

ST TERESA'S CATHOLIC PRIMARY SCHOOL

ADMISSIONS POLICY 2017/2018

St Teresa's School welcomes and respects each pupil as a child of God, recognises individual capabilities, nurtures potential and celebrates success.

Admission to the school is the responsibility of the Governing Body and not the Local Authority (LA). The school is a partner in the co-ordinated admission arrangements for primary admissions in Wokingham Borough Council (WBC) and follows their admission timetable.

This policy has been prepared by the Governing Body following consultation with the Diocese of Portsmouth, the relevant Admissions Authorities. Parents are asked to ensure that they read and fully understand the conditions of admission to the school. They are asked to pay particular attention to the over-subscription criteria and to the evidence required with the application.

Admission of children below compulsory school age and deferred entry to school

- A child reaches compulsory school age on the first of these dates following a fifth birthday: 31 December; 31 March; 31 August
- At St Teresa's we follow the statutory requirement to offer all children a full time school place from the September following their 4th birthday.
- Parents may defer their child's admission to the school until later in the school year, up to the beginning of the final term, or until the child reaches compulsory school age in that school year.
- Parents may request that their child attends part-time until the child reaches compulsory school age.

Admission of children outside their normal age group

- 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. Additionally, parents of a summer born child (1 Apr to 31 Aug) may choose not to send that child until the September following their fifth birthday and may request that they are admitted out of their normal age group, i.e. to reception rather than Year 1. (The needs of working parents and associated childcare arrangements will not be considered under this heading.)
- Such applications must be submitted to WBC as part of the normal main admissions round, but the written prior agreement of the Headteacher must have been sought and obtained to such an application being made. The application will be considered strictly in accordance with the Oversubscription Criteria detailed below.
- In considering whether to endorse an application outside the normal age group, the Headteacher will consult with the relevant committee of Governors, who will decide on the basis of the circumstances of each case and the best interests of the child. They will take into account the views of the Headteacher, the parents' 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. When informing a parent of their decision on the year group the child should be admitted to, the school will set out clearly the reasons for their decision.

- Any parent making an application for admission outside a child's normal age group, is strongly recommended to make a simultaneous application for admission within the normal age group, to cover the possibility that the out of normal age group application may fail. In these circumstances a child will not be considered for admission unless the normal age group application has also been made. Where parents choose to defer their child's admission, or take up the place part-time but later wish to increase it to full-time before their child has reached statutory school age, this must be discussed with the Headteacher to agree the effective date. A half-term's notice is required, running from the end of a full-term or half-term holiday.

Where parents do not wish to take up the allocated place until the next school year, the place will not be held. A fresh application would have to be made and there would be no guarantee that a place would be available at the school.

St Teresa's Pre-School

Children who are enrolled in the Pre-School will not transfer automatically to St Teresa's School and parents must make a separate application for admission to St Teresa's.

The School will consider all applications solely in the light of its Admissions Policy. Enrolment in St Teresa's Pre-School confers no advantage or preference.

Applications for entry to St Teresa's Catholic Primary School in the academic year September 2017 – August 2018 must be included on the Common Application Form and submitted to your home local authority (the local authority to whom you pay council tax); the closing date is 15 January 2017. This can be completed online.

In addition to the Common Application Form parents/carers are asked to complete a separate Supplementary Information Form (SIF), available from the school or from Wokingham Borough Council. The additional information on this form assists governors in placing applications in the correct over-subscription category. All completed SIFs should be returned to St Teresa's School.

Decisions on which children are to be offered a place will be made by the Governors' Admissions Committee of the school during February 2017 and WBC will be notified by the 15 March 2017. Offers of places will be made on behalf of the Governing Body on the 18 April 2017. Parents are required to accept the offer of a place to their home local authority in accordance with their co-ordinated scheme. Parents who apply online will also be able to view the results of their application on 18 April 2017.

Applications received after the deadline for receipt will only be considered **after** all those received by the deadline. This means that, if no places are left after considering all the applications received by the deadline, even if an application fulfils a higher criterion than that under which places have been offered to other applicants, it will be unsuccessful.

The published admission number (PAN) of children to be admitted in 2017/2018 is intended to be 45. All year groups have a maximum of 45 children. The admission number is compatible with the duty to comply with Infant class size legislation. The teaching group size at Key Stage 1 will not exceed 30.

Oversubscription Criteria

Children with a Statutory Education, Health and Care Plan (EHCP)

Children with a Statement of Special Educational Need with the school named in the Statement or children with an EHCP will be allocated a place above all other applicants.

The Governing Body will then consider all applications equally, irrespective of ability or need and without reference to the positioning in the ranked list on the application form. In the event of more than 45 applications being received, places will be allocated strictly in the following order of priority (applicants may be ranked within sections according to the Catholic practising* criteria below) :

1. Catholic** 'Looked After Children' or 'Previously Looked After Children'**** (i.e. looked after children subsequently adopted) in the care of a Local Authority.
2. Baptised and practising* Catholic** children with a baptised Catholic** sibling in attendance at St Teresa's at the time of application and expected to still be there at the time of entry to the school. (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.)
3. Baptised and practising* Catholic** children.
4. Baptised Catholic** children.
5. Non-Catholic** 'Looked After Children' or 'Previously Looked After Children' **** in the care of a Local Authority
6. Unbaptised children of baptised Catholic** parents (proof of baptism of parent will be required).
7. Other pupils with a sibling in attendance at the school at the time of entry.
8. Children of parents who are practising*** members of other Christian churches (churches who are members of "Churches Together in England (<http://www.cte.org.uk>)")
9. Children of parents who are practising*** members of other faiths
10. Other children

