



ST ANNE'S CATHOLIC PRIMARY SCHOOL ADMISSION ARRANGEMENTS 2018 – 2019

“At St Anne’s we enjoy and excel in the presence of God”

Introduction

St Anne’s Catholic Primary School is a voluntary-aided school in the trusteeship of the Catholic Diocese of Portsmouth, maintained by Hampshire County Council. The Governing Body, however, is the Admission Authority and is responsible for determining the school’s Admissions Arrangements, which are reviewed annually. These arrangements have been reviewed in accordance with the School Admissions Code 2014. All main round admissions are coordinated by Hampshire County Council as described in their coordinated scheme, as required by legislation. The policy will apply to all admissions from 1 September 2018, including in-year admissions. It will be used during 2017-18 for allocating places for September 2018 as part of the main admissions round for Year R.

Aims

- To ensure that parents/carers wishing their children to join the reception class at St Anne’s Catholic Primary School, Basingstoke, are aware of the procedures and considerations that will be applied;
- To ensure that places are allocated with transparent fairness.

It is the responsibility of parents to provide full documentary evidence, as described throughout these arrangements, in support of their application if their application is to receive the correct categorization. This information must be received by the closing date of midnight on 15th January 2018. **Failure may result in incorrect categorization of the application, which could affect the offer of a place.**

For information on documentation required in support of an application, please refer to the table on page 6

General Information Concerning Admissions to the School

The published admission number (PAN) for St Anne's Catholic Primary School for 2018/19 is 30.

In accordance with the Government's current Admissions Code, the Governors operate an equal preference policy. This means that children are considered for admission strictly in accordance with the criteria set out in these arrangements, irrespective of the preference order expressed by parents/carers on the Hampshire County Council common application form.

Admission Arrangements for Academic Year 2018/19

Children are entitled to a full-time place in the September following their fourth birthday. Parents can request to defer the date their child is admitted to school until later in the school year but not beyond the point at which they reach compulsory school age or, for children born between 1 April and 31 August, not beyond the beginning of the final term of the school year for which the offer was made; and parents may request that their children attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

By law, children have to be in full-time education by the prescribed day following their fifth birthday (31 Dec, 31 March, 31 Aug). Exceptionally, parents of children with birthdays between 1 April and 31 August 2014 (inclusive) may wish to defer admission until September 2019 and may request admission to YR. See below. It is recommended that parents considering such a request discuss it with the Head Teacher to ensure that the school is aware of their request and also contact the local authority in the autumn term 2017 to ensure that an informed choice is made.

Admission of children outside their normal age group:

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday, and may request that they are admitted out of their normal age group – to reception rather than year 1.

It is for the admissions authority to make the decision. However, the admission authority must make a decision on the basis of the circumstances of each case. This will include taking account of the parent's views, information about the child's academic, social and emotional development, and whether they have previously been educated out of their normal age group. They must also take into account the views of the Head Teacher of the school concerned. When informing a parent of their decision on the year group their child should be admitted to, the admission authority must set out clearly the reasons for their decision.

Where an admission authority agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the admission authority must process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable.

They must not give the application lower priority on the basis that the child is not of the correct age.

Parents' statutory right to appeal against the refusal of a place at a school for which they have applied does not apply if they are offered a place at the school but it is not in their preferred age group.

Applying for a place outside their child's normal age group will require parents to make an application for their child's normal age group at the usual time, but simultaneously to submit a request for admission out of the normal age group, together with any information to support this request. If parent's request for deferred admission is agreed, they must make a new application as part of the main admissions round for the following year.

Procedure for Making an Application to Year R

All families must complete their home Local Authority's (LA's) Common Application Form. Paper copies of this form may be requested from the LA's Admissions Team but families are encouraged to apply online. For Hampshire families, the online form can be accessed at: www.hants.gov.uk/admissions and paper copies of the form can be obtained from the school. This form must be submitted **by midnight 15th January 2018**. In addition, for those applying in the relevant categories, the school's supplementary information form (SIF) should be completed and returned to the school by the same date, together with supporting documentation (see table on page 6). Without the SIF, an application can only be considered on the basis of the information provided on the LA's common application form. SIFs are available from the school office or may be downloaded from the school's website or the Hampshire website (see above). The SIF includes a request for information from your priest or other faith leader (if applicable).

The home LA admissions team will notify parents of the outcome of their applications, by letter or by electronic means by 16th April 2018. School Governors and staff are unable to discuss with parents/carers the success or failure of any application before that date.

Late applications (i.e. those received after midnight on 15th January 2018) will be considered only after all other applications have been fully processed unless exceptional circumstances merit earlier consideration.

