

ST GEORGE'S CATHOLIC SCHOOL

e-mail: sch.351@educ.somerset.gov.uk

Tel: 01823 284130

Fax: 01823 325946



The Mount
TAUNTON
Somerset
TA1 3NR

**At St George's Catholic School we help all our children to grow in
MIND, BODY and SPIRIT.**

ADMISSION POLICY 2017/18

St George's is a Catholic voluntary aided school, which serves the parishes of St George, Taunton, St Teresa of Lisieux, Taunton and St John Fisher, Wellington (hereafter referred to as the named parishes), and the governing body of the school is the admissions authority. A map of the named parishes is available at the school.

The Published Admission Number for the Reception Year is 30. This is also the number of places available in all other year groups.

All applications for admission into Reception Year must be made on a Local Authority Common Application Form (either online or on paper), and must be submitted to your home Local Authority – (LA). Any supplementary information forms and evidence (e.g. a baptism certificate) should be submitted to the school except for people living in Somerset LA area may submit to the school or Somerset County Council. To be considered in the first round of allocations, the Common Application Form and any supplementary information forms and evidence, must be submitted by the closing date of 15th January 2017, and will be considered under the Equal Preference with Ranking system of allocation. The Somerset LA will forward all applications to the school and if there are more applications than places the governing body will rank them against the oversubscription criteria set out below. This list will then be returned to the Somerset LA under the co-ordinated admissions scheme and they will notify parents of the outcome of their application for a place on 16th April 2017 (or next working day).

In the event of over-subscription i.e. more applications than places available children will be ranked against the following over-subscription criteria, given in order of priority and places allocated up to the Published Admission Number (PAN).

The school is required to admit any child with a Statement of Special Educational Needs or an Education, Health and Care Plan if the school is named in the Statement or Plan. Such children will be allocated a place before the following criteria are applied to all other children:

- 1) Looked After Children and previously Looked After Children who ceased to be so because they were either adopted or became subject to a child arrangement order or a special guardianship order who are baptised Catholics.
- 2) Baptised Catholic children who live in one of the named parishes who have a sibling at the school at the time of application.
- 3) Baptised Catholic children with a parent who is a permanent member of St George's school staff and who has worked for the school for at least two years prior to making an application.
- 4) Baptised Catholic children who live in one of the named parishes.
- 5) Baptised Catholic children who do not live in one of the named parishes who have a sibling at the school at the time of admission.
- 6) Baptised Catholic children who do not live in one of the named parishes.

- 7) Looked After Children and previously Looked After Children who ceased to be so because they were either adopted or became subject to a child arrangement order or a special guardianship order.
- 8) Children who will have a sibling at the school at the time of admission.
- 9) Children with a parent who is a permanent member of St George's school staff and who has worked for the school for at least two years prior to making an application.
- 10) Children of a Catholic parent who live in one of the named parishes.
- 11) Children not in any of the above categories.

In categories 1, 2, 3, 4, 5 and 6 a copy of a Catholic baptismal certificate must be provided and in category 10 the Catholic parent's baptismal/Holy Communion certificate must be provided. It should be sent to the school (or Somerset LA for those living in Somerset) and by the 15th January 2017 to be considered in the first round of allocations. Where a certificate is not available, a statement from a member of the clergy, confirming that the person has (or in their opinion has) been baptised or received into the Catholic Church must be provided. The governors may also request sight of the original certificate.

In-year Admissions – Applications for a place during the academic year must be made directly to the school office, by completing the Governors in-year application form. A copy can be downloaded from the school website or collected/sent from the school office, or from the Local Authority. The Governors' Admissions Committee will consider applications on a weekly basis with a 4pm deadline every Friday and applicants will receive a written response within 10 school days following receipt of the application. Where a school place is offered it will be held open for 14 school days and applicants will need to confirm acceptance within this time. Applications cannot be considered more than half a term or 6 weeks in advance of the place being required (except for Children from UK Service Personnel – see below).

Definitions and other information

Looked After Child - 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 application.

Children Previously 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 arrangement orders replaced residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order
- in accordance with Section 14A of the Children Act 1989, a Special Guardianship Order is defined as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Siblings - For the purposes of this policy, a sibling is defined as a child living at the same address as a half or full brother or sister, an adoptive brother or sister or children of the same household.

Multiple birth applications (for example twins)

Where the last place within the Published Admission Number is allocated to a multiple birth application, a place will be allocated to any siblings from the multiple birth above the Published Admission Number at the point of allocation. This will ensure that multiple birth siblings can be allocated places at the same school.

