



St Louis Catholic Primary School, Frome ADMISSIONS POLICY 2019 – 2020

St Louis is a Catholic Voluntary Aided primary school which was established by the Church to serve the parish of St Catharine's in Frome. A map of the parish is available from the school office, school website and at the end of this policy. The Governing Body, acting in accordance with the School Admissions Code and guidance from the Clifton Diocese and in consultation with the local authority (Somerset), is responsible for the admission of pupils.

Published Admission Number

St Louis Catholic Primary School has an admission number of 30 for entry in the reception year in 2019-20. This is also the number of places available in all other year groups.

The school will accordingly admit this number of pupils each year if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Governing Body will offer places at the school to all those who have applied.

Applications for reception in 2019-20

Applications must be submitted to the child's home LA. If this is Somerset County Council applications can be made on-line at www.somerset.gov.uk/admissions. Paper applications are available to download from the Somerset County Council website at www.somerset.gov.uk/admissions, or upon request by telephoning Somerset Direct on 0300 123 2224. Any supporting information must be received by the closing date for applications.

Applications must be submitted by 23:59 hours on 15 January 2019, to be considered in the first round of allocations. Late applications will be considered after those submitted on time. Applications submitted after 15 January 2019 will be considered in accordance with the co-ordinated scheme

for the child's home local authority. A copy of a Baptism Certificate or any other documents confirming membership of the Catholic or Eastern Christian Churches should be submitted to the School Office, not your child's home Local Authority. In order to be considered in the first round of allocations, it must be received by 15 April 2019.

Outcomes for on time applications will be sent by the child's home local authority. For Somerset children, they will be sent out by email (for on-line applicants) or second class post on 16 April 2019 (or next working day if this falls on a weekend or bank holiday) by Somerset County Council.

Information about the number of applications received and the places allocated in previous years, is available from the school and/or Somerset County Council <http://www.somerset.gov.uk/allocationsummaries>.

Waiting lists

Where an application for a reception school place is unsuccessful, the application will be kept on a waiting list until 31 December, 2019. This will be maintained by the Governing Body and any child refused a place will automatically be placed on the waiting list.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Admissions during the academic year (in year admissions)

In year applications must be submitted directly to the school using the in-year application form which can be obtained on the school website or by request to the school office.

The Governors' Admissions Committee will consider applications on a weekly basis with a 4pm deadline every Friday (term time only) for receipt of applications. If more applications are received than there are places available, the over-subscription criteria will be applied.

A decision will be notified in writing to the applicant within ten school days. Proof of address may be required to be submitted with the application. This will be either the formal 'exchange of contracts' letter from the solicitor for a house

purchase, a recent utility bill or the signing of a minimum of a six months tenancy agreement. The Governing body reserve the right to seek further documentary evidence to support a claim of residence.

Where there are more applications than places available within a particular year group, applications will be considered against the published oversubscription criteria.

Places will not be allocated more than six school weeks or half a term in advance of being required. The only exceptions are children of UK service personnel and other crown servants (including diplomats) returning to the UK with a confirmed posting to the area (see Children of UK service personnel).

Over-subscription criteria

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given in accordance with the criteria below;

1. Baptised Catholic Looked After Children at the time of application, and baptised Catholic Children who were previously Looked After, but ceased to be so because they were adopted (or became subject to a Child Arrangements Order or a Special Guardianship Order) immediately following having been Looked After. A baptismal certificate must be provided if you wish your child to be considered under this category.
2. Baptised Catholic Children who live in the parish of St Catharine, Frome. A baptismal certificate must be provided if you wish your child to be considered under this category.
3. Baptised Catholic children who live outside the parish of St. Catharine. A baptismal certificate must be provided if you wish your child to be considered under this category.
4. Looked After Children at the time of application, and Children who were previously Looked After, but ceased to be so because they were adopted (or became subject to a Child Arrangements Order or a Special Guardianship Order) immediately following having been Looked After.
5. Children who are members of other Eastern Christian Churches, a copy of the child's baptism certificate or a letter from their minister of religion, confirming that they are of their stated denomination must be provided.

