



## St Francis Catholic Primary School - Admissions Policy 2016-17

### 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.

#### INTRODUCTION

- 1.1 The Governing Body, acting in accordance with the Department of Education School Admissions Code, the Clifton Diocese Policy Statement and, in consultation with North Somerset Council, is responsible for the admission of pupils.
- 1.2. The admissions number for the Reception Year 2016/17 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 through **North Somerset Council or your home Council if you live within a Council other than North Somerset, on their Common Application Form and submitted by 23:59 on 15 January 2016, to be considered in the first round of allocations. Where appropriate, copies of baptismal certificates or a supporting letter 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 2016.** Your 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, 4.9, 4.10, and 4.12 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 2016 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 All applications will be ranked in accordance with the criteria below given in order of priority and your 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 given to those living closest to the school. Distances will be measured in a direct line between the address point of the child's home and main entrance marker for the school indicated on North Somerset Council's computerised system(s).
- 3.4 Where the direct line distances are equal, the ranking of applications will be made by drawing lots.
- 3.5 The School will hold a list of those reception applicants still seeking a place at the school, until 31 December 2016. 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 above published oversubscription criteria. Priority will not be given on the basis simply of the date an application was added to the list. Children who are the subject of a direction by a Council to admit, Children in Care, Children previously in Care or those who are allocated a school in accordance with a Fair Access Protocol for school places, will take precedence over those on the waiting list.

## **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 Catholics and who live in the parishes of St Francis, Nailsea or the Immaculate Conception, Clevedon with a brother or sister attending the school at the time of admission.
- 4.3 Children who are baptised Catholics and who live in the parishes of St Francis, Nailsea or the Immaculate Conception, Clevedon.
- 4.4 Children who are baptised Catholics and who live outside the parishes of St Francis, Nailsea and the Immaculate Conception, Clevedon and who have a brother or sister attending the school at the time of admission.



- 4.5 Children who are baptised Catholics 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 Catholics with 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 Catholics.
- 4.8 Children of a Catholic parent(s), who live within one of the parishes listed in 4.2 with a brother or sister attending the school at the time of admission.
- 4.9 Children of a Catholic parent(s), who live within one of the parishes listed in 4.2.
- 4.10 Children of another Christian denomination who live within the parishes of St Francis, Nailsea or The Immaculate Conception, Clevedon, with a brother or sister attending the school at the time of admission.
- 4.11 Children with a brother or sister attending the school at the time of admission.
- 4.12 Children of another Christian denomination who live within the parishes listed in 4.2.
- 4.13 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:**

**In order to be considered within criteria 4.1, 4.2, 4.3, 4.4, 4.5, 4.10 and 4.12 a copy of a Certificate of Baptism or equivalent, or where not available, a letter from an appropriate church/religious leader confirming in their opinion the child is baptised must be sent to the School Office.**

**In order to be considered within criteria 4.8 or 4.9, a copy of the parent(s) Certificate of Baptism must be sent to the School Office or your home Council.**

**For Reception Intake applications all supporting evidence must be submitted by the closing time and date of 23:59 on 15 January 2016, 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 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 over subscription criteria are applied. Applications of this type will take priority over all other requests for places.

**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 within 20 school days of receiving the letter of refusal. 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 by the Diocesan Department for Schools and Colleges in accordance with the Code of Practice on Schools Appeals.

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

For September 2014 the Governing Body received 50 on time applications.

**Coordinated Scheme**

The following information should be read in conjunction with the 2015-16 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 2016/17. 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 2016** 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 18 April 2016 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).

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. **Children with a Statement of Special Educational Needs or Education, Health and Care Plan**

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 either side of 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 application will then be processed in accordance with these arrangements and over-subscription criteria where applicable.

7. **Deferred Entry**

Parents offered a place for children who have not yet reached their fifth birthday have the right to apply for a deferred entry to school. In these circumstances,



parents can request that their child start 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.

8. All children offered a place are entitled to a full time place in the September following their fourth birthday.

Parents may also request that their child takes up their 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)

11. 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).