



ST. GEORGE'S CATHOLIC SCHOOL, TAUNTON

ADMISSION POLICY 2016/2017

St George's is a Catholic voluntary aided school, which serves the parishes of St George, St Teresa, Taunton and St John Fisher, Wellington, and the governing body of the school is the admissions authority.

All applications for admission into Reception class, and any supplementary information forms, must be received by your home Local Authority by the closing date of 15th January 2016, and will be considered under the Equal Preference with Ranking system of allocation. The LA will forward all applications to the school and the governing body will rank them against the oversubscription criteria set out below. This list will then be returned to the LA under the co-ordinated admissions scheme and they will make a single offer of a place on 16th April 2016.

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 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.

In the event of over-subscription at the September point of entry, children will be ranked against the following over-subscription criteria and places allocated up to the Admission Number (AN) set for the school, which will be 30 for September 2016.

The school will be required to admit a child with a statement of Special Educational Needs or Education, Health and Care plan if the school is named before the following criteria are applied:

- 1) Looked After Child - Children who are in the care of a Local Authority or previously have been and are now formally adopted or subject to a residence or special guardianship order who are baptised Catholics.
- 2) Children without a statement of Special Educational Needs, who are baptised Catholics, identified with a sensory, physical or medical disability (High Needs Pupils), where a multi-agency professional team has identified the school as the nearest accessible school.
- 3) Baptised Catholic children who are parishioners of St George, St Teresa or St John Fisher who have a sibling at the school at the time of the application closing date.
- 4) Baptised Catholic children of permanent school staff who have worked at the school for at least two years prior to making an application.
- 5) Baptised Catholic children who are parishioners of St George, St Teresa or St John Fisher.

- 6) Baptised Catholic children who are not parishioners of St George, St Teresa or St John Fisher who do not have a Catholic primary school serving the parish in which they live who have a sibling at the school at the time of the application closing date.
- 7) Baptised Catholic children who are not parishioners of St George, St Teresa or St John Fisher who do not have a Catholic primary school serving the parish in which they live.
- 8) Looked After Child - Children who are in the Care of a Local Authority or previously have been and are now formally adopted or subject to a residence or special guardianship order.
- 9) Children without a statement of Special Educational Needs identified with a sensory, physical or medical disability (High Needs Pupils), where a multi-agency professional team have identified the school as the nearest accessible school.
- 10) Children who will have a sibling at the school at the time of their application.
- 11) Children of permanent school staff who have worked at the school for at least two years prior to making an application.
- 12) Children of a Catholic parent who is a parishioner of St George, St Teresa or St John Fisher.
- 13) Baptised Catholic children who are not parishioners of St George, St Teresa or St John Fisher and who fall outside category 7.
- 14) Children of other Christian faiths who live within the parishes of St George, St Teresa or St John Fisher and whose parents are members of their church and have the written support of their minister and the child's baptism certificate.
- 15) Children living nearest to the school as determined by a straight line measurement.

In categories 1, 2, 3, 4, 5, 6, 7 and 13 Catholic baptismal certificates must be available for inspection and in category 12 the Catholic parent's baptismal certificate must be available for inspection. In category 14 the baptismal certificate for another Christian faith must be available for inspection.

Criterion 2 and 9 enable schools to plan with SEN Officers for the school entry of children with physical, medical or sensory impairments, where significant capital works (eg, accessible toilets, changing space, access to classrooms) are required. The lead time on these projects mean that the school place outcome dates are too late for work to be completed in time for school entry in September. However, with the support of this criterion plans can be actioned with certainty early in the year.

Definitions

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). Adoption is defined under the terms of the Adoption and Children Act 2002.

Siblings - For the purposes of Admissions, 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) - In the case of multiple birth applications, the published admission number for the school concerned will be exceeded if necessary at the point of allocation to ensure multiple birth siblings can be allocated places at the same school (sibling definition applies). This includes situations whereby admitting multiple birth siblings would breach the Infant class size legislation of 30 Key Stage children per qualified teacher.

Parent or parent/carer - 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).

Parishioner - A parishioner is a person who lives within the parish boundaries or who worships at the churches of St George, St Teresa or St John Fisher.

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 formal lease agreement. 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. A fraudulent claim to an address may lead to the withdrawal of the offer of a place.

You must notify The Admissions & Entitlements Team, County Hall, Taunton of any change of address during the admissions procedure.

Issues relating to shared residency arrangements - Where shared residence arrangements are in place and parents/ carers of the child submit two separate applications for different schools, the LA requires parents to resolve matters between themselves, taking legal advice if necessary, and inform the LA which application should be processed. The LA will not become involved in private disputes. If more than one offer of a school place is made, the LA would expect one of the places to be withdrawn by the parent. If this is not the case, when the child starts school, the alternative school place will be withdrawn by the LA.

Distance Measurements - For the purpose of measuring home to school distance, all calculations will be measured using a straight-line measurement from the address point of the home to the address point of the school using the LA's GIS mapping system. (Address Point is a dataset that uniquely defines and locates residential, business and public postal addresses in Great Britain. It is created by matching information from Ordnance Survey digital map databases with more than 27 million addresses recorded in the Royal Mail). In the case of multi-level dwellings such as flats, the staircase will be included in the distance measurement.