*** Catholic practice (categories 2 - 3) for the purpose of admission to schools in the Diocese of Portsmouth is “membership of the Catholic Church and attendance at Sunday Mass (this includes a Saturday evening Vigil Mass)”, evidenced by a priest on the Certificate of Catholic Practice.**

****For the purposes of these admissions arrangements, a baptised Catholic means a person baptised in a church which is in communion with the See of Rome or a person received into the Catholic Church.**

*****Practising in the case of other faiths is based on the signed statement of a minister of religion on the Supplementary Information Form.**

****** 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 at the time of making an application to a school. 'Previously Looked After Children' are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order).**

Tie Breaker

Should there be more applicants than places in any of the above categories, priority will be given to children living closest to the school. Distances will be measured in accordance with the definition contained in the Local Authority's Parents' Guide.

In the unlikely event that two or more children live at the same distance from school and if there are insufficient places available, random allocation will be used to decide which child will be allocated the remaining place(s). This will be by drawing of lots, carried out by at least two members of the Governing Body, supervised by an independent person.

In the case of a multiple births' application falling at the cut-off point, if only one sibling is not offered a place within the Admission Number, then they will be admitted as an exceptional circumstance. If more than one sibling from that multiple birth is not offered a place within the Admission Number, the parent/carer will make the decision as to which child or children are admitted.

EVIDENCE REQUIRED WITH APPLICATION

All categories	Proof of residence in the form of a current utility bill
Categories 2,3,8,9	A fully completed Supplementary Information Form from your Parish Priest or the Priest/Minister at the Church you attend. In the case of Catholic Children, a Certificate of Catholic Practice, obtainable from the Parish Priest, is also required.
Categories 1 – 4	Child's baptismal certificate or certificate of reception
Category 6	Parent's baptismal certificate or certificate of reception

Applications made on the LA's Common Application Form, without submission of a Supplementary Information Form and/or relevant supporting evidence described above, will still be considered by the Governors' Admissions Committee, but under category 10 of the over-subscription criteria. For those children who are not offered a place, a waiting list is maintained by the LA. The order of priority on the waiting list is the same as the list of criteria for over-subscription. Looked after children, previously looked after children and those allocated a place at the school in accordance with a Fair Access Protocol, take precedence over those on a waiting list. No account is taken of length of time on a waiting list.

Parents of prospective pupils are welcome to visit the school by prior arrangement.

The Fair Access Protocol for Wokingham Borough Council Schools has agreed arrangements to secure the timely placement of all pupils in schools. All admissions, including St Teresa's, have agreed a protocol for in-year admissions (including children moving into the area). Parents should apply to Wokingham Borough Council or to their home authority if a co-ordinated in-year scheme is in operation. Please refer to the LA's booklet. In-year applications for places at St Teresa's are considered using the same criteria. Applications for a school place outside a child's normal age group are considered by the Full Governing Body on an individual basis.

Appeals

Parents have the right of appeal if an application is rejected. This right does not apply where a child has been offered a place, but it is not in the parents' preferred age group. Details of the procedure and the appropriate form can be obtained from: The Clerk to the Appeals Panel, Democratic Services Team, Wokingham Borough Council, Shute End, Wokingham RG40 1WQ (Tel: 0118 974 6059).

Admissions in 2016/2017

Category	Applications received by the closing date	Admissions
Category 1		
Category 2		
Category 3		
Category 4		
Category 5		
Category 6		
Category 7		
Category 8		
Category 9		
Category 10		
Category 11		
TOTAL		

St Teresa's Pre-school

Admissions Policy

- The Pre-School is open to children, aged from the term after they turn 3 years old to 4 years old until a child reaches statutory school age.
- Children will be welcomed from all social, cultural and religious backgrounds.
- The Admissions Policy is implemented each term, one term in advance of the anticipated start date.

Admission to St Teresa's School

Children who are enrolled in the Pre-School will not transfer automatically to St Teresa's School and parents must make a separate application for admission to St Teresa's.

The School will consider all applications solely in the light of its Admissions Policy. Enrolment in St Teresa's Pre-School confers no advantage or preference.

Oversubscription Criteria

The Governing Body will consider all applications equally, irrespective of ability or need and without reference to the positioning in the ranked list on the application form. In the event of more than 45 applications being received, places will be allocated strictly in the following order of priority (applicants may be ranked within sections according to the Catholic practising* criteria below):

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2. Baptised and practising* Catholic** children with a baptised Catholic** sibling in attendance at St Teresa's at the time of application and expected to still be there at the time of entry to the school. (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.)
3. Baptised and practising* Catholic** children.
4. Baptised Catholic** children.
5. Non-Catholic** 'Looked After Children' or 'Previously Looked After Children' **** in the care of a Local Authority
6. Unbaptised children of baptised Catholic** parents (proof of baptism of parent will be required).
7. Other pupils with a sibling in attendance at the school at the time of entry.
8. Children of parents who are practising*** members of other Christian churches (churches who are members of "Churches Together in England (<http://www.cte.org.uk>)")
9. Children of parents who are practising*** members of other faiths
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Tie Breaker

Should there be more applicants than places in any of the above categories, priority will be given to children living closest. Distances will be measured radially, as a straight line between the Land Property Gazetteer address points for the respective home address and school.

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