

**POLICY FOR ADMISSION TO ST. PAUL'S RC PRIMARY SCHOOL**  
**ACADEMIC YEAR BEGINNING SEPTEMBER, 2016**

This Admissions Policy has been formally adopted by the Governing Body of the above Catholic Primary School in the Borough of Stockton. The Governing Body is the Admissions Authority and is responsible for determining the school's admissions policy. The Planned Admission Number (PAN) for the Reception Class in September 2016 is 30. The Admissions Policy Criteria will be applied on an Equal Preference basis.

**How and when to apply**

Applications must be made through the Local Authority by applying on line at [www.stockton.gov.uk/schooladmissions](http://www.stockton.gov.uk/schooladmissions) alternatively you can complete a paper copy of the Common Application Form and return to the Local Authority. All forms must be returned by the closing date set by the Local Authority.

Parents/carers should note that the school can only consider information that is valid at the Closing Date for applications for a place in the Reception Class in September 2016.

**Late Applications**

Any applications received after the closing date will be accepted but considered only after those received by the closing date.

**Admission of Children below Compulsory School Age and Deferred Entry**

A child is entitled to a full-time place in the September following their fourth birthday. A request may be made for the date at which a child, below compulsory school age, is admitted to the school, to be deferred to later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year. A child may take up a part-time place until the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school in writing, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

**Admission of Children outside their Normal Age Group**

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to the headteacher of the school. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

**Summer Born Children**

The parents of a summer born child, i.e. a child born between 1 April and 31 August, may request that the child be admitted out of their normal age group, to the reception class in the September following their fifth birthday and that that the child will remain in this cohort as they progress through school.

Parents who want to make this request should make an application for their child's normal age group at the usual time. The application to the local authority should include this request and in addition it should be made in writing to the headteacher of the school. The local authority will liaise with the governing body who will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, who has statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals.

Parents will be informed of the outcome of the request before primary national offer day.

If the request is agreed by the governing body, the application for the normal age group may be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

## **Oversubscription Criteria**

Children who have an Education, Health and Care (EHC) plan or a statement of Special Educational Need where the school is named as the most appropriate educational setting for the child will be admitted.

Pupils with complex needs who have been discussed by the SEN High Needs Panel and been identified as needing a place at St. Paul's School will be given priority after those children who are in the care of the local authority or a child who was previously looked after but immediately after being looked after become subject to an adoption, child arrangements, or special guardianship order (categories 1 & 2 and 9 & 10).

Parents should note that admission to the Nursery unit is no guarantee of entry into the main school.

Where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order:

1. Catholic children in the care of a local authority or a child who was previously looked after but immediately after being looked after become subject to an adoption, child arrangements, or special guardianship order, who have an older sibling attending the school in September 2016.
2. Catholic Children in the care of a Local Authority or a child who was previously looked after but immediately after being looked after become subject to an adoption, child arrangements, or special guardianship order, who do not have a sibling already attending the school in September, 2016.
3. Catholic children whose home address is within the admission zone of St Paul's School, Billingham who have an older sibling attending the school in September 2016.
4. Catholic children whose home address is within the admission zone of St. Paul's School, Billingham who do not have a sibling attending the school in September, 2016.
5. Catholic Children whose home address is within the Parish of St Thomas of Canterbury, Billingham who have an older sibling attending the school in September, 2016.
6. Catholic children whose home address is within the Parish of St. Thomas of Canterbury who do not have an older sibling attending the school in September, 2016.
7. Catholic Children whose home address is outside the Parish of St Thomas of Canterbury, Billingham who have an older sibling attending the school in September 2016.
8. Catholic children whose home address is outside the Parish of St. Thomas of Canterbury, Billingham who do not have an older sibling attending the school in September, 2016.
9. Other Children in the care of a Local Authority or a child who was previously looked after but immediately after being looked after become subject to an adoption, child arrangements, or special guardianship order, who have an older sibling attending the school in September 2016.
10. Other Children in the care of a Local Authority or a child who was previously looked after but immediately after being looked after become subject to an adoption, , or special guardianship order, who do not have an older sibling attending the school in September, 2016.
11. Children who are baptised or dedicated members of other Christian Churches who have an older sibling attending the school in September 2016.
12. Children who are baptised or dedicated members of other Christian Churches who do not have an older sibling attending the school in September, 2016.
13. Children of other Faith traditions who have an older sibling attending the school in September 2016.
14. Children of other Faith traditions who do not have an older sibling attending the school in September, 2016.
15. Other children who have an older sibling attending the school in September 2016.
16. Other Children who do not have an older sibling attending the school in September, 2016.

If applicants are seeking admission under criteria 11, 12, 13, 14 above, they will be asked for a letter of support to confirm their church membership from their minister or Faith leader.

## **ADDITIONAL NOTES**

### **1. Definition of Catholic**

Children who have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission under criteria 1, 2, 3, 4, 5, 6, 7 & 8 will be asked to provide evidence that their child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will suffice.

### **2. Definition of Children in the care of a Local Authority or have previously been Looked After**

A child who is looked after by a Local Authority in accordance with Section 22 (1) of the Children's Act 1989 at the time application for admission to the school is made and who the Local Authority can confirm will still be looked after at time of admission to the school.

An adoption order is an order under section 46 of the Adoption and Children Act 2002.

A child arrangements order is an order setting the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be child's special guardian (or special guardians).

The Local Authority may request a copy of the adoption order, child arrangements order or special guardianship order and a letter from the Local Authority that last looked after the child confirming that he or she was looked after immediately prior to the order being made.

### **3. Definition of a Parent/Legal Carer**

Where parents/carers have a shared responsibility for the care of a child, the address we will use will be of the parent who receives the Child Benefit. More information about this can be found in Stockton Borough Council's Primary and Secondary Admissions Booklet 2016.

### **4. Definition of Sibling**

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

### **5. Tie-breaker**

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school will be the deciding factor. Preference will be given to pupils who live closest to St. Paul's School measured in a straight line (as the crow flies). This will be measured electronically from a central point of the school to a central point of the child's home address (including flats) using the Local Authority's computerised measuring system.

### **Right of Appeal**

Where a parent has been notified that a place is not available for a child, every effort will be made by the Local Authority to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of Governors at the school address.

### **Home Address**

It is the parental address which will be used in applying the admission criteria. This means that when stating your choice of school, you should give the parental / legal carer address at the time of application. The address of childminders or other family members who may share in the care of your child should not be quoted as the home address.

### **Waiting List**

If your child has been refused admission, you can request that your child's name be placed on the school's waiting list. If places become available, we will consider all relevant applications based on the waiting list which will be maintained for the full academic year.

### **Application Information**

It is very helpful to have an early indication of the number of children to be admitted to the Reception class in the following September. However, it must be stressed that formal written applications for admission must be made on the form provided by the Local Authority and returned to them by the stated date. Places will then be allocated by strict application of the above criteria, with no reference to the date of application. Parents will be notified as to whether or not their child has been allocated a place in April, 2016.