6. Children who will have a sibling at the school at the time of their admission.
7. All other children who do not fall into any of the above categories.

In categories 1, 2 and 3 a copy of a Catholic baptismal certificate must be provided. For applications into the reception class in 2019-20, it should be sent to the school by the 15 January 2019 to be considered in the first round of allocations. A certificate of Reception into the Church is also accepted as proof of being a Catholic. Here the term 'certificate' includes a certified copy of an entry in the appropriate register. There may occasionally be difficulty in obtaining written evidence of baptism or reception into the Church. In such cases, contact may be made with the Parish Priest for advice on how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church. The Priest/School may seek advice from Clifton Diocese. The governors may also request sight of the original certificate.

In category 5 a copy of the child's baptism certificate or a letter from their minister of religion, confirming that they are of their stated denomination must be provided. For applications into the reception class in 2019-20, it should be sent to the school by the 15 January 2019 to be considered in the first round of allocations.

Tie-Breaker

For categories 1-7, priority will be determined by random allocation by drawing lots supervised by someone independent of the school.

If children of multiple birth (twins and triplets) are tied for the final place, those siblings will be admitted over PAN as permitted by infant class size rules.

DEFINITIONS AND FURTHER INFORMATION

Children with an Education, Health and Care Plan (EHCP)

There is a different procedure for the admission to school for children with an EHCP. It is administered by the LA in whose area the family lives. The LA is responsible for issuing the EHCP and consulting parents and the Governing Body of St Louis', if a preference has been made for the school, before the school is named in the EHCP

Admission Number and Infant Class Size Legislation

A Published Admission Number (PAN) is agreed for each school year, this takes into account the accommodation available at the school, the expected level of applications and the Infant Class Size legislation which limits Reception and Key Stage one classes to 30 per school teacher.

Central Co-ordination of Admissions

The Governors are the Admission Authority for the school, however, they work in conjunction with the Somerset Local Authority (LA), which publishes the admission arrangements and booklet for all parents, which includes Application forms and a table of relevant dates.

Home Address

The home address is important as school places are allocated on the basis of the home address of each child. A child's home address is considered to be where the child spends the majority of their time with the person(s) who have care of the child.

Documentary evidence of ownership or rental agreement may be required, together with proof of actual permanent residence at the property concerned. Places cannot be allocated on the basis of intended future changes of address unless house moves have been confirmed through the exchange of contracts or the signing of a minimum six months formal lease agreement. Please note private letting agreements may not be accepted as proof of residence. An address change due to a move to live with family or friends will not be considered until the move has taken place and suitable proof of residency has been obtained. Proof that a move from the previous address has taken place may also be required e.g. proof of exchange of contracts, a tenancy agreement showing the end date of the tenancy or a notice to quit from the landlord or

repossession notice. The Admissions Authority (the Governors) reserves the right to seek further documentary evidence to support your claim to residence which could include contacting the estate agent, solicitor landlord or relevant professional. A representative of the Governing Body may carry out a home visit/s without prior notice to verify a pupil's home address.

An address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place. Fraudulent claims relating to the home address of a particular child may lead to the withdrawal of any offer of a school place.

Where shared residence arrangements are in place and it is necessary to determine the home address, each parent may be required to write to the Governing Body and inform them of the number of days each week the child spends with them. Where the child spends equal time with both parents the Governing Body may ask for additional information including evidence of which parent/carer is in receipt of child benefit, and/or the name of the GP surgery at which the child is registered.

Looked After Children

Looked After Children are children who are (a) in the care of a local authority or (b) being provided with accommodation by a local council in the exercise of their social services functions (see the definition in s.22(1) of the Children Act 1989).

Children Previously Looked After

This includes children who were adopted under the Adoption Act 1976 (see s.12 Adoption Orders) and children who were adopted under the Adoption and Children Act 2002 (see s.46 Adoption Orders).

