



Diocese of Clifton
St Peter's Catholic Primary School, Gloucester
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ADMISSION POLICY 2016/2017

Mission Statement
LIVE – LOVE – LEARN

Dear Lord,

**Help us to LIVE life to the full by being active in our community,
help us to LOVE one another as we wish to be loved, and
help us to LEARN to make the right choices in life**

Amen

St Peter's is a Catholic voluntary aided primary school, which was established by the Diocese of Clifton to serve the parishes of St Peter, Gloucester; St Augustine, Matson; English Martyrs, Tuffley and Our Lady, Newent. The Governing Body, acting in accordance with the Code of Practice and in partnership with Clifton Diocese and the Local Authority is responsible for the admission of pupils.

1. The Published Admission number for the Reception Year (2016/2017) is 60 pupils. Pupils are normally admitted in the September of the school year in which they reach their fifth birthday. However they are not required to attend school until the beginning of the term after their fifth birthday and so in appropriate cases admission may be deferred until the beginning of the spring and summer terms. If parents wish a deferment they should indicate so when accepting the offer of a place.
2. The parents of a summer born child (i.e. born between 1st April and 31st August) may choose not to send that child to school until the September following their 5th birthday. Parents of these children may apply for them to be admitted to reception rather than to year 1. 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 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 final decision lies with the admission authority who must agree that it would be in the best interests of the child. Once a child has been admitted to a year group outside their chronological year group, they will normally continue with this group throughout their schooling.
3. Applications for a reception place at the school should be made to the Admissions and Transfer Team (0-16) at **Gloucestershire Local Authority (LA), Shire Hall, Gloucester, GL1 2TP** (www.gloucestershire.gov.uk/schooladmissions) and for Reception by 15th January 2016. Gloucestershire LA will then send details of those children whose parents have expressed a preference for St Peter's to the Clerk to Governors at the school. The Governing Body will then refer to any supplementary information necessary to apply their faith or sibling oversubscription criteria as listed

under section 5 of this policy e.g. Baptism certificate. For those applying on faith or sibling grounds, **Supplementary Information Forms are available from the school and the LA.** In the case of Reception this information should be returned to school no later than 22nd January 2016. The governors will consider all applications and if oversubscribed they will apply their oversubscription criteria. Governors will notify the LA of their decisions. Gloucestershire LA will then notify parents on behalf of the governors of St Peter's on 16th April 2016 the outcome of the allocation of Reception places.

4. If oversubscribed, a waiting list for Reception will be held until 18th December 2016. The waiting list will be prioritised according to the school's over subscription criteria, which may cause applicants to be re-ranked. (see paragraph 6 below)
5. **Children with a Statement of Special Educational Needs/Education Health and Care Plans (EHCP)**
There is a different procedure for the admission to school for children with Statements of Special Educational Needs or EHCPs. It is administered by the local authority (LA) in whose area the family lives. The LA is responsible for issuing the Statement and consulting parents and the Governing Body of St. Peter's if a preference has been made for the school, before the school is named in the Statement. If St. Peter's is named they will take first priority in any offers of places.

For other children with Special Educational Needs the normal procedures apply.

Over Subscription Criteria

- 5.1 **Looked after children and those previously looked after (see definition ii) who are baptised Catholics.**
- 5.2 **Children who are Baptised Catholics and who live in the parishes of St Peter, Gloucester; St Augustine, Matson; English Martyrs, Tuffley and Our Lady, Newent.**
- 5.3 **Other Looked after children and those previously looked after (see definition ii) for whom a place is requested by the relevant person/authority.**
- 5.4 **Children of a Catholic parent who live within the above mentioned parishes.**
- 5.5 **Children who will have a brother or a sister (see definition i) at the school at the time of their admission.**
- 5.6 **Children of other Christian denominations as listed by Churches Together who live within the above mentioned parishes and whose parents are members of their church evidenced by their priest or minister.**
- 5.7 **Other applicants.**

Note -

In Categories 5.1, 5.2, a copy of the child's baptismal certificate must be provided with the school information form. In category 5.4 a copy of the parent's baptism certificate must be provided.

A map of the parishes of St Peter, Gloucester; St Augustine, Matson English Martyrs, Tuffley and Our Lady, Newent is available at the school.

Definitions -

- i. For this purpose, 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. In every case, the child must be living in the same family unit at the same address, at the time of application
- ii. 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 a school. In Gloucestershire, such children are referred to as Children in Care.

6. Tiebreakers

When applications within a category exceed the number of places available, priority will be given to:

- i. Baptised Catholic children
- ii. Children who have a brother or a sister at the school at the time of their admission
- iii. Places will be offered by random allocation (lottery). Lots will be drawn by an independent observer witnessed by a member of the admissions committee.

Multiple Births

In the case of one being the 60th and it would mean splitting siblings the governors will offer all a place.

7. In Year Admissions – Any applications made outside the normal year of entry to the school must be made directly to the School. A waiting list for in year admissions will be kept until 31st August 2017. A new waiting list will begin on 1st September 2017 which parents will need to reapply for.
8. Late Applications for bulk reception received after the closing date given in 3 above will be treated as late applications.
9. For September 2015 the Governors received applications, which fell in the following categories:

Category	Applications	Admitted
5.2	71	60
5.3	2	0
5.5	4	0
5.8	78	0

10. Appeals Procedure

Parents have the right to appeal against the refusal by the Governing Body to admit their child, and should put their appeal in writing to the Clerk to the Governors at the school within 20 days of receiving the letter of refusal. Appeals will be arranged on behalf of the Governing Body by the Clifton Diocese Department for Schools and Colleges and conducted in accordance with the Code of Practice on Schools Appeals.

11. Fair Access Protocols

The school has signed up to the In-Year Fair Access Protocols held by the Local Authority. Should a vulnerable child within these Protocols require a place at the school, they will take precedence over any child on the waiting list.