



**ADMISSIONS POLICY 2018/19**

For admissions from September 2018 to August 2019

Sacred Heart RC Nursery and Primary School is a Catholic Academy School in the Diocese of Plymouth.

We strive to be a Christian community that nurtures the spirituality of all members of the school community regardless of their faith background.

Torbay LA has a Co-ordinated Scheme for admissions. The purpose of the co-ordinated scheme of admission is to maximise parental preference and to ensure that a child is offered only one school place from its own LA. In accordance with the DFE School Admissions Code the scheme is an Equal Ranking System.

There is a Common Application Form for all schools in Torbay. The Common Application Form will be made available to all Torbay parents to express a preference for a place in:

- a) a Torbay Mainstream Primary School (including VA and Foundation)
- b) a mainstream school in another LA area (including VA and Foundation)

Parents resident in Torbay will not be able to make application direct to another LA and nor will parents not resident in Torbay be able to make application direct to Torbay. Parents will be required to make application on their 'home' LA's application form.

Parents will be able to express three different preferences on the Common Application Form including schools outside Torbay. These preferences must be ranked in order by the parents. Pupils will be eligible for consideration for a place at all three schools. On the preference forms, parents will be able to give reasons for their preference that include religious and philosophical convictions.

Parents will be informed that they will receive the offer of one school place only and that will be either:

- a) a place at the highest ranked school for which they are eligible and for which a preference was expressed
- b) where none of the preferences can be met, an alternative Torbay school place will be offered by the LA.

The Common Application Form will have a closing date and details of where the form should be sent. The Common Application Form will ask if parents want to

defer admission for their child. The closing date for parents to submit the Common Application Form will be 15 January 2018. Parents can apply online for school places at [www.torbay.gov.uk](http://www.torbay.gov.uk) or complete a paper form which can be returned to the School or the Local Authority.

The governing body of Sacred Heart RC Nursery and Primary School is the Admissions Authority for this school. The Admissions Policy Criteria will be applied on an Equal Preference basis. The governing body intends to admit up to 30 pupils to the Reception year group in September 2018. This number will apply to the Reception Year and every other year in the school. When the school is oversubscribed, after the admission of pupils with Statements of Special Educational Needs where the school is named in the Statement, priority for admission will be given to those children who *meet the criteria set out below, in order:*

### **Category 1**

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption (after 31<sup>st</sup> December 2005), residence, or special guardianship order. 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.

### **Category 2**

Baptised Catholic children with a sibling in the school at the time of application  
*(Evidence required: Baptismal Certificate or signature of a Catholic priest confirming his knowledge of the child's Baptism.*

#### **Category 2a**

Baptised Catholic Children

*(Evidence required: Baptismal Certificate or signature of a Catholic Priest confirming knowledge of the child's baptism)*

### **Category 3**

Children currently enrolled in a programme of preparation for Baptism into the Catholic Church.

*(Evidence required: Signature of a Catholic priest confirming the enrolment.)*

### **Category 4**

Children whose normal residence is with at least one parent who is a baptised Catholic.

*(Evidence required: parent's Baptismal Certificate or signature of a Catholic priest confirming his knowledge of the parent's baptism.)*

### **Category 5**

Children who have a sibling at the school at the time of application

*(Evidence required: see Section 8 on supplementary information form = signature of headteacher)*

### **Category 6**

Children who are members of another recognised Christian Church (footnote 1).

*(Evidence required: signature of minister of religion testifying to this fact, or copy of Baptism Certificate)*

### **Category 7**

Children who have attended the nursery at the school but do not fit any of the above criteria.

### **Category 8**

Children who are members of another recognised faith tradition(footnote 2)<sup>1</sup>

*(Evidence required: signature of minister of religion testifying to this fact.)*

### **Category 9**

Other children of whatever background whose parent's preference for the school is because they wish their child(ren) to experience faith-centred education.

*(Evidence: Signature of parent(s) making that statement)*

### **Category 10**

All other children whose parents express a preference for the school for whatever reason.

*(Evidence: Submission of a Common Application Form including this school among its preferences together with the submission of a signed Catholic Schools Supplementary Form.)*

If the number of applications for places is greater than the number of places available, applications will be ranked according to the categories set out above.

If two or more applications within any one category are tied, priority will be given firstly to children who will have a sibling in school at the time of application and secondly to children living closest to the school, measured by the straight-line distance between their home and the school gate. 'In the event that applicants cannot be separated using the distance tie-breaker (i.e. they live identical distances from the school), the allocation of a place will be by lot.

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<sup>1</sup> 'children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.' <sup>2</sup> For example, Hinduism, Islam, Judaism, Sikhism.

Where applications are received from families with multiple birth siblings (twins, triplets, etc.) every effort will be made to allocate places at the school, including offering place(s) above the Published Admission Number (PAN) wherever possible. Where that is not possible parents will be invited to decide which of the children should be allocated the available place(s).

Where applications are made at the same time for two children not falling within multiple birth siblings, (sometimes referred to as contemporaneous admissions) the application will not be considered under the 'sibling' criteria.'

Where a parent has been notified that a place is not available for a child, every effort will be made to help the parent to find a place in a suitable alternative school. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chairman of Governors at the school address.

It is very helpful to have an early indication of the number of children to be admitted to the Reception class in the following September. However, it must be stressed that formal written applications for admission must be made on the common application form. Places will be allocated by strict application of the above criteria. Late applications may be at a disadvantage.

All parents will be notified by first class post by the LA. No other letter of allocation can be made. Letters will be sent on 16th April 2018 including details about the appeals procedure for those schools for which application was refused. Parents who have applied online for a school place will receive an e-mail after 4pm on 16th April 2018. The school will keep the names of children wanting to be admitted to the school on a waiting list. In allocating any vacancies to those on the waiting list the Governors of the school will apply the criterion as outlined above.

