



# St. Peter's Catholic Primary School

## Admission Policy 2018 - 2019

*The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share the same commitment. We follow Gloucestershire Safeguarding Children's Board Procedures. For more information go to [www.gscb.org.uk](http://www.gscb.org.uk)*

*This policy must be read in conjunction with the Safeguarding Incorporating Child Protection Policy and the Equal Opportunities Policy.*

**All checked and ratified March 2017  
Review Date: September 2017**



**Diocese of Clifton**  
**St Peter's Catholic Primary School**  
**Horton Road, Gloucester, GL1 3PY**  
**Email: [admin@st-peters-pri.gloucs.sch.uk](mailto:admin@st-peters-pri.gloucs.sch.uk)**  
**Telephone: 01452 524792**  
**Headteacher: Mrs C Baron**  
**ADMISSION POLICY 2018/2019**

**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 was established by the Diocese of Clifton and serves the parishes of St Peter, Gloucester; St Augustine, Matson; English Martyrs, Tuffley; Our Lady, Newent; St Margaret Mary, Coleford and Our Lady of Victories, Cinderford. The Governing Body, acting in accordance with the School Admissions Code and in consultation with Clifton Diocese and the Gloucestershire Local Authority is responsible for the admission of pupils.

1. The Published Admission Number (PAN) for the Reception Year 2018/2019 is 60 and this is the number of places available in other year groups. 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 if offered a place admission may be deferred until the beginning of the spring or the summer term of the 2018/2019 academic year. In such cases, admission may be deferred but not beyond the point at which the child reaches compulsory school age and not beyond the beginning of the final term of the school year for which the offer was made. If a parent wishes a deferment they should indicate so when accepting any offer of a place. All children offered a place are entitled to a full-time place in the September following their fourth birthday. However, they are not required to attend school until the beginning of the term in which they reach compulsory school age. A parent offered a place can start their child on a part-time basis but not beyond the point at which they reach compulsory school age. Where a child attends school part-time, this would normally be for five morning sessions or five afternoon sessions each week as agreed with the individual school.
2. The parent of a summer born child (i.e. born between 1st April and 31st August 2014) 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 (information is available to download from [www.gloucestershire.gov.uk/schooladmissions/startingprimary](http://www.gloucestershire.gov.uk/schooladmissions/startingprimary) or from Gloucestershire County Council.) A response to the request for delayed admission will, if possible, be given before the Primary Offer Day (16th April 2018). The parent

may provide supporting information for their application, together with professional evidence if relevant. The final decision lies with the governing body who must agree that it would be in the best interests of the child. If delayed admission into the Reception Year group is agreed in principle, the parent will have to complete a Local Authority common application form and the oversubscription criteria will then be applied, as necessary

3. Applications for Reception 2018-2019 place at the school should be made to your home Local Authority – for people living in Gloucester this will be the Admissions and Transfer Team (0-16) at **Gloucestershire Local Authority (LA), Shire Hall, Gloucester, GL1 2TP ([www.gloucestershire.gov.uk/schooladmissions](http://www.gloucestershire.gov.uk/schooladmissions))**. The closing date for the submission of applications is 15<sup>th</sup> January 2018. 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 oversubscription criteria as listed under 'Note' section 5 of this policy e.g. Baptism certificate. The governors will consider all applications and if oversubscribed they will apply their oversubscription criteria. Governors will notify the Gloucestershire LA of their decisions. The child's home LA will then notify parents on behalf of the governors of St Peter's Catholic Primary School the outcome of the allocation of Reception places on 16<sup>th</sup> April 2018. In year applications are all those made outside the normal round for children of compulsory school age, in the first instance the parent/carer should contact the school.
4. If oversubscribed, a waiting list for Reception places will be held until 31<sup>st</sup> December 2018. The waiting list will be prioritised according to the schools over subscription criteria, (see section 5 below). Each added child will require the list to be ranked again in line with the published oversubscription criteria.
5. **Children with a Statement of Special Educational Needs/Education Health and Care Plan (EHCP)**  
There is a different procedure for the admission to school for children with a Statement of Special Educational Needs or an EHCP. It is administered by the Local Authority (LA) in whose area the family lives. The LA is responsible for issuing the Statement / EHCP and consulting parents and the Governing Body of St. Peter's Catholic Primary School if a preference has been made for the school, before the school is named in the Statement/EHCP. If St. Peter's Catholic Primary School is named they will be allocated a place before the criteria are applied to all other applicants.  
For other children with Special Educational Needs the normal procedures apply.

