheme published by the Local Authority in the area which the child lives (the home Local Authority). For children living within North Somerset, this is the North Somerset Primary Coordinated Admission Scheme for new intake admissions for 2020-21. The scheme can be viewed on the North Somerset Council's website at [www.n-somerset.gov.uk/schoolpublications](http://www.n-somerset.gov.uk/schoolpublications)

#### 3.1 Applying

Parents of children resident in North Somerset seeking a school place should apply on a North Somerset application form. Residents outside North Somerset seeking a place at a North Somerset school should apply on their home Local Authority application form.

For North Somerset children the application form is available for submission using the online system on the North Somerset Council website or in a paper form. Applicants are strongly advised to read the parent guide for this intake which is available on North Somerset Council's web site. See [contact details](#) section for details.

#### 3.2 Deadline

Applications must be submitted by 15 January 2020, otherwise the application will be recorded as late (unless the child's home Local Authority has accepted the application as being on-time due to exceptional circumstances). Late applications will not be considered in the first round of allocations and an outcome will not be sent on the National Offer Day. Please see the child's home Council's [coordinated scheme](#) for full details.

### 4. In-year school applications

The following applications will be treated as in-year admissions during 2020/21:

- applications for admission to Reception which are received after 1 September 2020
- all other applications for admission to Years 1 to 6.

#### 4.1 Applications

Except for deferred entry for Reception Year Group children, In-year applications will not normally be considered significantly in advance of the date the place is required. Applications will be considered no earlier than 35 days before the required start date for those moving house, and no earlier than 21 days for those not moving house.

However, applications for admission in September 2020 can be made from 1 June 2020 and will be considered as soon as possible after receipt. See below for children of UK Service Personnel and Crown Servants.

#### **4.2 Outcome**

Any offers must be responded to within 21 days of the date of the letter. Any request for an extension beyond the required reply date will be considered on an individual basis.

#### **4.3 Waiting list**

Where there are more children than places available, a waiting list will operate for each year group. If parents would like their child's name to be added to the waiting list they must request it, as no child is added automatically.

The waiting list will be maintained for two terms at a time. If applicants wish to remain on the waiting list they must request this for terms 1, 3 and/or 5, as appropriate. Any applicants that have not requested to be kept on the waiting list will not be considered for any vacancies that may arise. Term dates can be found at [www.n-somerset.gov.uk/school-term-dates](http://www.n-somerset.gov.uk/school-term-dates).

Any application or appeal that is yet to be processed will be considered for a vacancy along with those already on the waiting list. When filling a vacancy, all those seeking a place at the time the decision is made (not at the time the vacancy occurs) will be considered.

Children who are the subject of a direction by a Council to admit or those who are allocated a school in accordance with the [Fair Access Protocol \(see below\)](#), will take precedence over those on the waiting list.

Priority will not be given on the basis of the date an application was added to the list. All applications must be ranked in line with the admission authority's [oversubscription criteria](#) and any allocations will be made using this. Each child added to a waiting list will require the list to be ranked again in line with the published oversubscription criteria. Waiting list positions can go up as well as down as additional applicants are added to or removed from the waiting list and ranked in accordance with the specific oversubscription criteria.

#### **4.4 UK Service Personnel and Crown Servants**

For UK Service Personnel and other Crown Servants, where possible, places may be allocated in advance of the pupils return to the UK provided the MOD, FCO or GCHQ have provided a letter declaring a return date and residency placement. Places may be offered and reserved up to one term in advance of the place being required. North Somerset operates 6 terms per year. Term dates can be found at [www.n-somerset.gov.uk/school-term-dates](http://www.n-somerset.gov.uk/school-term-dates)

#### **4.5 Fair access**

Each Local Authority must have a Fair Access Protocol, to ensure that, outside the normal admissions round, unplaced children, are offered a place at a suitable school

as quickly as possible. St Francis School will accept children allocated a place in accordance with the protocol

The North Somerset Council Fair Access Protocol is available at [www.n-somerset.gov.uk/fair-access-protocol](http://www.n-somerset.gov.uk/fair-access-protocol)

## 5. General Information

### 5.1 Who can apply

Applications will be accepted for children who meet one or more of the following:

- they are resident in the UK
- they hold full British Citizen Passports
- they are from countries whose passports have been endorsed to show that they have the right to abode in this country
- they are from the European Economic Area (EEA).