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 replaced Residence Orders and any Residence Order in force prior to 22 April 2014 is deemed to be a Child Arrangements Order.

In accordance with s.14a of the Children Act 1989, a Special Guardianship Order is defined as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Deferred Entry

Parents offered a place in reception for their child have a right to defer entry, or to take the place up part-time, until the start of the term beginning immediately after their child has reached compulsory school age. However, places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.]

Full-time schooling

Parents have a right to a full-time place at school for their child from the September following their fourth birthday.

Summer Born Children

Parents of summer born children may request that they are admitted into reception rather than year one when they become of compulsory school age. Applications will be considered as set out below (see admission of children outside their normal age group)

Admission of children outside their normal age group

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling.

When such a request is made, the Governing Body will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent. If a request is refused, the child will still be considered for admission to their normal age group.

The parent is required to make an on-time application for the child's normal age group (if relevant) but can submit a request for admission out of the normal age group at the same time. The LA will ensure the parent is aware of whether the request for admission out of age group has been agreed before National Offer Day and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a year 1 child for a reception place will be considered alongside applications for reception.

If a request for delayed admission is agreed, the school place application may be withdrawn before a place is offered and a new school place application will need to be made as part of the normal admissions round the following year.

If a request for a child to be admitted to school a year early is agreed, the school place application will be processed and an outcome will be sent on the National Offer Day.

If a request for delayed admission is refused, the parent must decide whether to accept the offer of a school place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

If a request for a child to be admitted to school a year early is refused, the school place application will not be processed and a new school place application will need to be made as part of the normal admissions round the following year.

There is no right of appeal against the decision not to allow your child to be admitted outside of their normal age group.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

For further information and important things you should consider please visit;

<http://www.somerset.gov.uk/education-learning-and-schools/choosing-a-school/starting-or-transferring-school-early-or-late/> or contact Somerset County Council at Somerset Direct on 0300 123 2224

Parent or Parent/Carers

Parent or Parent/Carers are natural parents, whether they are married or not, any person who, although not a natural parent has parental responsibility for a child or young person (having care of a child or young person means that a person with whom a child lives and who looks after the child, irrespective of what their relationship is with the child is considered to be a parent in Education Law).

Sibling

For the purpose of admissions, sibling is defined as a child living at the same address as a half brother or sister; adopted brother or sister or a brother or sister with the same natural parents who, in any of these cases, will be living with them at the same address at the date of their entry to the school/academy

Please see the information on shared residency arrangements which will apply if necessary in order to determine the sibling's permanent home address.

Appeal Procedure

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Details of how to appeal are included in the outcome email or letter or are available from the Bursar at the school.

Information on the timetable for the appeals process is published on our website by 28 February each year

Children from outside the UK

Applications for children from outside the UK will be considered in accordance with the legislation in place at the time of considering the application.

Children of UK service personnel

The Admissions Authority endeavours to ensure that their admission arrangements support the Government's commitment to removing disadvantage for service children. In year applications are usually considered for admission up to a maximum of half a term in advance of the place being taken up. An exception is made for children of UK service personnel with a confirmed posting to the area and

crown servants returning from overseas to live in the area where a place can be made available up to a year in advance of being required providing the appropriate documentation is provided as proof of posting (an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended posting.)

Usually, a place may be allocated prior to actual residency, only on receipt of exchange of contracts or a formal signed rental agreement. An exception is made for children of UK service personnel with a confirmed posting to the area and crown servants returning from overseas to live in the area. This means that, providing the application is accompanied by an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended posting, the admissions authority will process the application. If proof of a home address is not available at this stage the admissions authority will accept a unit postal address or quartering area address.

If the parent/carer is moving to the area as a result of leaving the armed forces then no special consideration will be given to the application under the grounds of the application being made by a service family.

For further information please refer to the DfE explanatory note on Admission of Children of Crown Servants;

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/461481/Admission_of_children_of_crown_servants.pdf