

## **Model Admission Policy for Catholic Primary Schools – 2018/19**

This model policy has been updated to include revised definitions as provided by the CES and in making those changes the references to footnotes have been amended. The oversubscription categories have not been changed in this model policy.

*Please note: In Catholic Voluntary Aided schools the admissions authority is the governing body. In Catholic Voluntary Academies the admissions authority is the academy trust company. The term 'governing body' is used throughout the document to refer to the admission authority under the appropriate constitutional arrangements. The term 'school' is used throughout the document to mean all Catholic schools including maintained schools and academies.*

### **St Thomas More Catholic Primary, a Voluntary Academy**

#### **Introduction**

St Thomas More Catholic Primary is a Catholic school in the Diocese of Hallam.

The school provides distinctive Christ centred, Catholic education for children aged 4+ to 11+ years, with priority being given to Catholic children who live within the parish of St Thomas More.

It is a Catholic Voluntary Academy in which the Governing Body is responsible for admissions. It is guided in that responsibility by the requirements of law; the requirements of the Trust Deed and the school's Articles of Association by advice from the Diocesan Trustees and its duty to the Catholic community and the Common Good.

Please note that admission to St Thomas More Catholic Primary does not guarantee admission to a Catholic High School, which has its own admission policy.

The admission number for 2018/2019 is 30.

The governing body will, where possible, admit twins and all siblings from multiple births where one of the children is the 30<sup>th</sup> child admitted.

#### **Co-ordinated Scheme for Admission Arrangements**

The co-ordinated scheme for admissions is a mechanism that ensures that all parents/carers resident in Sheffield LA and who have expressed a preference for St

Thomas More Catholic Primary before the closing date will receive a single offer of a school place on the same day from the Authority. In order to provide every parent with an offer of one single place the Authority will be working with the Governing Bodies of the Catholic Voluntary Academies within the Sheffield area, including St Thomas More Catholic Primary. Details of the co-ordinated scheme can be obtained from the Local Authority.

### **Pupils with a statement of Special Educational Needs**

The admission of pupils with a Statement of Special Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.(footnote 3)

**Applications are made by the completion of the COMMON APPLICATION FORM and the Diocese of Hallam ADDITIONAL INFORMATION FORM both of which are to be found in the LA ADMISSION BOOKLET.**

### **Parental Preference**

The Local Authority Common Application Form provides the opportunity for parents/carers to express up to three choices of schools in rank order of preference. You are invited to submit up to three ranked preferences on the Local Authority's Common Application Form. Applications will be considered on an Equal Preference basis, ranking by preference will only be used in the final allocation for a place where there is more than one potential offer.

**PLEASE CONTACT US IF YOU NEED ANY HELP IN APPLYING FOR ADMISSION**

### **Date of Admission to the School for 2018/2019**

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 a later date 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 the offer of a part time place until the child reaches compulsory school age. On receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to defer their child's entry to school or where possible take up a part time place.

### **Admission of children outside their Normal Age Group.**

Request may be made for children to be admitted outside of their normal age group. Any such request should be made in writing to the headteacher of the school. The Governing Body will make its decision based on the circumstances of each case and in the best interests of the child. Including taking into account the views of the headteacher, including the headteacher's 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.

**Criteria for Admission:**

Where there are more applications for admission than the planned admission number stated (footnote 1), the Governing Body will apply the following criteria in strict order of priority:

Should the planned admission number be reached mid category, the Governing Body, as the admissions authority will make a decision based on distance – with priority for admission being given to children who live nearest to the school as the crow flies. The distance will be measured from the main entrance of the child’s home to the main entrance of the school by the Local Authority and provided to the school.

In circumstances where two or more children live the same distance from the school the offer of a place will be decided by random allocation. Random allocation will be carried out in a public place and be supervised by a person independent of the school. All names will be entered into a hat and the required number of names drawn out.

**Category One**

Catholic children (see footnote 2) who:-

- a) are Looked After Children or previously Looked After Children (footnote 4)
- b) are siblings (footnote 5) of Catholic children attending St Thomas More Catholic Primary at the time of admission
- c) live within the parish of St Thomas More

**Category Two**

Looked After Children or previously Looked After Children (footnote 4) who are not baptised Catholics

**Category Three**

Children who have siblings (footnote 5) attending St Thomas More Catholic Primary at the time of admission.

**Category Four**

Catholic children who live in other Catholic parishes but who do not have a sibling in the school.

**Category Five**

Children who are members of:

- a) Orthodox Churches as recognised by the Catholic Church (footnote 6) who have sought the written support of their minister and live within the parish of St Thomas More

- b) other Christian denominations (as detailed in footnote 7) at the time of application, whose parents have sought the written support of their minister and live within the parish of St Thomas More

### **Category Six**

Children who are members of other World Faiths whose parents wish their children to be educated in a Christ centred environment and whose parents have the written support of their Religious Leader.

### **Category Seven**

Children with a specific educational, medical or emotional need, who do not come under any of the above categories, provided that appropriate written evidence from a suitably qualified professional eg Doctor, Social Worker is submitted with the application indicating why St Thomas More Catholic Primary is the most appropriate setting.

### **Category Eight**

Children whose parents are seeking a Christian environment for their children's education.