#### Deferred Admission to Reception

Parents can request that the date their child is admitted to the school is deferred until later in the reception year .This allows parents to apply for a school place and to take up that place during the reception year without jeopardising the offer of a place.

Children born between	Normal Date of Admission	Deferred Admission
1 Sep -31 Dec	Autumn Term	Spring Term
1 Jan - 31 Aug	Autumn Term	Spring or Summer Term

A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August. A school place can be deferred but not beyond the point at which a child reaches compulsory school age and not beyond the beginning of the final term of the school year for which the application was made.

If a parent of a child born between 1 April and 31 August wishes to defer their child's school start until the beginning of year 1, they can do this but a school place will not be held open for them. They will need to apply for a place during the summer term through the In Year admissions process.

#### Admission of children outside their normal age group

*Note: there are proposed changes to the law regarding school start for summer born children. If any legal changes are made, the admission arrangements will be updated to comply with the law.*

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 (i.e. born between 1 April and 31 August) may choose not to send that child to school until the September following their 5<sup>th</sup> birthday. Parents of these children may apply for them to be admitted to reception rather than to year 1. This is referred to as delayed admission.

If a parent is applying for a place for a child outside their normal age group, they should apply for a place in the normal age group AND submit a request in writing to apply outside the normal age group at the same time. A response to the request for delayed admission will be given before the Primary Allocation Day. Parents will be asked to provide supporting information for their application, together with professional evidence if relevant.

The admission authority will take a number of factors into account, including

- the parent's views
- information about the child's academic, social and emotional development
- medical history and the views of medical professionals where appropriate
- whether the child has previously been educated out of their normal age group

The final decision lies with the admission authority who must agree that it would be in the best interests of the child. Clear reasons will be given for the decision.

Where it has been agreed that the child can be admitted to a different age group, the parent will need to apply in the main admission round and their application will be ranked alongside other applications against the school's admission criteria. The admission authority will not give lower priority on the basis that the child is not of the correct age.

### **IN YEAR ADMISSIONS**

Parents applying for school places throughout the school year - in year transfers - also have to apply through the Local Authority who will contact the school to find out if there are places available. Parents will also need to complete the schools Supplementary Application form. In allocating any vacancies the Governors of the school will apply the criterion as outlined above.

All applications for places are considered by the Local Governing Body of the school.

Julie Burnard - Chair of Governors

Date: February 2017

## Appendix 1

### Supplementary Application Form

The Supplementary Application Form must be sent directly to the school and signed by a parish priest or minister if necessary. This will not be necessary if a copy of the Baptismal certificate is provided.

The School will collect and maintain personal information lawfully and fairly in accordance with the Data Protection Act 1998 and other relevant legislation. The School will only collect and use information confidentially for the following purposes: in order to process an application for the admission of a new student to the school.

The School does not rent, lease or sell personal information to third parties. The only parties that this information may be disclosed to are that of the School's staff or Children's Services. The School may also need to disclose information if required to do so by law.

The School undertakes not to retain personal data for longer than is necessary to ensure compliance with the legislation, and any other statutory requirements.

**SUPPLEMENTARY FORM FOR ADMISSIONS TO CATHOLIC SCHOOLS**

To be completed for all children seeking admission to a Catholic school in Cornwall, Plymouth, Devon, Torbay, Dorset or Poole Local Education Authorities. (Please submit this form directly to the school to which you are applying together with your Common Application Form.)

**SECTION 1: This section should be completed for all applicants**

Name of School to which you are applying: .....

Name of Child: ..... Date of Birth: .....

Does your child have a brother or sister currently in the school? Yes / No  
(please circle)

If 'Yes', please give her/his name and current class.

Name: ..... Class: .....

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 deliver it to the school you have named above.

***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 your child currently enrolled on a Catholic baptismal preparation programme?  
Yes / No (please circle)

If 'Yes', please ask an appropriate Catholic priest to sign the statement below.

***'I confirm that the child named on this form is enrolled on a Catholic baptismal preparation programme.'***

Name of Priest: ..... Parish: .....

Signature: ..... Date:.....

### SECTION 4

Is at least one of this child's parents or guardians a baptised Catholic? Yes / No  
(please circle)

If 'Yes', please ask an appropriate Catholic priest to sign the statement below or attach a copy of the baptism certificate. (Please see over page.)

***'I confirm that at least one of the parents of the child named on this form is a baptised Catholic.'***

Name of Priest: ..... Parish: .....

Signature: ..... Date: .....

## SECTION 5

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

If 'Yes', please ask an appropriate minister of religion to sign the statement below  
or attach a copy of your child's baptism certificate.

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

Name of Minister: ..... Title: .....

Church and location: .....

Signature: ..... Date: .....

## SECTION 6

Is this child a member of a faith community other than Christian? 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 faith  
community.'***

Name of Minister: ..... Title/Ministry: .....

Faith and local centre of worship:  
.....

Signature: ..... Date: .....

**SECTION 7**

If you have *not* been able to answer 'yes' to any of sections 2-6 above, please consider whether the statement below applies to you. If so, please sign in the space below it. Please note, it is not essential to sign your agreement with this statement. Those whose parents do not feel able to sign will still be admitted to the school if there are places available.

**'This child is not a member of any particular denomination or faith tradition but, as parents/guardians, I/we wish our child to receive their schooling within a Catholic Christian setting.'**

Signature of Parent/Guardian: .....

**SECTION 8**

We/I have /have had another sibling ('children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.') attend this school Name of sibling: ..... date of birth: .....

Signature of headteacher to confirm sibling .....

***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: .....

Address:.....

.....

Daytime Telephone No:..... Date:.....