This includes situations whereby admitting a multiple birth siblings would breach the Infant class size statutory limit of 30 infants (key stage 1 children) per qualified teacher as a permitted exception.

Parent – This includes all of those people, including carers, who have parental responsibility for a child as set out in the Children Act 1989. All references within this policy to parent(s), therefore includes carers accordingly.

Parental responsibility – Natural parents, whether they are married or not, any person who, although not a natural parent, has parental responsibility for a child or young person. Any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child is considered to be a parent in education law).

Home Address – A child's home address is considered to be where the child spends the majority of their time with the person(s) who have care of the child.

Documentary evidence of ownership or rental agreement may be required, together with proof of actual permanent residence at the property concerned. Places cannot be allocated on the basis of intended future changes of address unless house moves have been confirmed through the exchange of contracts or the signing of a minimum six month formal lease agreement from a letting agency. The Local Authority (LA) reserves the right to seek further documentary evidence to support your claim to residence.

It should also be noted that an address used for childcare arrangements cannot be used as a home address for the purpose of applying for a school place. An address change due to a move to live with family or friends will not be considered until proof of residency has been obtained. Proof that a move from the previous address has taken place may also be required e.g. proof of the house sale, a tenancy agreement showing the end date of the tenancy or a notice to quit from the landlord. A fraudulent claim to an address may lead to the withdrawal of the offer of a place.

You must notify your child's home LA of any change of address during the admissions procedure.

Equal Preference with Ranking allocation method – This requires the school to rank all applications against the published oversubscription criteria for the school concerned and where schools are oversubscribed, places will be allocated up to the published admission number in strict priority order. Where more than one school can be offered, the highest ranking preference will be allocated.

Waiting list – A waiting list of those still seeking admission into the reception year will be held by the school until 31 August 2018. This will be kept strictly in order of oversubscription criteria by the Governing Body. Waiting lists will be re-ordered in accordance with the oversubscription criteria whenever a child joins or leaves the waiting list. Should a place become available, it will be offered to the highest ranked application on the list at that time. Children who are the subject of a direction by a Local Authority to admit or who are allocated to the school in accordance with the In-Year Fair Access Protocols, will take precedence over those children on a waiting list.

Additional Information - In order for applications to be considered against criterion 1, 2, 3, 4, 5, 6 and 10 applicants will need to provide additional information as explained in the document entitled Additional Information Required – St George's Catholic School at the end of this policy.

Published Admission Number and Infant Class Size Legislation

A Published Admission Number (PAN) is agreed for the Reception school year, this takes into account the accommodation available at the school and the Infant Class legislation which limits Reception and Key Stage One classes to 30.

Central Co-ordination of Admissions

The governors are the Admission Authority for the school, however they work in conjunction with Clifton Diocese and Somerset Local Authority (LA), which publishes the admission arrangements and booklet for all Somerset parents and includes details of how to apply and a table of relevant dates.

Appeal Procedure

If a place is unable to be offered, parents have a legal right of appeal to an Independent Appeal Panel. The Appeal Panel is provided and conducted as laid out in the School Admission Appeals Code 2012. Appeal details will be included in any decision letters where a place is refused. Information on the timetable for the appeals process is available on the school website by 28 February each year.

Admission of Reception pupils

Statutory School Age – A child has a legal right to be admitted to school full-time at the start of the school term following their fifth birthday.

Deferred entry for infants

Parents offered a place for their child have a right to defer entry, and/or to take a place up part-time, until the start of the term beginning immediately after their child has reached compulsory school age. However, places cannot be deferred until the next academic year.

Summer Born Children

Parents of summer born (1 April to 31 August) children may request that they are admitted into reception rather than year one when they become of compulsory school age. Applications will be considered as set out below (see admission of children outside their normal age group).

Admission of children outside their normal age group

A Parent may request that their child is admitted outside their normal age group. When such a request is made, the governors will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Headteacher and any supporting evidence provided by the parent/carer.

The process for requesting such an admission is as follows;

- The parent/carer is requested to make an application for their child's normal age group but can submit a request for admission out of the normal age group at the same time.
- The parent/carer is required to submit a request for admission out of the normal age group attaching any supporting evidence as necessary. The Governing Body have the right to request further evidence that may be required.
- The Governing Body will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.
- The Governing Body will write to the parent with the outcome and set out clearly the reasons for their decision.
- In the case of applications for summer born children to be admitted out of their normal age group the parent will, if possible, receive the outcome before the primary national offer day.
- If their request is agreed in principle, their application for the normal age group may be withdrawn before a place may or may not be offered. If their request is refused, the parent/carer must decide whether to accept any offer of a place for the normal age group, that may have been made, or to refuse it, in which case they make an in year application for admission to year one for the September following the child's fifth birthday or proceed with an application for the reception year for the child's chronological age group.
- Where a parent's/carer's request is agreed in principle, they must make a new application (on the Local Authority Common Application Form) as part of the main admissions round the following year, and the oversubscription criteria will be applied, if necessary.
- One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents/carers, therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference schools.

