

**ST JOHN'S CATHOLIC PRIMARY SCHOOL**  
**POULTON-LE-FYLDE**

**DETERMINED ADMISSIONS POLICY FOR SEPTEMBER 2018 TO AUGUST 2019**

St John's is a Catholic Primary School provided by the Diocese of Lancaster and is maintained by Lancashire Local Authority as a voluntary aided primary school. The school's governing body is the admission authority and is responsible for taking decisions on applicants for admission. For the school year commencing 2018/2019 the governing body's planned admission number is 30.

Admission to the school will be made by the governing body. All references listed on the Local Authority Preference Form will be considered on an equal basis with the following set of admissions criteria forming a priority order where there are more applications for admissions than the school has places available.

**ADMISSIONS CRITERIA**

The Governors will admit up to 30 children in September 2018. If the number of applications for admission exceeds the places available, children will be admitted in the order of priority set out below.

1. Baptised Catholic Looked After Children and previously Looked After Children.
2. Baptised Catholic children who will have a sibling attending school at the time of admission and resident in the parishes of St John's Poulton-le-Fylde, English Martyrs Poulton-le-Fylde and St Francis, Hambleton.
3. Baptised Catholic children who are resident in the parishes of St John's Poulton-le-Fylde, English Martyrs Poulton-le-Fylde and St Francis, Hambleton.
4. Baptised Catholic children who will have a sibling attending the school at the time of admission and are resident in another parish.
5. Other Baptised Catholic children.
6. Other Looked After Children and previously Looked After Children.
7. Other children with a sibling attending school at the time of admission.
8. Children of staff employed at St John's Catholic Primary School may be conferred priority where the member of staff has been employed at the school for two or more years at the time the application is made or the member of staff is recruited to fill a vacant post where there is a demonstrable skills shortage.
9. Other children.

## **Definitions**

Sibling means: brothers, sisters, step siblings, half siblings, foster and adopted siblings.

Measured distance means the distance supplied by the LA from home to the main entrance of the school.

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 function (under section 22(1) of the Children Act 1989).

A previously Looked After Child is one who immediately moved on from that status after becoming subject to an adoption, residence or special guardianship order.

## **Tie Break**

Where there are more applicants for the available places within a category, then the measured distance from home to school as measured by the Authority will be used as the final determining factor, nearer addresses having priority over distant ones. Measured distance means the distance supplied by the LA from home to the main entrance of the school. Where the cut-off point is for addresses within the same building, then the single measure between address points will apply and the Local Authority's system of a random draw will determine which address(es) receive the offer(s).

## **Address of Pupil**

The address used on the school's admission form must be the current one at the time of application. If the address changes subsequently, the parents should notify the school. Where parents live at different addresses, the current-at-the-time-of application, normal address of the child will be used. This will normally be the one where the child wakes up for the majority of Monday to Friday mornings. Parents may be asked to show evidence of the claim that is being made for the address e.g. family allowance booklet, identity cards of various sorts showing child's address as the one claimed. Where there is dispute about the current address to use, the governors reserve the right to make enquires of any third party, e.g. the child's G.P.

## **Twins/Triplets etc**

Where there are twins wanting admission and there is only one single place left within the admission number, then the governing body will exercise as much flexibility as possible within the requirements on infant class size. In exceptional circumstances/cases we are now able to offer places for both twins and all triplets, even when this means breaching infant class size limits. In exceptional circumstances we are now able to offer a place for twins, siblings in the same year group and children from multiple births where any of the children is the 30<sup>th</sup> child admitted.

## **Waiting List**

Waiting lists must give priority to children in accordance with the school's published oversubscription criteria and not on any other basis. Waiting lists must be maintained by each admissions authority for the full autumn term in the academic year of admission, and must not give priority to children based on the date either application was received or their name added to the list, but by admission criteria only.

## **Late Applications**

Where there are extenuating circumstances for an application being received after the last date for applications (backed up with evidence), and it is before the governors have established their list of pupils to be admitted, then it may be considered alongside all the others. Otherwise, applications received after the last date will be considered after all the others, and placed on the waiting list in order according to the criteria.

### **Deferred admission and part-time provision**

If your child is due to start school during the next academic year, it is important that you apply for a place for September. If your child's fifth birthday is between the months of September and December, then, if you wish it, admission may be deferred until January; if it is between January and April, then admission may be deferred until the start of the summer term though it is likely to be in your child's interest to start no later than January. You may also request that your child attend school part time until he/she reaches his/her fifth birthday.

### **Admission of children outside their normal age range**

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\* may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1. The Governing Body will take decisions on any such requests on the circumstances of each case. This will include taking account of the parent's 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 Governing Body will clearly state the reasons for their decision.

