

*Primary Phase Entry*  
**Admissions Policy 2016/2017**

*WITH CHRIST AS OUR GUIDE  
LEARNING TOGETHER  
LOVING GOD AND EACH OTHER  
BECOMING THE BEST WE CAN BE*



**ST PETER'S**  
CATHOLIC SCHOOL



**St Peter's is a Catholic School (the "School"). The school 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.**

**St Peter's accepts boys and girls, mostly Catholics, from ages four to nineteen. Applicants will be admitted without regard to aptitude or ability. The School serves the Catholic community in Bournemouth, Dorset and Hampshire.**

**The normal years of entry to the School will be Reception, Year 7 and Year 12 (the Sixth Form). There are separate admissions policies for each of these entry years.**

**St Peter's is its own admissions authority. This 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.**

#### **Mission Statement**

*With Christ as our guide;*

*Learning together*

*Loving God and each other;*

*Becoming the best we can be*

## **Admissions to Reception in September 2016**

The following policy relates solely to the entry of children into Reception for September 2016. The Governing Body will admit 60 children who reach the age of 5 years between 1 September 2016 and 31 August 2017, to the primary phase of the school in the academic year 2016/2017. The number of places represents the maximum that can be offered and 60 is the School's Published Admissions Number (PAN) for the Primary Phase of the School. (The PAN for the Secondary phase remains currently at 240.)

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 child admitted with a statement of Special Educational Needs (SEN) or Education, Health Care Plan (EHC Plan). 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 a statement of special educational needs or Education, Health Care Plan which has St Peter's School named in the Statement 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 for all Admission Authorities in the Bournemouth area is co-ordinated by Bournemouth Local Authority. Application to St Peter's School 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 Reception starting in September 2016 must be submitted by the closing date specified by that LA. The closing date for admission application forms to be received by the LA will be as published in their Admissions Booklet for that year. Also contained in that booklet will be information on how to complete application forms 'online', 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.

## Admissions Policy to Reception for 2016-2017

The Governing Body is responsible for the admission policy for St Peter's Catholic Primary School. The Governing Body will admit 60 reception children only to the primary school in the school year 2016/2017 who reach the age of 5 years between 1 September 2016 and 31 August 2017. Should there be more applications than places available, the governors of the school will admit in the following category order:

1. Baptised Catholic Looked After and previously Looked After children 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. (See explanatory note i)
2. Baptised Catholic children. Parent(s)/Carer(s) will be required to produce their child's Baptismal certificate (or letter stating the child has been received into the Catholic church). In addition, the Parish Priest will be asked to provide a statement confirming that attendance at Catholic Mass is regular (attending Catholic Mass at least fortnightly on Saturday evening or Sunday), or less than regular (attending Catholic Mass less than fortnightly on Saturday evening or Sunday) during the previous twelve months
3. Looked After and previously Looked After children other than those in category 1, 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 who have been practising members of other Christian denominations during the previous twelve months. Christian denominations mean churches which are members of Churches Together in England. (See explanatory note ii)
5. Children who have been practising members of faith traditions other than the Christian faith during the previous twelve months.
6. Other children.

Within each of the above categories applications will be ranked in the following order:

1. Level of Religious Practice
2. Siblings
3. Distance from the school

## Oversubscription

In the case of oversubscription in any category, priority will be given in the order set out as follows:

### For categories 1 & 2

- (a) For Catholic applicants, the child's Parish Priest will be asked to complete a Supplementary Information Form (SIF) and state whether the family's practice has been regular (attending Catholic Mass at least fortnightly on Saturday evening or Sunday), or less than regular (attending Catholic Mass less than fortnightly on Saturday evening or Sunday) during the previous twelve months.
- (b) Siblings See Explanatory note (v).
- (c) Distance from the school. See explanatory note (iv).

### For category 4 & 5

- (a) For children other than Catholics, the Governors look for evidence of regular practice through completion of a Supplementary Information Form (SIF) that will confirm practice during the previous twelve months through reference to the Minister, or Leader, of the place of worship that the family attends.
- (b) Siblings See Explanatory note (v).
- (c) Distance from the school. See Explanatory note (iv).

