

Document Control			
Policy Name	Admission Arrangements for Academic Year 2019/20	Date determined	9 <sup>th</sup> January 2018
Status	Formally determined by the Board	Review Date	Autumn 2018
Committee	Strategy & Catholic Ethos	Version Number	4.00

## Admission Arrangements for Academic Year 2019/20 English Martyrs Catholic Primary School

*“Working together to provide the very best in Catholic Education”*

*“There is a variety of gifts but the same Spirit gives them. There are different ways of serving but the same Lord is served. There are different abilities to perform service, but the same God who gives ability to all for their particular service. The Spirit’s presence is shown in some way in each person for the good of all.”      1 Corinthians 12: 4 - 7*

### **Introduction**

The Governing Body of English Martyrs Catholic Primary School (“the School”) is responsible for all admissions to the School. The ethos of this Catholic School is that through the teachings of Christ we strive to educate the whole child, supporting and celebrating their spiritual, moral, social and academic journey. We ask all parents applying for a place here to respect this ethos and its importance to the School community. This does not affect the right of parents who are not of the faith of this School to apply for and be considered for a place here.

### **Published Admission Number (PAN)**

The Governors will admit to the school in the academic year 1st September 2019 to 31st August 2020 to the Reception Year group up to the school’s Published Admission Number of 60 pupils (30 pupils per class).

### **Entry into Reception**

The School normally admits pupils to the reception year (Early Years Foundation Stage) in the September following their fourth birthday. At that time a child is entitled to a full time place, without reference to ability or aptitude.

### **Deferring School Admission**

Parents/carers may request that the entry of a child whose fifth birthday falls between 1 September 2019 and 31 March 2020 is deferred to later in the school year 2019/20, when the child reaches compulsory school age (the term after the child’s fifth birthday). Under such circumstances the School will hold the place for that child until the first day of the spring or summer term.

If the child has not been admitted to the reception year in the school year 2019/20 a separate application for a Year 1 place in the 2020/21 year must be made. (For summer born children see page 2).

The Governing Body recognises that parents who have secured a place for the reception year have the right to ask for the child to attend school on a part-time basis until the age of 5 (if the parent(s) feel(s) that the child is not ready for school for any reason). Parents can opt to hold the place with the child continuing to attend nursery until the term of his/her 5<sup>th</sup> birthday.

Document Control			
Policy Name	Admission Arrangements for Academic Year 2019/20	Date determined	9 <sup>th</sup> January 2018
Status	Formally determined by the Board	Review Date	Autumn 2018
Committee	Strategy & Catholic Ethos	Version Number	4.00

### **Admission outside normal age group including summer born children**

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. Applications outside the normal age group must be made as detailed below for the main admissions round. Parents should write to the school setting out their request for admission outside their child's normal age group and the reasons for the request.

Governors will apply the oversubscription criteria to applications but will also make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will take into account the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

### **School Admissions - How to apply**

To apply for admission to the School you:

1. Must complete the Common Application Form (CAF) available from Reading Borough Council on (0118) 937 3777; and
2. In addition, if you are applying for your child under categories 1-8 (see page 3 of this policy) you are asked to complete the English Martyrs Catholic Primary School - Supplementary Information Form 2019/20 which is available from the school office or may be downloaded from the School's website (or from [www.reading.gov.uk](http://www.reading.gov.uk)). Failure to complete the School's own Supplementary Information Form may mean that your child is disadvantaged and would not be eligible to have priority on the grounds of faith. This is because in cases where there is no Supplementary Information Form the Governing Body can only "rank" an applicant according to the oversubscription criteria based on information provided on the common application form.

The CAF should be sent directly to Reading Borough Council at the Civic Offices, Bridge Street, Reading, RG1 2LU.

The Supplementary Information Form (SIF), together with supporting documentation where necessary should be returned to English Martyrs Catholic Primary School, Dee Road, Tilehurst, Reading, RG30 4BE.

All applications for places in the reception class for September 2019 must be received by **15<sup>th</sup> January 2019**.