Applications for children who do not meet one of the above will not be accepted until the child is in this country.

### 5.2 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 document to parent(s) therefore include carers. If parents share parental responsibility for the child, and both parents submit an application form, both parents will be asked to determine which application should be considered and which application should be withdrawn.

### 5.3 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 a person who has parental responsibility for the child and is their main carer.

An address used for childcare arrangements cannot be used as the home address. The address of a child that is different from his/her parents where the move to this address is expressly linked to obtaining a school place will not be accepted.

Where parents do not live together, and the child spends equal amounts of time with both parents, the home will be considered to be that of the parent who made the application to be the child's home.

More than one address will not be accepted as the child's home address. If necessary, the terms of a residency order may clarify the home address.

If parents share parental responsibility for the child, and they are unable to reach an agreement, a Specific Issues Order or a residency order will be requested to be seen for clarification on which address should be used.

In the absence of any Specific Issues or residency order, the home address will be considered to be that of the parent with the primary day to day care and control of

the child. In reaching this decision, evidence may be requested from both parents. Examples of evidence would be the address of the parent who receives Child Benefit and/or the address which is registered with a medical GP. Parents are urged to reach agreement but where they do not, the home address will be determined for them.

If a child is temporarily living away from his/her parents in a different Council area, the Council where the child ordinarily lives will continue to be the home Council.

Whilst the place of residence of the child for the first round of allocations would normally be his/her physical place of residence as at the closing date and time for applications, it should be noted that in certain circumstances and acting in the interests of the child, an alternative place of residence may be used, for example where a child is temporarily living away from his/her parent's home and the new temporary place of residence is the home where the child is likely to be living whilst attending school.

#### **5.4 Change of Address**

Parents must inform their home Council if they change address as soon as possible or any offer of a place may be withdrawn. If a change of address will occur after the closing time and date (and before the start of term 1), and independent confirmation is submitted by the closing time and date, it will be considered in the first round of allocations. Examples of independent confirmation of a change of address are given in the 'Documentary evidence' section below:

- a solicitor's letter confirming the exchange of contracts with a completion date
- a tenancy agreement signed by both parties
- a utility bill dated within three months prior to submission.

Where a change of address is from one Local Authority to another, the Local Authority of the new address, will then normally be the home Local Authority. The new home Local Authority will then process the application and notify the parents of the outcome.

#### **5.5 Documentary evidence**

The governing body reserves the right to require documentary evidence of the genuineness of a family address and if this is not produced, reserves the right to make its own enquiries.

The child's normal permanent home address where he or she lives with his or her parents or legal guardians will be used to decide where the child lives. If parents or guardians plan to move documentary evidence will be required.

Examples of evidence that may be acceptable to determine a child's address are:

- i. A solicitor's letter confirming exchange of contracts and a completion date for a property which is being purchased or a property which is being sold.
- ii. A copy of a signed rental agreement or a solicitor's letter if moving to a Council or rented property and proof of sale or Notice to Quit on current/previous property.

- iii. A copy of a council tax bill or utility bill such as water, gas or electricity in the applicant's name for the newly owned or rented property together with proof of the sale or Notice to Quit on the current/previous property.
- iv. If moving in with a relative or friend, a letter from them will be required confirming the date of moving in together with a copy utility bill showing their name and address. A solicitor's letter will also be required confirming that completion of contracts has taken place on the sale or Notice to Quit on your current/previous property.
- v. If the child is from a family of a Crown Servant or of UK Service Personnel, a letter from the MOD, FCO or GCHQ declaring a return date and residency area.

Applicants may also be required to provide proof that they have left the previous property, for example by supplying a final account utility bill.

## **5.6 Supporting documents**

Any letters/supporting documents should also be submitted to St Francis School. Applications and any letters/supporting documents received by the School Admissions Team at its office in Castlewood, Tickenham Road, Clevedon may also be accepted.

Whilst it is not the responsibility of other offices/schools, the Governing Body will accept applications/documents received by other Councils, Schools or other Council offices that are passed to the School Admissions Team. For Reception Intake, they will be accepted as on time if North Somerset Council considers they may have been submitted by the closing time and date.