Equal Preference with Ranking allocation method - This approach requires the Local

Authority to rank all applications against the published admissions criteria for the school concerned and where schools are over subscribed, 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 - Where an application for a school place is unsuccessful, the application will be kept on a waiting (refusal) list in order of over-subscription criteria until the end of the academic year to which the application applies. 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.

Supplementary information form (SIF) - In order for applications to be considered against criterion 1, 2, 3, 4, 5, 6, 7, 12, 13 and 14 applicants will need to use the attached SIF to demonstrate their ability to meet the criterion.

Admission Number and Infant Class Size Legislation

An Admission Number (AN) is agreed for each school year, this takes into account the accommodation available at the school, the expected level of applications 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 the Somerset Local Authority (LA), which publishes the admission arrangements and booklet for all parents, which includes Application Forms 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 Statutory School Admission Appeals Code 2012. Appeal details will be included in any decision letters where a place is refused.

Admission of pupils to school for the first time

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. Children born in the summer (between 1 April and 31 August) and whose parents do not wish them to start school until the term after their 5th birthday will have to make a separate in-year application for Year 1 for the following academic year unless there is a professional agreement that joining a lower year group is in the best interests of the child. An application for the child to start school a year later than their chronological age must be made alongside the school place application. The Governing Body will consider applications on a case by case basis and inform the parent of the outcome giving reasons for the decision. If the request is agreed, a common application form will have to be completed for admission to reception in the academic year 2017/18. Please note this does not guarantee a place at the school, if there are more applications than places available the over-subscription criteria will be applied.

Deferred Entry

The Department for Education (DfE) requires all Admission Authorities to offer parents the opportunity to defer their child's entry to school. This means rather than the usual

September entry, you can choose for your child to start later in the year, usually in January at the beginning of the Spring Term but you can defer until later in the year if you wish.

A child becomes of compulsory school age when they reach the age of five and, where a parent has elected to register their child at school, they must start school on a full time basis in the term following their fifth birthday.

Please note, if your child is summer born (ie born between 1st April and 31st August) you can choose to defer your child's entry for the entire school year until the following September. However, your child would be admitted into the Year 1 class, in accordance with their chronological age. This is in line with the DfE requirements.

Staggered Entry

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

When applications within categories 3, 4, 5, 6, 7 and 13 exceed the number of places available priority will be given by Random allocation (lottery). This will be in the form of a draw supervised by a person independent of the school.

Priority in other categories will be given to children living closest to the school. (The measurement will be based on a straight line distance from home to the school using the LA's GIS mapping system).

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 a reasonable period of time and a further opportunity has been given for the parent to respond within 10 days having explained that the offer may be withdrawn if they do not.

Children of UK Service Personnel

The Admissions Authority endeavour to ensure that their admission arrangements support the Government's commitment to removing disadvantage for service children. In year 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 and other Crown servants where a place can be made available up to a year in advance of being required providing the appropriate documentation is provided (an official government letter (e.g. MOD, FCO or GCHQ) declaring a relocation date and intended address.

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 and other Crown servants. 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 address. The admissions authority will process the application on that address. If 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 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. 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 Information Required – St George's Catholic School

This school has specific Admissions Criteria some of which you may not be able to indicate on the on-line application form.

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 Admissions & Entitlements Team, PPC402C, County Hall, Taunton, Somerset TA1 4DY.

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

CHILD'S NAME:

1. Children who are in the Care of a Local Authority or previously have been and are now formally adopted or subject to a residence or special guardianship order who are baptised Catholics
A copy of the child's baptismal certificate must be enclosed
2. Children without a statement of Special Educational Needs who are baptised Catholics, identified with a sensory, physical or medical disability (High Needs Pupils) where a multi-agency professional team has identified the school as the nearest accessible school
A copy of the child's baptismal certificate must be enclosed
3. Baptised Catholic children who are parishioners of St George, St Teresa or St John Fisher who have a sibling at the school at the time of the application closing date
A copy of the child's baptismal certificate must be enclosed
4. Baptised Catholic children of permanent school staff who have worked at the school for at least two years
A copy of the child's baptismal certificate must be enclosed
5. Baptised Catholic children who are parishioners of St George, St Teresa or St John Fisher
A copy of the child's baptismal certificate must be enclosed
6. Baptised Catholic children who are not parishioners of St George, St Teresa or St John Fisher who do not have a Catholic primary school serving the parish in which they live and who have a sibling at the school at the time of the application closing date
A copy of the child's baptismal certificate must be enclosed
7. Baptised Catholic children who are not parishioners of St George, St Teresa or St John Fisher who do not have a Catholic primary school serving the parish in which they live
A copy of the child's baptismal certificate must be enclosed
12. Children of a Catholic parent who is a parishioner of St George, St Teresa or St John Fisher
A copy of the parent's baptismal certificate must be enclosed
13. Baptised Catholic children who are not parishioners of St George, St Teresa or St John Fisher and who fall outside of Category 7
A copy of the child's baptismal certificate must be enclosed
14. Children of other Christian faiths who live within the parishes of St George, St Teresa or St John Fisher and whose parents are members of their church and have the written support of their minister and the child's baptism certificate
A copy of the child's baptismal certificate and a letter of confirmation from minister/faith leader must be enclosed