**Your Local Authority will notify parents of the outcome of their applications, by letter or by electronic means on 16<sup>th</sup> April 2019 on behalf of the Governing Body.**

<b>Document Control</b>			
Policy Name	Admission Arrangements for Academic Year 2019/20	Date determined	9 <sup>th</sup> January 2018
Status	Formally determined by the Board	Review Date	Autumn 2018
Committee	Strategy & Catholic Ethos	Version Number	4.00

### **Consideration of Applications**

All applications which have named English Martyrs on the common application form will be considered equally according to the criteria below.

Should there be more applications than places available the Governing Body will offer places, up to the published admissions number, in the following category order:

1. Baptised Catholic ‘looked after children’ and previously ‘looked after children’.
2. Baptised Catholic children with a sibling attending the school at the time of the proposed admission of the applicant.
3. Other Baptised Catholic children.
4. Other ‘looked after children’ and previously ‘looked after children’.
5. Other children with a sibling attending the school at the time of the proposed admission of the applicant.
6. Children with a Baptised Catholic parent/carer.
7. Children from other Christian denominations.
8. Children from other religious faiths.
9. Other applicants.

### **Late Applications**

Any late applications will be considered by the Governors’ Admissions Committee in the event of there being any available places using the above categories. If all places have been filled, parents will be offered the opportunity of placing their child’s name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

### **Waiting List**

Parents of children who have not been offered a place at the school may ask for their child’s names to be placed on a waiting list. Placing a child’s name on the waiting list does not guarantee that a place will become available. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

The waiting list will be maintained by Reading Borough Council until 31<sup>st</sup> December 2019 and children will be ranked, according to the above categories, each time a child is added.

Document Control			
Policy Name	Admission Arrangements for Academic Year 2019/20	Date determined	9 <sup>th</sup> January 2018
Status	Formally determined by the Board	Review Date	Autumn 2018
Committee	Strategy & Catholic Ethos	Version Number	4.00

### **Oversubscription**

Priority in any oversubscribed category will be given to those children living nearest the School. Distance will be measured using Reading Borough Council's digital mapping software which works using Ordnance Survey data points for the home address and school.

### **Multiple Births (Twins, Triplets etc)**

Our policy for school admissions is that places are offered according to the oversubscription criteria. In the event that it would result in splitting a multiple birth family the following rule will apply:

All multiple birth siblings will be offered a place, even if this means exceeding the Published Admission Number of the school and / or exceed the infant class size regulations.

### **Tie-breaker for siblings but not from multiple births**

In the event that siblings with a different date of birth but in the same year group are split by the over-subscription the following will apply:

During Key Stage 1 when admission of all the siblings would take the Published Admission Number over 60 (up to and including Year 2) - one child will be offered a place, selected by random selection which will be made in the presence of a representative of Reading Borough Council's Committee Services. (It is, open to the parents to decline this offer and seek places for all their children at another school or suggest the place is given to one of the other siblings). The other sibling(s) name(s) will put on the waiting list and will be offered the next available place(s) If admission of the other siblings will not contravene infant class size regulations then all siblings born in the same year group will be offered a place even if that means exceeding the admission number of the school.

### **Tie-breaker in other cases**

In the unlikely event of the distance between two children's homes and the school being the same, random allocation will be used, which will be supervised by the local authority.

### **Definitions**

**Catholic:** A Catholic is a baptised member of a church which is in communion with the See of Rome or a person received into the Catholic Church.

**Children with a Statement of Special Educational Needs:** Children with a Statement of Special Educational Needs that name this School will automatically be admitted to the school and will count towards the admission number. *NB. Statements of SEN are currently in transition to Education, Health and Care (EHC) Plans.*

**The SEN and Disability Legislation:** This legislation prevents a school discriminating in its decisions on admissions on the grounds that a child has a disability. A child with a disability will be treated equally alongside other applicants.