Over-subscription Criteria

Should there be more applications than places available, children will be offered a place in the following category order:

1. Looked After Children or Previously Looked After Children who are baptised Catholics or who have been received into the Catholic Church.
2. Baptised Catholic children or children who have been received into the church evidenced by certificate/letter of reception, of families who live within the Catholic Pastoral Area of NW Hampshire and who worship regularly or occasionally for at least a year before the point at which the Supplementary Information Form is signed, prioritized as follows:
 - a) Regular worship
 - b) Occasional worship
3. Baptised Catholic children or children who have been received into the church evidenced by certificate/letter of reception, of families who live in a Catholic parish outside the Catholic Pastoral Area of NW Hampshire and who worship regularly or occasionally for at least a year before the point at which the Supplementary Information Form is signed, prioritized as follows:
 - a) Regular worship
 - b) Occasional worship

4. Other Catholic Children.
5. All other Looked After Children or previously Looked After Children.
6. Un-baptised children of Baptised Catholic parent(s)/carer(s) or parent(s)/carer(s) who have been received into the Catholic Church.
7. Children who are members of Orthodox Churches, evidenced by baptismal certificate or letter of reception.
8. Children belonging to churches that are members of “Churches Together in England”, evidenced by a letter confirming membership of their Christian denomination or faith, signed by a priest/minister/faith leader.
9. Children of other Faiths.
10. All other applications.

Children with a statement of Special Educational Needs (SEN)/Education, Health and Care Plan (EHC Plan)

Children with a statement of special educational needs/EHC Plan which names the school, will be admitted to St Anne’s School, irrespective of oversubscription criteria, and the admission of these children will count towards the Admission Number when considering whether there is still a place available for another child without a statement.

[An EHC plan details the education, health and social care support that is to be provided to a child or young person who has SEN or a disability. It is drawn up by the local authority after an EHC needs assessment of the child or young person has determined that an EHC plan is necessary, and after consultation with relevant partner agencies. SEN Code of Practice January 2015].

Tie-break Criteria

Should the School be oversubscribed in any of the above categories, the Governing Body will consider applications in the following order of priority within each category:

- Children with siblings at the school at the time of both application and admission. This includes children who at the time of application have a sibling for whom the offer of a place has been accepted, even if the sibling is not yet attending.
- Children living nearest the school as detailed in the Distance paragraph given in Definitions and Explanatory Notes of these arrangements.
- In the unlikely event of the distance between two children’s homes and the school being the same, random allocation will be used. This will be supervised by the Local Authority.

Definitions and Explanatory Notes

Catholic: A Catholic is a baptised member of, or a person who has been received into, a church in communion with the See of Rome.

Worship/practice: For Catholic applicants this is defined by their attendance at Sunday (or Saturday evening) Mass*. This can be verified by the parish priest signing the relevant section of the Supplementary Information Form (SIF). Members of other churches (except Eastern Orthodox Churches) and of other faiths are asked for their church minister or faith leader to confirm membership on the Supplementary Information Form. Eastern Orthodox applicants should name their Church on the Supplementary Information Form and provide a Baptismal Certificate or letter of reception.

- Worship (categories 2 and 3):

Regular: attendance at Sunday (or Saturday evening) Mass weekly

Occasional: attendance at Sunday (or Saturday evening) Mass at least monthly

**In exceptional circumstances such as physical disability and shift work where attendance is not possible on either Sunday or Saturday evening, the priest will need to verify that they attend on another day during the week fulfilling their commitment.*

Catholic Pastoral Area: The Pastoral Area of North West Hampshire is defined as the Catholic Parishes of St Joseph's - Basingstoke; Holy Ghost - Basingstoke; St John the Baptist - Andover; Sacred Heart - Hook; St Michael's – Tadley; St Peter & St Paul – Kingsclere For a map and further details, please see Diocesan website at www.portsmouthdiocese.org.uk/schools/admissions.php.

Churches Together in England: As listed at www.cte.org.uk

Eastern Orthodox Churches: Eastern Orthodox Churches as listed in Appendix 1 of the Diocesan Guidance on Admission Arrangements for the School Year 2018-19.

(<http://www.portsmouthdiocese.org.uk/schools/admissions.php>)

Parent(s): All natural parents or any person who, although not a natural parent, has parental responsibility for the child evidenced by a formal agreement of the parents or by a court order.

Sibling: Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or foster sister, or the child of the parent'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.

Multiple Births: If the last pupil to be offered a place within the school's published admission number (PAN) is a multiple birth, the sibling(s) from the same multiple birth will be admitted even though this may raise the intake number above the school's PAN. The PAN will remain unchanged so that no other pupil will be admitted until a place becomes available within the PAN.

Distance: If the school is oversubscribed from within any of the above categories, straight line distance will be used to prioritise applications; applicants living nearer the school have priority. Hampshire County Council's Geographic Information Systems (GIS) will be used to determine distances. Distances to multiple dwellings will give priority to the ground floor over the first floor and so on. Distance is measured to the reception at St Anne's.

Random Allocation: <http://documents.hants.gov.uk/education/RandomAllocation.pdf>

If it is still not possible to decide between two applicants who are equidistant then a random allocation will be made to allocate the final place. An explanation of the method of making random allocation is on the council website.