Staggered Entry

Parents have the right for their child to attend part-time until the term following their 5th birthday.

In recognition of the needs of very young children, the school makes arrangements for a gradual induction, which includes part-time schooling at the beginning of the school year.

Tie Breakers

Within categories 2, 3, 4, 5 and 6 priority will be determined by Random allocation (lottery). This will be in the form of a draw supervised by a person independent of the school.

Thereafter in other categories priority will be determined by Random allocation (lottery).

Withdrawal of Places

The Governing Body will consider withdrawing the offer of a place if:

- The place has been offered on the basis of an application which is subsequently found to be fraudulent or intentionally misleading
- The parent/carer has not responded to the offer within 14 school days and a further opportunity has been given for the parent to respond within a further 14 school days, having explained that the offer may be withdrawn if they do not.

Children of UK Service Personnel

The school endeavours to ensure that their admission arrangements support the Government's commitment to removing disadvantage for service children. In Year applications (not Reception intake process applications) are usually considered for admission up to a maximum of half a term in advance of the place being taken up. An

exception is made for children of UK service personnel with a confirmed posting to the area and other Crown servants returning from overseas to live in the area where a place can be made available up to a year in advance of being required providing the appropriate documentation is provided as proof of posting (an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended posting.

Usually, an In Year place may be allocated prior to actual residency, only on receipt of exchange of contracts or a formal signed rental agreement. An exception is made for children of UK service personnel with a confirmed posting to the area and other Crown servants returning from overseas to live in the area. This means, that, providing the application is accompanied by an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended posting, the admissions authority will process the application on that address. If proof of a home address is not available at this stage the admissions authority will accept a unit postal address or quartering area address. If the parent/carer is moving to the area as a result of leaving the armed forces then no special consideration will be given to the application under the grounds of the application being made by a service family.

Children from Outside the UK

The Governing Body will consider applications for children who are citizens of the European Economic Area (EEA) if proof of the Somerset address and the expected date of arrival in the UK are provided by 15 January for primary phase applications. The application can then be considered on this address. If proof of the Somerset address is not available by the dates above the application will be considered on the current address. Please click on this link for a list of the countries in the EEA. <http://www.dwp.gov.uk/international/social-security-agreements/list-of-countries/>

The Governing Body will also process applications for UK citizens living in any other country if proof of the Somerset address and the expected date of arrival back in the UK are provided by 15 January for the first round of allocations. The application can then be considered on this address. If proof of the Somerset address is not available by the dates above the application will be considered on the current address. The only exceptions are children of UK Service personnel and other Crown servants (including Diplomats) returning to the area.

The Governing Body will not allocate a place to any non EEA citizen moving into Somerset from outside the UK prior to their arrival in the country. The Governing Body will require copies of the passports, appropriately endorsed visas and proof of residency – see home address definition.

Additional Evidence Required – St George’s Catholic School

If you feel your child should be considered under a specific criterion, we will need supporting evidence, as outlined under each criterion. Please send any supporting evidence to the school. Those living in Somerset may send it to the school or to Somerset County Council, Admissions & Entitlements Team, PPC402C, County Hall, Taunton, Somerset, TA1 4DY.

Only those criteria where additional evidence is required are listed below.

1. Looked After Children or previously Looked After Children who ceased to be so because they were either adopted or became subject to a child arrangement order or a special guardianship order who are baptised Catholics

A copy of the child’s baptismal certificate must be enclosed

2. Baptised Catholic children who live in one of the named parishes who have a sibling at the school at the time of the application

A copy of the child’s baptismal certificate must be enclosed

3. Baptised Catholic children with a parent who is a permanent member of St George’s school staff and who has worked for the school for at least two years prior to making the application

A copy of the child’s baptismal certificate must be enclosed

4. Baptised Catholic children who live in one of the named parishes

A copy of the child’s baptismal certificate must be enclosed

5. Baptised Catholic children who do not live in one of the named parishes who have a sibling at the school at the time of admission

A copy of the child’s baptismal certificate must be enclosed

6. Baptised Catholic children who do not live in one of the named parishes

A copy of the child’s baptismal certificate must be enclosed

10. Children of a Catholic parent who live in one of the named parishes

A copy of the parent’s baptismal certificate must be enclosed