

OUR LADY OF THE ANGELS
CATHOLIC PRIMARY SCHOOL

Admissions Policy 2019-20

Adopted by Governing Body on: 19th May 2015

Reviewed by Governing Body on: 21st June 2016

Reviewed by Governing Body on: 23rd May 2017

Reviewed by Governing Body on: 27th February 2018

“You are like light for the world.”

(Matthew 5 v 14)

Our Lady of the Angels Catholic Primary School is a Catholic Academy within Plymouth CAST in the Diocese of Plymouth, which provides a Catholic education for Catholic children. Under the provisions of the School Standards and Framework Act 1998(as amended by the Education Act 2002) parents, living outside this area, may apply to send their children to Our Lady of the Angels School.

We strive to be a Christian community that nurtures the spirituality of all members of the school community regardless of their faith background.

Following consultation with the Local Authority and others in accordance with the requirements of the law, the Local Governing Body has set its Planned Admissions Number for 2017 and 2018 at 30 pupils. As required by KS1 legislation, the Local Governing Body will not admit more than 30 pupils to any Reception (Foundation) or KS1 class.

If the number of applications for places is greater than the number of places available applications will be ranked according to the categories set out below.

Children with a Statement of Educational Need which names the school on the statement will have automatic entitlement to a place at the school

Category 1

Looked After Children and Previously Looked After Children
(Footnote 1)

Category 2

Baptised Catholic Children
Evidence required: Baptismal Certificate or signature of a Catholic Priest confirming knowledge of the child's baptism.

Category 3

Siblings of children who are attending the school at the time of application.
(Footnote 2)

Category 4

Children currently enrolled in a programme of preparation for Baptism into the Catholic Church
Evidence required: signature of a Catholic priest confirming enrolment.

Category 5

Children whose normal residence is with at least one parent who is a baptised Catholic.
Evidence required: Baptismal Certificate or signature of a Catholic priest confirming knowledge of the parent's baptism.

Category 6

Children who are members of another recognised Christian Church. **(Footnote 3)**
Evidence required: Signature of minister of religion testifying to this fact.

Category 7

Children who are members of another recognised faith tradition. **(Footnote 4)**
Evidence required: Signature of minister of religion testifying to this fact.

Category 8

All other children of whatever background, whose parent's preference for the school is because they wish their child/children to experience faith centred education.
Evidence required: Signed statement/self-declaration by parents/Submission of Common Application Form.

If two or more applications within any one category are tied, priority will be given firstly to children who will have a sibling in school at the time of application and secondly to children living the closest to the school. The distance will be measured from the entrance of the home address

to the nearest official entrance of the school on a straight line distance. In the event that applicants cannot be separated by the distance tiebreaker (i.e. they live identical distances from the school), the allocation of a place will be by lot.

Excepted Cases to admit children to Foundation/Key Stage 1 Classes **Admissions Code 2.15, February 2012**

Foundation/Key Stage 1 classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) **must not** contain more than 30 pupils with a single school teacher. Additional children may be admitted under limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in the Foundation/Key Stage 1 class or until the class numbers fall back to the current Foundation/Key Stage 1 class size limit. The excepted children are:

- a) children admitted outside the normal admissions round with statements of special educational needs specifying a school;
- b) looked after children and previously looked after children admitted outside the normal admissions round;
- c) children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- d) children admitted after an independent appeals panel upholds an appeal;
- e) children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
- f) children of UK service personnel admitted outside the normal admissions round;
- g) children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
- h) children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some Foundation/Key Stage 1 classes within the mainstream school.

Appeals Process

If a place is refused at the school parents can appeal to an Independent Appeal Panel. Information about the appeals procedure is available from the Clerk to the Governors c/o the School or from Torbay Independent Appeals Panel c/o Democratic Services, Torbay Council, Town Hall, Torquay TQ1 3DR. Advice is also available from Admissions and Student Services: 01803 208908.

One Point Entry and Deferment

Normally Our Lady of the Angels Catholic Primary School operates a one-point entry with all children starting in the Autumn term following an induction programme of one month.

The School's policy on entry into the Foundation Class is as follows:

Those children whose fifth birthday is between 1st September and 31st August (inclusive) will be admitted to the Foundation Class at the start of the Autumn Term in September.

However, parents of children who are entitled to enter school before compulsory school age do have the option to defer entry until later in the same **academic** year **but not** beyond the beginning of the term after the child's fifth birthday. Parents can request that their child takes up the place part-time until the child reaches compulsory school age.

In the case of children born during the summer, parents may request deferment until the September following their child's fifth birthday. Ordinarily this would mean the child joining the school in Year 1, but parents may request that their child join the Foundation Year. This request should be made to the Local Governing Body at the time of the original application and should be supported by evidence from a professional, such as an Educational Psychologist and/or a Statement of Special Educational Needs. The Local Governing Body will also consider such requests where the child's summer birth date is the result of prematurity.

Waiting List

The school will keep the names of children wanting to be admitted to the school on a waiting list for at least the first term of the academic year of admission. In allocating any vacancies to those on the waiting list the Governors of the school will apply the criterion as outlined above.

Priority **is not** given to children based on the date their application was received or when their name was added to the list. Looked after children and previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol, **will** take precedence over those on a waiting list.

Notification

It is helpful to have an early indication of the number of children hoping to be admitted to the Reception class in the following September so parents are encouraged to register an interest with the school. However, it must be stressed that **formal written applications for admission must be made on the common application form**, no other letter of application can be accepted. Places will be allocated by strict application of the above criteria. Late applications may be at a disadvantage. All parents will be notified by first class post by the Local Authority. Letters will be sent out in accordance with the Local Authority's publicised timetable, including details about the appeals procedure for those schools for which application was refused. Parents who have applied online for a school place will receive an e-mail after 4pm on the date specified by the Local Authority. The school will keep the names of children wanting to be admitted to the school on a waiting list. In allocating any vacancies to those on the waiting list the Governors of the school will apply the criterion as outlined above. The deadline for parents to accept the offer of a place will be detailed in the allocation letter.

Self-Declaration Form

This form can be obtained from the school office or the school website and its completion will be explained fully at the point of application.

Documents required:

- Baptismal Certificate
- Self-Declaration Form
- Common Application Form

Footnotes

1. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions
Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).
2. A 'sibling': children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.
3. For example: Church of England: Methodist: Baptist.
4. For example, Hinduism, Islam, Judaism, Sikhism.