Home address: The address where the child lives for the majority of the time.

Looked After Children and previously Looked After Children (LAC, PLAC): 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 (see the definition in Section 22 (1) of the Children Act 1989) at the time of making an application to the school. A previously looked after child is one who immediately after being looked after became subject to an adoption, child arrangement, or special guardianship order. This is evidenced by:

- an adoption order under section 46 of the Adoption and Children act 2002; or section 12 of the Adoption Act 1976 or
- a child arrangements order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989; or
- a special guardianship order appointing one or more individuals to be a child's special guardian(s), under section 14A of the Children Act 1989.

Documentation Required In Support Of Application:

It is the **parent's responsibility to provide full documentary evidence**, as described below in support of their application if their application is to receive the correct categorisation:

Documentation	Category
Common Application Form (online or paper)	All categories
Proof of residence (e.g. Utility bill/bank or credit card statement/driving licence)	All categories
Child's Baptismal Certificate or letter of reception	1, 2, 3, 4, 7
Parent(s)/carer(s) Baptismal Certificate or certificate/letter of reception	6
Supplementary Information Form	Categories 2, 3, 4, 6, 7, 8 & 9
LAC/PLAC (For documentary evidence see Definitions and Explanatory notes above)	1, 5
Letter confirming membership of faith denomination signed by priest/minister/faith leader	8, 9

Timetable

Closing date for Applications: **midnight 15th January 2018.**

Hampshire County Council will send decision letters/emails on all applications to parents/carers on 16th April 2018. If parents/carers wish to accept a place offered at St Anne's Catholic Primary School, Basingstoke, they should confirm this in writing.

Late Applications

If places remain, applications received after the closing date will be considered after the acceptance date.

Admissions Waiting List

When all available places have been allocated, the School will operate a clear, fair and objective waiting list for at least the first term of the academic year of admission (to 31st December 2018) for children who have been unsuccessful in the main allocation process or for whom applications were not received by the published deadline for applications.

Any places that become available will be allocated according to the criteria set out in these Admissions Arrangements with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round. Looked after children, 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 the waiting list.

The waiting list will be reviewed and revised:

- Each time a child is added to, or removed from, the waiting list;
- When a child's changed circumstances affect their priority;
- At the end of each academic year, when parents/carers with a child on the waiting list, with the exception of those waiting for a place in YR, will be contacted and asked if they wish to remain on the list for the following school year.

Acceptance of a child onto the Admission Waiting List does not imply that a place will become available in the course of the year.

In-year Admissions

Other than for admissions to the Reception Class at the start of the academic year (which is the principal concern of these arrangements), applications for admission to the School will be handled as and when they arise and children will normally be admitted if there is a vacant place in the appropriate class. Looked after children, 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 the waiting list.

Applications for in-year admission may be made directly to the school or can be made to Hampshire County Council who will forward the application to the school. Parents may apply online at www.hants.gov.uk/admissions or on a paper form obtainable from the school. Parents are also required to complete supplementary information as described in these arrangements.

The local authority and the school's governors have agreed that an additional four children may be admitted from the start of year 3. To be considered for one of these additional places you must:

Apply to St Anne's Catholic Primary School by completing an in-year application form <http://www3.hants.gov.uk/education/admissions/ad-applyonline.htm> (paper copy also available from the school) and return it directly to us before 12th June 2018, six weeks before the end of term. We will then be able to consider applications for a September 2018 place from 12th June 2018. If your child is currently at an infant school, you are advised to apply to a junior school online or on the paper form by 15th January 2018.

Should the School be oversubscribed with in-year applications to Y3, the Governing Body will consider applications in the following order of priority within each category:

- Children with siblings at the school at the time of both application and admission. This includes children who at the time of application have a sibling for whom the offer of a place has been accepted, even if the sibling is not yet attending.
- Children living nearest the school as detailed in the Distance paragraph given in Definitions and Explanatory Notes of these arrangements.
- In the unlikely event of the distance between two children's homes and the school being the same, random allocation will be used. This will be supervised by the Local Authority.

Right of Appeal

In accordance with the 1998 Education Act, parents/carers whose children are refused admission to the school have the right to an appeal by an independent panel. Information on the Appeal Procedure together with an Appeal Form is available from the Head Teacher at the school.

The completed Appeal Form is to be sent to:
Chair of Governors (Appeal Application)
c/o St Anne's Catholic Primary School
Pinkerton Road
Basingstoke
Hampshire
RG22 6RE

Should the application go to appeal and be unsuccessful, the parent(s) may ask for the child's name to be added to the Admissions Waiting List for possible, subsequent acceptance, according to the priority, as detailed in these Admissions Arrangements. There is no priority given for having gone to appeal. The appeals timetable can be found on the school website, or a copy is available from the school office.

The Governing Body has submitted its admission arrangements for statutory consultation with other admission authorities in the area, including the Local Education Authority, the Catholic Diocese of Portsmouth and other interested parties.