### For categories 3 and 6

- (a) Siblings See Explanatory note (v).
- (b) Distance from the school. See Explanatory note (iv).

## Clarification of Key Parts of the Admissions Policy

### (i) Catholic

A person baptised in a church which is in communion with the See of Rome or a person 'received' into the Catholic Church.

### (ii) Churches Together in England

A "Christian" will be a member of either Churches Together in England or South Western Evangelical Alliance. These include the: Antiochian Orthodox Church, Baptist Union of Great Britain, Catholic Church, Cherubim and Seraphim Council of Churches, Church of England, Church of God of Prophecy, Church of Scotland (Presbytery of England), Congregational Federation, Coptic Orthodox Church, Council of African and Caribbean Churches, Council

of Oriental Orthodox Christian Churches, Elim Pentecostal Church, Evangelische Synode, Deutscher Sprache in Großbritannien, Exarchate of Orthodox Parishes of the Russian Tradition (Ecumenical Patriarchate), Ichthus Christian Fellowship, Independent Methodist Churches, International Ministerial Council of Great Britain, Joint Council for Anglo-Caribbean Churches, Lutheran Council of Great Britain, Mar Thoma Church, Methodist Church, Moravian Church, New Testament Assembly, New Testament Church of God, Oecumenical Patriarchate, Pioneer, Redeemed Christian Church of God, Religious Society of Friends, Russian Orthodox Church (Moscow Patriarchate), Salvation Army, Seventh-day Adventist Church (observer), Transatlantic Pacific Alliance of Churches, United Reformed Church, Wesleyan Holiness Church. Please check for an up to date list at [www.cte.org.uk](http://www.cte.org.uk)

### **(iii) Home address**

Where a child lives with parents who have shared responsibility each for part of the week, the address of the person who is on the child benefit booklet will be the house from which the distance criteria will be applied. If there is no child benefit book, then the address where the child spends most of the week will be used or the address of the parent who has the main responsibility through the courts.

Places cannot normally be offered on the basis of a possible future move. Places can only be offered on the basis of future moves on the basis of:

- a. a letter from the solicitor (or equivalent) confirming exchange of contracts to buy a property relevant to the application;
- b. a tenancy agreement confirming the renting of a specific property relevant to the application;
- c. 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
- d. 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).

The home address will be the address that complies with the above at the closing date set by the Bournemouth Local Authority for Secondary School Admissions.

### **(iv) Distance from school**

Higher priority will be accorded to applicants 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 main entrance gate to the Iford site of the primary school and the front door of the child's home). If distances are equal, as calculated by the Council's GIS system, for example a flat in block of dwellings with the same front entrance a random allocation system (supervised by an independent person) will be used to determine the allocation. See note iv in How To Apply below.

### **(v) Siblings**

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.

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. If all the siblings in a particular category cannot be admitted, preference will be given by reference to the distance criterion. In every case the sibling must be living permanently in the same family unit at the same address.

### **Exceptional circumstances**

Children may be admitted above the infant class size limit if they are in the following categories: (i) children of multiple births and (ii) children of Service Personnel but only admitted outside the normal admissions round up to a maximum of two.

## **HOW TO APPLY**

### **(i) Common Application Form (CAF)**

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.

### **(ii) Supplementary Information Form (SIF)**

Parents applying under categories 1 to 5 are advised to complete the Supplementary Information Form (SIF) which can be downloaded from the website or obtained from and returned to the school. The SIF cannot be completed

online. The SIF will assist the governing body in the ranking of the child against the categories and over-subscription criteria. If parents do not complete the SIF, the application can only be considered on the information provided on the CAF and may disadvantage the child.