Document Control			
Policy Name	Admission Arrangements for Academic Year 2019/20	Date determined	9 <sup>th</sup> January 2018
Status	Formally determined by the Board	Review Date	Autumn 2018
Committee	Strategy & Catholic Ethos	Version Number	4.00

**Looked After Children:** Children who are registered as being in the care of a Local Authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989(a), e.g. fostered or living in a children’s home, at the time an application for a school is made.

**Previously Looked After Children:** Children who were looked after, but ceased to be so because they were adopted. This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders) or became subject to a child arrangements order 18 of special guardianship order 19. Child arrangements orders are defined in s.8 of the Children Act 1989 as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22<sup>nd</sup> April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

**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.

**Home Address:** Where a child lives with parents with shared responsibility each part of the week, the home address will be considered as the address of the person whose name is on the child benefit notification.

**Children of other Christian denominations:** Membership of a Church Community which is part of “Churches Together in England” or members of any local Churches Together Group or entitled to be members based on fulfilling the following definition:

*“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”.*

A list of member churches can be found at [www.cte.org.uk](http://www.cte.org.uk)

### **Admissions to other year groups**

Applications for admissions to other year groups (PAN of 60 pupils per cohort in KS1 and 64 per cohort in KS2) will be considered by the Admissions Committee of the Governing Body. If there are vacancies in the year group then a place will be

Document Control			
Policy Name	Admission Arrangements for Academic Year 2019/20	Date determined	9 <sup>th</sup> January 2018
Status	Formally determined by the Board	Review Date	Autumn 2018
Committee	Strategy & Catholic Ethos	Version Number	4.00

offered. If there are more applications than places available then the criteria on page 3 will apply.

### **Fair Access Protocol**

In accordance with Reading Borough Council's agreed In-Year Fair Access Protocol, children without a school place will take precedence over children attending another school. Parents will have the right of appeal. The Governing Body will adhere to Reading Borough Council's agreed In-Year Fair Access Protocol and parents should submit an application to Reading Borough Council. It would be helpful if parents could also complete the school's own Supplementary Information Form since without this a child may be disadvantaged because the Governing Body may be unable to "rank" an application according to the over-subscription criteria. Supplementary Information Forms together with all supporting documentation should be returned to the school office. Reading Borough Council application forms and the School's Supplementary Information Forms are available from the School Office and Reading Borough Council.

### **Right of Appeal**

In accordance with the School Standards and Framework Act 1998 as amended by the Education and Inspections Act 2006, parents/carers have the right to appeal against the decision of the Governing Body in refusing to admit their child.

Guidance on the Admission Appeal procedure and Admission Appeal form is available from:

Clerk to the Appeal Panel  
Committee Services  
Reading Borough Council  
Civic Offices  
Bridge Street  
Reading  
RG1 2LU

Tel: 0118 937 2532

[sarah.wilson@reading.gov.uk](mailto:sarah.wilson@reading.gov.uk)  
[amy.bryan@reading.gov.uk](mailto:amy.bryan@reading.gov.uk)

The closing date for receipt of admission appeal forms is **20<sup>th</sup> May 2019**.

This policy is in accordance with the School Admissions Code (which came into force from 19<sup>th</sup> December 2014) and is consistent with the co-ordinated scheme operating in the Local Authority area.

<b>Document Control</b>			
Policy Name	Admission Arrangements for Academic Year 2019/20	Date determined	9 <sup>th</sup> January 2018
Status	Formally determined by the Board	Review Date	Autumn 2018
Committee	Strategy & Catholic Ethos	Version Number	4.00

### **Equality of Opportunity**

In light of the 2010 Equality Act, this policy has been written with due consideration to its potential impact (both positive and negative) on the many diverse groups of adults and children within the school. The school has ensured that to the best of its knowledge, the statements and procedures set out in this policy do not discriminate unjustly against any such groups or individuals.

This policy was formally determined by the Governing Body on 9<sup>th</sup> January 2018.

Signed by: .....  
Chris Tracey, Chair of Governors

Review: Annually