## **5.7 Withdrawal of an offer**

The governing body reserves the right to withdraw an offer of a school place in certain limited circumstances. Examples include:

- i. Where a parent has given fraudulent or intentionally misleading information such as a false address, which effectively denied a place to a child with a stronger claim.
- i. Where a parent has not responded to an offer within the deadline set or to any subsequent reminder to reply within a further 7 days.
- i. Where the offer was made as a result of an administrative error.
- iv. If children do not commence attendance at school at the date arranged for their child to commence and the school is not given a satisfactory reason for the absence.

If a child or parent(s) move address but the parents do not inform the school, this may be deemed to be intentionally misleading and any place offered may be withdrawn if it has denied another child a place.

Where before offers are made, an application is deemed to be fraudulent or intentionally misleading the application will be considered on the basis of the correct information. It is the parent's responsibility to inform North Somerset Council and the school if their contact details change after making an application.

## 5.8 Children in care

Children in Care are defined as follows:

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).

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).

## 5.9 Brothers and sisters

To be considered as a brother or sister a child must be living at the same address for the majority of the time (at least 50% of the time), as a full, half, step or adoptive brother/sister.

Full and adoptive 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 the governing body considers to be the address of the child for whom the application is made.

It is the responsibility of parents to ensure that they declare on their application if they have a child (or have been allocated a place for a child) at their preferred school(s) or to inform the school if a child obtains a place after they have applied.

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

A child attending a nursery/pre-school does not count as a brother or sister attending St Francis Primary school at the time of admission.

## 5.10 Waiting List for Reception Intake

The school will hold a list of Reception Intake applicants still seeking a place at the school until 31 December 2020. If parents would like their child's name to be added to the waiting list they must let the school know, as no child is added automatically.

Priority will not be given on the basis of the date an application was added to the list. All applications must be ranked in line with the oversubscription criteria and any allocations will be made using this. Each child added to a waiting list will require the

list to be ranked again in line with the oversubscription criteria. Waiting list positions can go up as well as down as additional applicants are added to or removed from the waiting list and ranked in accordance with the oversubscription criteria.

Any application or appeal that is yet to be processed will be considered for a vacancy along with those already on the waiting list.

After 31 December the waiting list will be administered as detailed in the In-year school application process (see section 4 of this document)

#### **5.11 Admission 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 for their child, will be considered. 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 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 governing body will also take into account the views of the head teacher.

Parents 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 the request should also be enclosed.

For Reception applications, it is advised that an on time application is submitted for the correct chronological year group. If the delay/accelerated 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 governing body agrees in principle, 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

governing body does not agree a request for a summer born child to be admitted into the Reception Year Group, outside of their chronological age 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.

### **5.12 Deferred Entry**

Places will be offered for admission in September 2020. However, depending on the child's date of birth, places may be deferred until the start of term 3 or 5 but no 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.

All children offered a place are entitled to a full-time place in the September following their fourth birthday. Parents can request that their child takes up their place on a part-time basis until their child reaches compulsory school age.

If parents wish to defer their child's admission and the term following their fifth birthday would be September 2021, 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 2020-21 school year. There may be no places available 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 and these applications will be considered from June 2021 onwards.

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 2020-21 school year. There may be no places available 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 and these applications will be considered from June 2021 onwards.

All children offered a place are entitled to a full time place in the September following their fourth birthday. Parents may also request that that their child takes up their place part time until the child reaches compulsory school age.

### **5.13 Appeals**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Details of how to appeal are included in the outcome email or letter.

### **5.14 Statement of Special Educational Needs or Education, Health and Care Plan**

Parents of children who have a Statement of Special Educational Needs or an Education, Health and Care Plan, should contact their SEN Officer to apply for a school place.

### **5.15 Alteration**

It should be noted that this policy is subject to alteration to reflect any changes in legislation, case law or to ensure legal compliance.

## 6. Contact Details

### **School contact details**

St Francis Catholic Primary School  
Station Road  
Nailsea  
BS48 4PD

Tel No: 01275 855373  
Email: [office@stfrancispri.org](mailto:office@stfrancispri.org)  
Website: [www.st-francis.n-somerset.sch.uk](http://www.st-francis.n-somerset.sch.uk)

### **North Somerset Local Authority contact details**

School Admissions Team  
People and Communities  
North Somerset Council  
Town Hall  
Walliscote Grove Road  
Weston-super-Mare  
BS23 1UJ

Tel No: 01275 884078 / 884014  
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)

## 7. Parishes of St Francis, Nailsea & the Immaculate Conception, Clevedon