Parent(s)/Carer(s) are responsible for ensuring that all supplementary information such as the relevant Baptism certificate and the Religious Practice Statement (on the attached SIF) completed by a Priest/ Minister/Leader are submitted to St Peter's School (Iford Site) by 15 January 2016. Failure to submit the correct, original evidence by the date stated may affect the allocation of admissions category and subsequent eligibility for admission to this School. Parent(s)/Carer(s) should note that any additional evidence submitted as copies of original documents or electronically to either the School or LA will require verification by the Admission Authority on or before 15 January 2016.

#### **(iii) Notification**

Notification of the result of the application will be made by the local authority on behalf of the governing body on 16 April 2016.

#### **(iv) 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 Tribal Technology.

## **Documentation Required in Support of Application**

Parents/Carers will need to submit the following documentation with the SIF in support of their application.

#### **Categories 1 & 3**

Confirmation from the local authority that the child is currently or was previously Looked After. In the case of previously Looked After children, a copy of the adoption order, residence 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.

#### **Categories 1 & 2**

Child's Baptismal Certificate (or letter stating the child has been received into the Catholic church) and signature of Priest on the Supplementary Information Form (SIF) confirming frequency of mass attendance.

#### **Category 4**

Signature of Christian tradition leader on the Supplementary Information Form (SIF) confirming child is practising member of the Christian tradition.

#### **Category 5**

Signature of faith leader on the Supplementary Information Form (SIF) confirming child is a practising member of the faith tradition.

## **Admission arrangements for the year 2016/2017**

Parents of pupils whose 5th birthday falls in the period 1 September 2016 to 31 August 2017 who are offered a place for September 2016 should be aware of the following:

- a) The statutory school starting age of a child is the start of the autumn, spring or summer term following his or her fifth birthday
- b) that child is entitled to a full-time place in the September following their fourth birthday;
- c) the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and
- d) where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Application for their child to go part time must be made direct to the school after the offer of a place has been made and accepted by the parent.

## **Summer Born Babies**

Applicants cannot normally defer entry until the following September which is in a new school year. In that case a new application for entry into Year One for that school year would be necessary. However, parents of children with birthdays between 1 April and 31 August 2012 (inclusive) may wish to request admission to the Reception year in September 2017 rather than admission to Year One. In these

circumstances, all relevant factors will be considered by Governors on a case by case basis in assessing the request; parents would be expected to state clearly why they felt admission to Year R was in their child's best interests. Governors reserve the right to seek independent advice. If agreement is reached that a child born between 1 April and 31 August 2012 may start in Reception in September 2017, parents must apply for a place the following year for that year group. If parents have already applied for a place to start in 2016 and subsequently delayed admission is agreed, the application would be withdrawn and they would need to reapply the following year alongside all other applicants. **Places cannot be reserved or held from the previous year.**

It is recommended that parents considering such a request contact the school and the local authority admission team in the Autumn term 2015 to ensure that an informed decision is made.

## Applications for Students who are Disabled

The School welcomes and makes every effort to accommodate Students, irrespective of ability or disability, and works closely with Parent(s)/Carer(s) and Students to achieve good access to the buildings, the curriculum and the life of the School. Those with a disability are encouraged to contact the School prior to making an application.

## Late Applications

Late applications will be considered as described in the Bournemouth Local Authority's Guide to Primary School Admissions. <http://bournemouth.gov.uk/ChildrenEducation/Schools/ApplyingForASchoolPlace.aspx>

## Appeals

A parent/guardian whose child is refused admission has the right to appeal against the decision. An independent panel will hear the appeal. An application to appeal should be made in writing to the Governors at the school address, at least 20 days after the receipt of the letter from the Local Authority refusing admission.

## Waiting List

For applicants to Reception (entry September 2016) who have not gained a place, a waiting list is created after completion of the co-ordinated admissions process. This is derived from a separate application that must be submitted and that will remain in force until 31 July 2016. 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 against the category order set above. Looked after children, previously looked after children will take precedence over those on the 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.

## In Year Applications

Applications for a place during the school year 2016-2017 will be considered by the governors 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.

## In-Year Fair Access Protocol

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

## 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.



**[www.st-peters.bournemouth.sch.uk](http://www.st-peters.bournemouth.sch.uk)**

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