Where the Governing Body agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and Governing Body **must** process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. They **must not** give the application lower priority on the basis that the child is being admitted out of their normal age group. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

*\* The term summer born children relates to all children born from 1 April to 31 August. These children reach compulsory school age on 31 August following their fifth birthday (or on their fifth birthday if it falls on 31 August). It is likely that most requests for summer born children to be admitted out of their normal age group will come from parents of children born in the later summer months or those born prematurely.*

### **FURTHER NOTES**

- (a) Admissions to the school will be determined by the Governing Body according to the criteria. Parents must complete a Local Authority Preference Form online via the website [www.lancashire.gov.uk/schools](http://www.lancashire.gov.uk/schools) Full versions of the prospectuses and application form are viewable and downloadable via both the on line application and the Lancashire County Council website. Paper copies of the prospectus and application form are not routinely available. They will however, be supplied on request in exceptional circumstances.
- (b) Parents must complete a common application form and express three equal preferences (in priority order) for primary school admission. The closing date for all applicants is stated in the Primary Schools Admissions Booklet. All applicants will be considered by the governors at the same time in a fair way according to the published criteria.

- (c) **Supplementary Form** Parents must complete the common application form (CAF). Parents who wish their application to this Catholic school to be considered against the faith priority criteria should also complete the supplementary form available from and to be returned to the school office. If the school is oversubscribed failure to complete the supplementary form may result in your application for a place in this school being considered against lower priority criteria, as the governing body will have no information upon which to assess the application on the basis of the applicant's baptism.
- (d) Parents will be informed of the governors' decision by Lancashire Local Authority. An offer of a place does not guarantee a place for siblings in subsequent years.
- (e) Each Catholic applicant will be required to produce a baptismal certificate.
- (f) Parents should check carefully whether they are resident within the parish boundaries of St John's Poulton-le-Fylde, English Martyrs Poulton-le-Fylde and St Francis Hambleton by contacting the Parish Priest of that church.
- (g) All applicants resident in the parishes of St John's Poulton-le-Fylde, English Martyrs Poulton-le-Fylde and St Francis Hambleton will be required to provide proof of address, by supplying an original, up-to-date, utility bill or child benefit statement.
- (h) It is the duty of governors to comply with class size limits at Key Stage One. This means that the school cannot ordinarily operate classes in Key Stage One of more than 30 children other than in the exceptional circumstances previously identified.
- (i) If in any category there are more applications than places available, priority will be given on the basis of distance from home to the school as supplied by the LA. In the event of a tied distance measurement between address points the Local Authority's system of a random draw will determine which address(es) receive the offer(s).
- (j) **In Year/ Non Routine Admissions** – It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine admissions. Parents wishing their child to attend this school should arrange to visit the school. They will be provided with an application form once they have a definite local address. If there is a place in the appropriate class, then the governors will arrange admission to take place. If there is no place, then the admission committee will consider the application and information about how to appeal against the refusal will be provided. Appeals for children moving into the area will not be considered until there is evidence of a permanent address, e.g. exchange of contracts or tenancy agreement with rent book, stating your preferences, please contact us. Please note that you cannot re-apply for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.
- (k) Parents are asked to read and confirm receipt of the Governors' published admission policy. Any changes to the policy will be circulated to all applicants on file for subsequent years.
- (l) If an application for admission has been turned down by the governing body parents can appeal to an independent appeals panel. This appeal should be sent in writing to the clerk to the governors at the school within 20 days of notification of refusal. The date of notification will be 2 working days after posting by first class post. The parents must give their reasons for appealing in writing and the decision of the appeals panel is binding on all parties. The outcome of the appeal is binding on the parents and on the governing body.

- (m) Parents can request that the date their child, if below compulsory age, is admitted to school is deferred to later in the school year or until the term when they reach compulsory school age.
- (n) The Governing Body reserve the right to withdraw the offer of a school place where false evidence is received in relation to baptism, sibling connection or place of residence.

**DIOCESE OF LANCASTER  
ADMISSION TO LANCASHIRE CATHOLIC SCHOOLS  
SUPPLEMENTARY FAITH REQUEST FORM**

If you are applying for a place for your child in a Catholic School on faith grounds please complete this form **in addition** to the Local Authority Form available online or issued by the Local Authority

This supplementary faith request form will assist the Governors of the school in deciding whether your child qualifies for a place. Failure to complete the form may affect where your child is placed within the oversubscription criteria.

**SCHOOL NAME: ST JOHN'S CATHOLIC PRIMARY SCHOOL**

***This form must be completed by the parent/guardian and signed by a Parish Priest where appropriate***

**SECTION A** (to be completed by Applicant)

Name of child: \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

Name and address of parents:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ TEL. \_\_\_\_\_

What is your faith community? \_\_\_\_\_

Parish/area of faith community in which you live \_\_\_\_\_

If **Catholic**, I confirm that my child is a baptised Catholic and enclose proof of baptism e.g., copy of Baptismal Certificate or details of place and date of baptism

Yes  No

\_\_\_\_\_

Signed (Parish Priest) \_\_\_\_\_

Print name \_\_\_\_\_

Address \_\_\_\_\_

Position held: \_\_\_\_\_

**Please return form to: ST JOHN'S CATHOLIC PRIMARY SCHOOL, POULTON-LE-FYLDE**