## **Oversubscription Criteria**

**5.1 Looked After Children and those previously looked after (see definitions) who are baptised Catholic.**

**5.2 Children who are Baptised Catholics and who live in one of the following parishes;**

**St Peter, Gloucester; St Augustine, Matson; English Martyrs, Tuffley and Our Lady, Newent; St Margaret Mary, Coleford; and Our Lady of Victories, Cinderford.**

**5.3 Children who are Baptised Catholics and who live outside the above named parishes.**

**5.4 Other Looked After Children and previously looked after (see definitions).**

**5.5 Children of a Catholic parent who live within one of the above mentioned parishes.**

**5.6 Children who will have a brother or a sister (see definitions) at the school at the time of their admission.**

**5.7 Other children.**

**Note -**

**In Categories 5.1, 5.2 and 5.3 a copy of the child's baptism certificate must be provided.**

**In category 5.5 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; Our Lady, Newent; St Mary Margaret, Coleford and Our Lady of Victories, Cinderford is available at school and on the school website.

**Definitions –**

- i. 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.
- ii. **Previously looked after children** – are children who were previously looked after but ceased to be so because they were adopted (or became subject to a children arrangements order or special guardianship order) immediately following having been Looked After. 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). 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. See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- iii. For this purpose, sibling refers to a full brother or a full sister, a half-brother or a half-sister, an adopted brother or an adopted sister, a step brother or a step 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 for at least 50% of the time, at the time of admission.
- iv. **Catholic** – this means those baptised as Catholic who can produce a Catholic baptism certificate or a statement from a Priest or Deacon confirming that the person has (or in their opinion has) been baptised or received into the Roman Catholic church or a church that is in full communion with Rome (see Appendix 1 below)

## **6. Tiebreakers**

**Priority within each criterion will be given in order to:**

- i. Baptised Catholic children
- ii. Children who have a brother or a sister at the school at the time of their admission

- iii. By random allocation – i.e. lottery. Where one child of a multiple birth is drawn the other child or children will be deemed to have also been drawn. Lots will be drawn by a member of the admissions committee and supervised by someone independent of the school.
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 31<sup>st</sup> August 2019. A new waiting list will begin on 1<sup>st</sup> September 2019 which parents will need to reapply for.
8. Late Applications for normal Reception admissions round submitted after the closing date given in 3 above will be considered in accordance with the procedure stated in the coordinated admission scheme for the child’s home Local Authority.
9. Information about the number of applications received and the number of places allocated within each category for 2017-18 is available from the school office.

#### **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. Appeals will be arranged and conducted in accordance with the School Admissions Appeals Code.

#### **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.

### **Appendix 1 – Churches in Communion with Rome**

#### **Oriental Rite (or Eastern Catholic) churches in union with Rome**

##### **Alexandrian**

- Coptic Catholic Church
- Ethiopian Catholic Church (‘Gheez rite’) (Includes Eritrean Catholic Church)

##### **Antiochean (West Syrian)**

- Syrian Catholic Church
- (Syro-) Maronite Catholic
- Church Syro-Malankar Catholic Church

##### **Armenian**

- Armenian Catholic Church

##### **Chaldean (East Syrian)**

- Chaldean Catholic Church
- Syro-Malabar Catholic Church

**Constantinopolitan (Byzantine)**

- Albanian (Byzantine) Catholic Church
- Belarussian Catholic Church
- Bulgarian (Byzantine) Catholic Church
- Georgian Catholic Church
- Greek (Hellenic) Catholic Church
- Greek-Melakite Catholic Church
- Hungarian (Byzantine) Catholic Church
- Italo-Albanian (Byzantine) Catholic
- Church of the Byzantines of the Diocese of Krizevci (Krizevci Catholic Church)
- Macedonian Catholic Church
- Romanian (Greek) Catholic Church
- Russian Catholic Church
- Ruthenian (Byzantine) Catholic Church
- Slovak (Greek) Catholic Church
- Ukranian (Greek) Catholic Church

**Determined at Full Governing Body meeting 8<sup>th</sup> March 2017**