



Admissions Policy 2018 - 2019

St Augustine's Catholic Primary School welcomes applications from parents of children of all denominations and faiths and those of no particular faith background.

All parents who wish to express a preference for a place at St Augustine's Catholic Primary School must do using the Local Authority Common Application Form (CAF). The dates by which applications should be made are published each year by the Local Authority. You can apply via admission online at <http://www.dorsetforyou.com> or by telephoning 01305 221060.

All applications must be made by the Local Authority (LA) closing date; **15th January 2018**. If you are applying for a place under any of criteria 2 or 4 below, you are requested to submit a Catholic School Supplementary Information Form to the school named on your Common Application Form. This will allow the governing body to ensure that places are offered strictly in accordance with the criteria. These forms are available direct from the school, and should be completed and returned to the school by no later than **15th January 2018**.

The LA co-ordinates admissions for all primary schools, and will write to you (or email if you applied online) to advise of the school place you have been allocated for your child.

Deferred Admission

Deferred admission is where, when you have been offered a place, you can decide to delay your child's actual start date until they reach statutory school age, within the same academic year.

You will need to apply as normal by the deadline of **15th January 2018** and, after a place is offered, you must inform the Head teacher that you wish to defer. Your child's place at the school will be kept open for them to join at the later date.

Waiting Lists

Under the co-ordinated admissions scheme, the Local Authority, in partnership with the governing body, will keep a waiting list for reception places until the end of the autumn term 2018. At the parent's request a child may be placed on the waiting list. A child's actual numerical position on the waiting list is not an accurate indication of their eligibility for admission to school. The numerical position may change day to day depending on the ongoing applications for places at the school. All admissions are judged solely against the school's admissions criteria. Being placed on the waiting list does not guarantee a child's automatic or eventual admission to the school. Children who are allocated to the school in accordance with the Fair Access Protocol, will take precedence over any child already on the waiting list.

The Planned Admission Number (PAN) for 2018/19 is 30. The Governing body reserves the right to exceed the statutory limit of infant classes where the 31st child is from armed forces personnel, in accordance with the Dorset Armed Forces Policy.

If there are more applications than the number of places available at the school, children will be prioritised in order of the criteria below. Any child for whom the school is named on their Statement of Special Educational Need will be admitted.

The Criteria

1. A looked-after child or previously looked-after child
2. A baptised Catholic child. (see supplementary form)
3. A child who will have a sibling in the school at the time their admission.
4. A child who is a member of another Christian Church or another faith tradition. (see supplementary form)
5. Other children whose parent(s)/guardian(s) are seeking admission for them at the school.

Definitions

Looked-After Child- This means a child who is looked after by a local authority in accordance with section 22 of the Children Act 1989 or a child who was previously looked after but has been recently adopted or made the subject of a residence order or of a special guardianship order.

'Sibling' – This means a 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.

Other Christian Churches – includes any Church fully affiliated to 'Christians Together in England and Ireland'.

Other Faiths: examples of faith traditions are Hinduism, Islam, Judaism, Sikhism.

Parents/Guardians and Family Members - A parent is any person who has parental responsibility for, or is the legal guardian of, the child.

Applications for Multiple Birth Siblings

If applications from multiple birth siblings (twins, triplets etc.) span the threshold for the published admission number, this will be treated as an exceptional circumstance and they will be admitted subject to the application of the oversubscription criteria.

Tie Breaker

Where we have to choose between two or more children in the same category as each other, priority will be determined on the basis of distance between home and school. Measurements are taken by a straight line on a map using the Council's electronic mapping system – the shorter the distance the higher the priority. Measurement points will be from an internal point of the building concerned (usually the visual centre of the building). Flats are therefore taken to be the same measurement point regardless of floor or location.

If the tie breaker is not sufficient to distinguish between applicants in a particular category, there will be a random ballot as set out in the Admissions Code. This will be undertaken by the LA Admissions Manager in the presence of a school representative by the operation of an electronic random number generator.

Appeals Process

Where parents are refused a place they have the statutory right of appeal. This appeal is heard by an independent panel who are not connected in any way with making the original decision to refuse a place. Further details about the appeals process are available from the Clerk to the Independent Appeals Panel – 0845 155 1019.

Contact

You can contact the school at 01305 782600

St Augustine's Catholic Primary School SUPPLEMENTARY INFORMATION FORM



SECTION 1: This section should be completed for all applicants

Name of Child:

Name of School to which this application is being made:

N.B. Please consider the following sections in order. Once you have been able to answer 'yes' to a section (with the appropriate evidence or signature) there is no need to complete the rest of the form. Simply sign the declaration at the end of this sheet and return it to the school office.

Please note, even if you are not able to answer 'yes' to either of sections 2 or 3, the child for whom you are applying will still be admitted if there are sufficient places available.

SECTION 2

Is your child a baptised Catholic? Yes / No (please circle)

If 'Yes', please attach a copy of her/his baptismal certificate to this form **or** ask an appropriate Catholic priest to sign the statement below.

'I confirm that the child named on this form is a baptised Catholic.'

Name of Priest: Parish:

Signature: Date:

SECTION 3

Is this child a member of a church/denomination/faith other than Catholic? Yes / No (please circle)

If 'Yes', please ask an appropriate minister of religion to sign the statement below.

'I confirm that the child named on this form is a member of our church/denomination/faith community.'

Name of Minister: Title:

Church / Faith and location:

Signature: Date:

Final Declaration: to be completed for all applicants.

'I certify that, to the best of my knowledge, the information I have given in this form is accurate'

Name: Signature: Date: