



ST PETER'S  
CATHOLIC SCHOOL

## *Admissions Policy*

Entry to St Peter's School Secondary Phase 2023–2024

*With Christ as our Guide*  
**LEARNING TOGETHER**  
*Loving God and each other*  
**BECOMING THE BEST WE CAN BE**

**St Peter's is a Catholic School (the "School") which was founded by and is part of the Catholic Church. The School is conducted as a Catholic school in accordance with the canon law and teachings of the Catholic Church. We ask all Parent(s)/Carer(s) applying for a place here to respect our Catholic ethos and its importance to our School Community. This does not affect the rights of parents of other faiths or none to apply to the School.**

**St Peter's is an all through mixed Catholic school for students aged 4-19 years and applicants will be admitted without regard to aptitude or ability.**

**The normal years of entry are Reception (the Primary Phase) Year 7 (the Secondary Phase) and Year 12 (the Sixth Form) and there are separate admissions policies for each of these phases.**

**St Peter's is its own admissions authority which means that Admissions is the responsibility of the Governing Body. The Governing Body has agreed admission policies for entry to Reception, Year 7 and Year 12 which conform to The Schools Standards and Framework Act 1998 and Regulations, the Education Act 2002, the Education and Inspections Act 2006 and Regulations. They are guided by the criteria set out in The School Admissions Code issued by the Secretary of State for Education on 19 December 2014 and the guidelines issued by the Catholic Diocese of Portsmouth. The policies take account of the Equality Act 2010.**

### **Admissions to Year 7 in September 2023**

For September 2023 the Governors have agreed a year group number of 240 which represents the maximum number of students that can be accommodated without prejudice to the education that the School provides.

Every student on roll at 31 August 2023 in Year 6 at the School (referred to as "Internal Year 6 Students") will automatically transfer to Year 7 on 1 September 2023.

**No application is required from any Internal Year 6 Student.** (See Clarification of key parts i). The School's Published Admissions Number (PAN) for external students is 180.

### **SEN students and students with an EHCP**

The School welcomes Students of all aptitudes and abilities and will work with the Local Authority to ensure that proper provision is made for any student admitted with an Education Health and Care Plan (EHCP) or who is on the Code of Practice without an EHCP. The Governors and the School will follow the guidance given in the Special Educational Needs Code of Practice issued by the Department for Education. Children with an Education, Health and Care Plan which has St Peter's School named in the EHCP will be given a place at the School and this will count towards the published admission number.

### **Co-ordination between Admission Authorities**

The offer of places for all Year Groups is coordinated between all the Admission Authorities in Bournemouth, Poole and Christchurch. Application to St Peter's School from external students can only be made on the official (electronic or paper) preference form obtainable from the applicant's home Local Authority (LA). This should be submitted to the home LA. Applications for Year 7 starting in September 2023 must be submitted by **31 October 2022**. The Admissions Booklet published by the Local Authority will contain information on how to complete application forms on-line, the dates for notification to Parent(s)/Carer(s) of admissions decisions and the closing dates for accepting places or lodging appeals. In case of any doubt on these dates, please contact the LA or the School.

### **Criteria for Admission for External Applicants ONLY**

Should there be more external applicants than places available, based on the evidence provided with each application, the Governing Body will use the criteria for admission to place every applicant in one of the categories listed below. The order of the categories listed below determines the order of priority for admission. Applicants who qualify for more than one category will be placed in the highest one in which they appear.

## **The Categories used to decide the Order of Preference for External Applicants ONLY**

The categories are set out in the order in which they will be applied, starting with the highest category.

- 1 **Baptised Catholic Looked After and Baptised Catholic previously Looked After children** (see Clarification of key parts ii).
  - Parent(s)/Carer(s) will be required to produce their child's Baptismal Certificate or (where [when age appropriate], because of extraordinary circumstances the Baptismal Certificate is not available following a move from overseas) the First Holy Communion Certificate (or letter from an appropriate Parish Priest or Deacon stating the child has been received in to full communion with the Catholic church or is a current member of a formal Catholic sacramental church programme.)
- 2 **Baptised Catholic children** (see Clarification of key parts iii).
  - Parent(s)/Carer(s) will be required to produce their child's Baptismal Certificate or (where [when age appropriate], because of extraordinary circumstances the Baptismal Certificate is not available following a move from overseas) the First Holy Communion Certificate (or letter from an appropriate Parish Priest or Deacon stating the child has been received into the Catholic church or is a current member of a formal Catholic sacramental church programme.)

In addition, the Parish Priest will be asked to provide a statement through completion of a Supplementary Information Form (SIF) confirming that attendance at Catholic Mass has been either:

- **Regular:** attendance at Sunday Mass (or Saturday evening) weekly
  - **Occasional:** attendance at Sunday (or Saturday evening) Mass at least monthly
  - **Irregular:** attendance at Sunday Mass (or Saturday evening) less than monthly or not at all.
3. **Looked After and previously Looked After children other than those in category 1** (see Clarification of key parts ii) Children who are currently or previously in the care of the local authority or provided with accommodation by a local authority in the exercise of their social functions.
  4. **Children of Staff at the School** (See Clarification of key parts iv)
  5. **Children of other Christian traditions who are practising Christians** (See Clarification of key parts v). Parent(s)/Carer(s) should submit their child's Baptismal Certificate (or equivalent evidence of church membership) **and** a Supplementary Information Form (SIF) from their Church confirming religious practice as deemed by their Vicar, Minister or Church

6. **Children who are practising members of faith traditions other than the Christian faith** Parent(s)/Carer(s) should submit evidence of membership of **and** a Supplementary Information Form (SIF) from their Faith Establishment confirming faith practice.
7. **Other children** and any other applicant who has not provided both of the supporting documents required above by 31 October 2022.

### **Where relevant, within the above categories, applications will be ranked in the following order:**

1. **Level of Religious Practice**

For Catholic applicants, the child's Parish Priest should be asked to complete a Supplementary Information Form (SIF) and state whether the child's practice has been

  - **Regular:** attendance at Sunday Mass weekly
  - **Occasional:** attendance at Sunday Mass at least monthly
  - **Irregular:** attendance at Sunday Mass less than monthly or not at all.

For children other than Catholics, the Governing Body looks for evidence of regular practice through completion of a Supplementary Information Form (SIF) that will confirm religious practice through reference to the Minister, or Leader, of the place of worship that the family attends.
2. **Siblings**

Preference will be given to those children with a sibling on roll at the date of the deadline for application. If all the siblings in a particular category cannot be admitted, preference will be given to those children whose sibling is in a year group closest to their own. This applies to an applicant with a sibling on roll at the time of application.
3. **Distance**

Higher priority will be accorded to applicants within each category and level of attendance at Mass living nearer to the School with the distance being measured by the Local Authority's Geographical Information System (GIS) in use at the time of allocation (the system at the time of setting the policy takes the measurement between the address mapping points of the school and the address at which the child lives for most of the week.)

If distances are equal, as calculated by the Authority's GIS system, for example a flat in a block of dwellings with the same front entrance, a random allocation system (supervised by an independent body) will be used to determine the allocation. The Governors have determined that the measuring point should be at the Southbourne site.

## Clarification of Key Parts of the Admissions Policy

### (i) Internal Year 6 students

For the purpose of these admission arrangements an "internal Year 6 student" is a student on roll in Year 6 of St Peter's School (Primary Phase) on 31 August 2023.

### Clarification of Key Parts of the Admissions Policy for External Applicants

### (ii) Looked After and Previously Looked After Children

For the purposes of these admissions arrangements the definition of Looked After and Previously Looked After Children from 1.7 Admissions Code 2021 below will be used.

1.7 All schools must have oversubscription criteria for each 'relevant age group' and the highest priority must be given, unless otherwise provided in this Code, to looked after children (15) and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted (16). Previously looked after children are children who were looked after but ceased to be so because they were adopted (17) (or became subject to a child arrangements order (18) or special guardianship order (19)). All references to previously looked after children in this Code mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. Oversubscription criteria must then be applied to all other applicants in the order set out in the arrangements.

(15) 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.

(16) A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

(17) 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)

(18) Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April

2014 is deemed to be a child arrangements order. (19) 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) Catholic

For the purposes of these admissions arrangements, a Catholic means either:

- a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church **or**
- a current member of a formal Catholic sacramental church programme.

### (iv) Children of Staff at the School

The member of staff will have to have been employed on a permanent contract by St Peter's School for two or more years at the time at which the application for admission to the School is made before the application will be considered to fall into Category 4 – Children of Staff at the School.

### (v) Other Christian Traditions

Children who belong to other churches and ecclesial communities which, acknowledging God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no creedal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and of CYTUN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis. Please check for an up to date list at Churches Together in England ([www.cte.org.uk](http://www.cte.org.uk)) and Evangelical Alliance ([www.eauk.org](http://www.eauk.org))

### (vi) Other faiths

Children who are members of a religious community that does not fall within the definition of 'other Christian traditions' above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God. Case law has identified certain characteristics which describe the meaning of religion for the purposes



of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

(vii) **Home Address**

Defined as the address where the child usually lives.

In cases where a child lives with one parent for a week and then with the other parent for a week, or where arrangements are ad hoc, it may be said that the child is ordinarily resident during the school week at both addresses. In these circumstances only one address can be considered for the purposes of the application and it is for the parents to choose which to use for the purposes of the application.

Where a child is ordinarily resident at more than one address, during the school week, the determining factor will be the address from which the child is registered at a GP practice.

Places cannot normally be offered on the basis of a possible future move but may be offered on the basis of:

- i. a letter from the solicitor (or equivalent) confirming exchange of contracts to buy a property relevant to the application;
- ii. a tenancy agreement confirming the renting of a specific property relevant to the application;
- iii. a letter from a housing association confirming that the Parent(s)/Carer(s) will be living at a specific address relevant to the application; or
- iv. in the case of UK service personnel and Crown servants, an official Government letter (MOD, FCO or GCHQ) declaring a relocation date to the relevant parish or priority area of The School (or to establish distance from The School) providing that such a move occurs before the closing date for receipt of application i.e. 31 October 2022.

The home address will be the address that complies with the above at the closing date for receipt of the application i.e. 31 October 2022.

(viii) **Final Tie-Break Allocation Process**

If there are insufficient places to accommodate all applicants and after using all tie break criteria, applicants for the final place(s) cannot be split, the remaining place(s) will be allocated using a random allocation process. The process will be electronically administered through the IT providers in use at the time. At the time of setting this policy the providers are Synergy.

## **Documentation**

**No documentation is required from Internal Year 6 students**

**Documentation required in support of an application from External Applicants ONLY**

It is the responsibility of the Parent(s)/Carer(s) to ensure that the completed application form is submitted to

their home LA in paper form or electronically by the date specified by that LA. Late applications cannot be considered until after the initial allocation of places has taken place. The SIF can be downloaded from the School website or collected and returned to The School (Southbourne site). The SIF cannot be completed online.

Parents/Carers should submit the following documentation in support of their application to St Peter's School (Southbourne site) by 31 October 2022. The school will accept electronic signatures from priests or other faith ministers if this is part of an email sent from an official email account.

**Failure to submit the correct, original evidence by the date stated will prevent the application being considered in the faith category and the application will be considered under Category 7.**

In the event that the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admission arrangements in relation to attendance will only apply to the period when the church [or relevant place of worship or alternative premises have been available for public worship.

### **Category 1**

**Catholic Looked After or Previously Looked After applicants**

- (a) Child's Baptismal Certificate or (where [when age appropriate], because of extraordinary circumstances a Baptismal Certificate is not available following a move from overseas) the First Holy Communion Certificate (or letter from an appropriate Parish Priest or Deacon stating the child has been received into the Catholic church or is a current member of a formal Catholic sacramental church programme) and
- (b) Evidence from the Local Authority that the child is currently or was previously Looked After. In the case of a Previously Looked After child, a copy of the adoption order, child arrangement order or special guardianship order and a letter from the Local Authority that last looked after the child, confirming that he or she was Looked After immediately prior to that order being made.

### **Category 2**

**Catholic applicants who attend Mass at least weekly**

- (a) Child's Baptismal Certificate or (where, when age appropriate, because of extraordinary circumstances a Baptismal Certificate is not available following a move from overseas) the First Holy Communion Certificate (or letter from an appropriate Catholic Parish Priest or Deacon stating the child has been received into the Catholic church or is a current member of a formal Catholic sacramental church programme) and
- (b) A Supplementary Information Form (SIF)

## Category 2

### **Catholic applicants who attend Mass at least monthly**

- (a) Child's Baptismal Certificate or (where, when age appropriate, because of extraordinary circumstances a Baptismal Certificate is not available following a move from overseas) the First Holy Communion Certificate (or letter from an appropriate Catholic Parish Priest or Deacon stating the child has been received into the Catholic church or is a current member of a formal Catholic sacramental church programme) and
- (b) A Supplementary Information Form (SIF)

## Category 2

### **Catholic applicants who do not attend Mass or attend less than monthly**

- (a) Child's Baptismal Certificate or (where, when age appropriate, because of extraordinary circumstances a Baptismal Certificate is not available following a move from overseas) the First Holy Communion Certificate (or letter from an appropriate Catholic Parish Priest or Deacon stating the child has been received into the Catholic church or is a current member of a formal Catholic sacramental church programme) and
- (b) A Supplementary Information Form (SIF)

## Category 2: Other Baptised Catholic applicants

- (a) Child's Baptismal Certificate or (where, when age appropriate, because of extraordinary circumstances a Baptismal Certificate is not available following a move from overseas) the First Holy Communion Certificate (or letter from an appropriate Catholic Parish Priest or Deacon stating the child has been received into the Catholic church or is a current member of a formal Catholic sacramental church programme)

## Category 3

### **Non Catholic Looked After or Previously Looked After applicants**

Evidence from the Local Authority that the child is currently or was previously Looked After in England. In the case of a Previously Looked After child, a copy of the adoption order, child arrangement order or special guardianship order and a letter from the Local Authority that last looked after the child, confirming that he or she was Looked After immediately prior to that order being made.

## Category 4

### **Applicants who are children of staff**

Confirmation of start date of employment on a permanent contract by St Peter's School as evidenced by the Contract of Employment.

## Category 5

### **Other Christian Faith applicants who are practising members of the faith**

- (a) Baptismal Certificate (or equivalent evidence of church membership)

and

- (b) A Supplementary Information Form (SIF) confirming child is a practising member of the Christian tradition signed by the Vicar, Minister or Church Leader

## Category 6

### **Other Faith applicants who are practising members of the faith**

- (a) Evidence of membership of the faith and
- (b) A Supplementary Information Form (SIF) confirming child is a practising member of the faith tradition signed by the Faith Leader.

Parent(s)/Carer(s) should note that any copies of original documents or documents sent electronically to either The School or LA **will require verification** by the Admission Authority on or before **31 October 2022**.

## Parent(s)/Carer(s)

A Parent/Carer is any person who has parental responsibility for or is the legal guardian of the child as set out in the Children Act 1989. Where responsibility for a child is 'shared', only one application can be considered. Where Parents are separated it is essential that agreement is reached by both parties concerning the application. If agreement cannot be reached in the case of parents with joint Parental Responsibility, the Academy will only consider the application from the Parent who subsequently provides proof of their sole legal authority to decide upon matters of education and whose address will be used for admissions purposes.

## Siblings

For the purposes of the Admissions Policy, siblings are brothers and sisters. Brothers and sisters are defined as half or full brother or sister, adoptive brother or sister, foster brother or sister and the children of Parent(s)/Carer(s) who are married or cohabiting, where the Parent(s)/Carer(s) and children live together in the same household at the same postal address.

## Applications for Students who are Disabled

All parents are invited to visit the School and assess the suitability for their child.

## Multiple Birth Children

If the last Student offered a place within the Published Admission Number (PAN) is from a multiple birth or has a sibling in the same year group, any further sibling may be admitted, if the Parents/Carers so wish, even though this may raise the intake number above the School's PAN. The PAN will remain unchanged so that no other Student will be admitted until a place becomes available within the PAN.

## **In Year Applications**

Applications for a place during the School year 2023-2024 will be considered by the Governing Body against the category order set above for any available places. A single application form and SIF will be used for all applications for in-year admissions.

## **Out of Normal Age Group requests**

St Peter's Governing Body adopts the Bournemouth, Poole and Christchurch Policy and Procedure for delayed admission of Students Outside of their Normal Year Group. Requests from parents with students who are gifted and talented, or who have experienced problems or missed part of a year, for example, due to ill health, can seek places outside the normal age group. The Governing Body will make a decision on the basis of the circumstances of each case. Parents do not have a right to appeal if they have been offered a place and it is not in the year group they would like. Requests from parents with students who were born between April 1 and August 31 (summer born children) and started reception aged 5 may be allowed to start Year 7 at the same time as those with whom they have progressed through primary school. The Governing Body will make a decision on the basis of the circumstances of each case.

## **In-Year Fair Access Protocol**

St Peter's School, together with other Bournemouth, Poole and Christchurch schools and the Bournemouth, Poole and Christchurch Local Authority, operates an In-Year Fair Access Protocol in accordance with the Schools Admissions Code. This is reviewed by the Bournemouth, Poole and Christchurch Admissions Forum on a regular basis.

## **Appeals**

A parent/carer whose child is refused admission has the right to appeal against the decision and is asked to contact the Clerk to the Governing Body ([swo@st-peters.bournemouth.sch.uk](mailto:swo@st-peters.bournemouth.sch.uk)) who will issue the appropriate application form. An independent panel will hear the appeal, the outcome of which is legally binding on all parties.

## **Withdrawal of Offers of Places by the Governors**

Once the Governors of St Peter's School have made an offer of a school place, they may withdraw that offer in very limited circumstances. These may include when the Governors offered the place on the basis of a fraudulent or intentionally misleading application from a Parent/Carer (for example, a false claim to residence in the area) which effectively denied a place to a child with a stronger claim or where a place was offered by the Local Authority, not the Admission Authority, in error. If a Parent/Carer has not responded to the offer of a

place within a reasonable time, and the Governors are considering withdrawing a place, they will remind the Parent/Carer of the need to respond and point out that the place may be withdrawn if they do not.

## **Waiting Lists**

There is a waiting list for each year group. For applicants in Year 7 (entry September 2023) a new waiting list is created after completion of the coordinated admissions process. This is derived from a separate application that must be submitted and that will remain in force until 31 July 2024. All other year group waiting list applications expire on 31 July of each year and Parent(s)/Carer(s) must then re-apply if they want their child's name to be carried forward to the waiting list for the next year group. Vacancies will be allocated from the lists in accordance with the admissions criteria set out above. Looked After Children, previously Looked After Children and those allocated a place at the School in accordance with a Fair Access Protocol, must take appropriate precedence over those on a waiting list. Positions on the list will fluctuate and a child's place will change as and when additional requests are received. Should a free place become available the list will always be updated.

## **Contact with the School**

The Governors want their Admissions Policy to be presented to Parent(s)/Carer(s) as clearly and helpfully as possible. Parent(s)/Carer(s) should not hesitate to contact St Peter's, if in doubt about any matter relating to the Policy and how it is implemented.



**ST PETER'S**  
CATHOLIC SCHOOL

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