### **Category Nine**

Other children

### **Footnotes:**

#### Footnote 1.

This number has been calculated according to the capacity of the school, which the law defines and has been agreed with Sheffield LA

#### Footnote 2

"Catholic children" are children who have been baptised into the Roman Catholic Church, those formally received into the Roman Catholic Church, Catechumens, Candidates for Reception (those formally preparing to be received into the Roman Catholic Church) or those members of Churches who are in Full Communion with the Roman Catholic Church.

#### Definition of a Catechumen

Catechumens are those children who have expressed an explicit desire to be baptised into the Roman Catholic Church and who are currently preparing to receive the same by regular participation in Sunday worship and a recognised programme of preparation.

#### Definition of a Candidate for Reception

Candidates for Reception into Full Communion with the Roman Catholic Church are already baptised in another Christian Tradition, who have expressed an explicit desire to be incorporated into the Roman Catholic Church and who are currently preparing to be received into the Church by regular participation in Sunday worship and a recognised programme of

preparation. It is advisable that records of any such reception or incorporation are maintained by the parish.

A list of those Churches which are in Full Communion with the Roman Catholic Church is available from the Diocesan Schools' Department (0114 2566440)

#### Footnote 3

A statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special education provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

#### Footnote 4

##### Definition of 'Looked after children'

A 'Looked After Child' has the same meaning as in Section 22(1) of the Children Act 1989, and means 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 (Sect 22(1) of the Children Act 1989). A previously Looked After Child is a child who immediately after being looked after became subject to an adoption, residence or special guardianship order.

#### Footnote 5.

##### Definition of Sibling

A sibling is defined as children who live as brother or sister in the same house, including natural brothers or sisters, adopted brothers or sisters, stepbrothers or sisters and foster brothers and sisters, or the child of a 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. It also includes natural brothers and sisters where the child for whom the school place is sought is not living in the same family unit at the same address as that sibling.

#### Footnote 6

Orthodox Churches – please contact the Diocesan Schools' Department for further information

#### Footnote 7

*Definition of children of other Christian denominations "Children of other Christian denominations" means: children who belong to other churches and ecclesial communities which, acknowledging God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above. All members of Churches Together in England and of CYTŪN are deemed to be included in the above definition, as are all*

*other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis. Confirmation of the above will be obtained via the Minister/Religious Leader's Reference on the additional information form.*

### **Place of residence**

The Child's ordinary place of residence will be deemed to be a residential property at which the person or persons with parental responsibility for the child resides at the closing date for applications for admission to the school. Where a child resides at more than one address, for example where parents have shared responsibility, the child's address for the purpose of allocating a place at the school will be at the address of the parent who ordinarily has responsibility for the child. Where the care is split equally between parents, parents must name which address is to be used for the purposes of allocating a school place. Documentary evidence may be required. A parent means all natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child.

### **Late Applications**

Late applications will be dealt with in accordance with the LA scheme.

### **Waiting List**

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. The waiting list will be maintained in order of the oversubscription criteria as set out and not in the order in which applications are received or added to the list. Waiting lists will be held open until the end of the summer term (July 2018). Inclusion on the waiting list does not mean that a place will become available.

### **Fair Access Protocol**

The school is committed to taking its fair share of children who are vulnerable and /or hard to place, as set out in locally agreed protocol. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Diocese and the governing body for the current school year. The governing body has this power even when admitting the child would mean exceeding the published admission number.

### **False Information**

1. Where the Governing Body has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent, which has effectively denied a place to a child with a stronger claim to a place at the school, the offer of a place may be withdrawn.
2. Where a child starts attending the school on the basis of fraudulent and intentionally misleading information the place may be withdrawn by the Governing Body, depending on the length of time that the child has been at the school.

3. Where a place or an offer has been withdrawn, the application will be re-considered, by the Governing Body and a right of independent appeal offered if the place is refused.

### **Applications outside of the normal admissions round**

Applications outside of the normal admissions round will be dealt with in accordance with the LA scheme.

### **Appeals against the Governing Body's decision to refuse admission**

1. If a place is not available, parents have the right of appeal. Such appeals against non admission will be heard by an Independent Appeals Panel formed in accordance with the DfE Admissions Appeal Code. Details of the appeals process will be made available to all unsuccessful applicants
2. Parents who intend to make an appeal against the Governing Body's decision to refuse admission must submit a notice of appeal by the date specified in the refusal letter to:

Director of Legal Services.  
Legal Services, Sheffield City Council, Town Hall, Sheffield, S1 2HH

Appeal hearings will be held in accordance with the timescales specified in the DfE Admission Appeals Code.

### **Timetable**

Applications invited from: September 2017  
Online site closes: Early December 2017 (noon)  
Closing date: 15<sup>th</sup> January 2018 (noon)  
Offer date: 16<sup>th</sup> April 2018

### **Documentation Required**

1. The school requires additional information not contained on the common application form. This additional information is needed to place your application in the correct priority of admission category.
2. The Additional Information form, obtainable in the LA admission booklet, should be completed and returned to the school by the closing date along with the following:
3. A copy of the child's baptism certificate if the applicant is Roman Catholic
4. Ministers Reference if the child is a member of another Christian Church or other World Faith.

5. The Additional Information form is not an application for admission to the school and its return does not guarantee a place at the school.
6. Failure to complete and return the Additional Information form may affect the admission category your application is placed in.

Governing Body of St Thomas More Catholic Primary, a Voluntary Academy.