

# ST GEORGE'S CATHOLIC SCHOOL

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

## **ADMISSION POLICY 2019/2020**

St George's is a Catholic voluntary aided school, which serves the parishes of St George, Taunton, St Teresa of Lisieux, Taunton, St John Fisher, Wellington, St Richard of Chichester, Wiveliscombe, St Stanislaus, Dulverton and English Martyrs, Chard (hereafter referred to as the named parishes), and the governing body of the school is the admissions authority. A map of each of the named parishes is available at the school and on the school website.

### **Published Admission Number (PAN)**

St George's Catholic School has an admission number of 30 for entry in the reception year in 2019-2020. This is also the number of places available in all other year groups.

The school will accordingly admit this number of pupils each year if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Governing Body will offer places at the school to all those who have applied.

### **Admission into reception year in 2019-2020**

Applications must be submitted to the home LA. If this is Somerset applications can be made on-line at [www.somerset.gov.uk/admissions](http://www.somerset.gov.uk/admissions). Paper applications are available to download from the Somerset County Council website at [www.somerset.gov.uk/admissions](http://www.somerset.gov.uk/admissions), or upon request by telephoning Somerset Direct on 0300 123 2224. Any supporting information must be received by the closing date for applications.

Applications must be submitted by 23:59 hours on 15 January 2019, to be considered in the first round of allocations. Applications submitted after 15 January 2019 will be considered in accordance with the co-ordinated scheme for the child's home local authority.

Outcomes for on time applications will be sent by the child's home local authority. For Somerset children, they will be sent out by email (for on line applicants) or second class post on 16 April 2019 (or next working day if this falls on a weekend or bank holiday).

### **Admissions during the academic year (in year admissions)**

In year applications must be submitted directly to the school using the in-year application form which can be obtained on the school website or by request to the school office.

The Governors' Admissions Committee will consider applications on a weekly basis with a 4pm deadline every Friday (term time only) for receipt of applications. If more applications are received than there are places available, the over-subscription criteria will be applied

A decision will be notified in writing to the applicant within ten school days.

Proof of address may be required to be submitted with the application. This will be either the formal 'exchange of contracts' letter from the solicitor for a house purchase, a recent utility bill or the signing of a minimum of a six month tenancy agreement. The Governing body reserve the right to seek further documentary evidence to

support a claim of residence.

Where there are more applications than places available within a particular year group, applications will be considered against the published oversubscription criteria. Places will not be allocated more than six school weeks or half a term in advance of being required. The only exceptions are children of UK service personnel and other crown servants (including diplomats) returning to the UK with a confirmed posting to the area (see Children of UK service personnel).

### **Over-subscription Criteria**

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given in accordance with the criteria below, given in order of priority;

- 1) Baptised Catholic, 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.
- 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 who live in one of the named parishes.
- 4) 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.
- 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 are members of an **Eastern Christian Church** (other than the Eastern Catholic Churches) which includes the Orthodox Churches and other Eastern Churches whose sacraments are recognised by the Catholic Church.
- 9) Children who will have a sibling at the school at the time of admission.
- 10) 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.
- 11) Children of a Catholic parent who live in one of the named parishes.
- 12) Children not in any of the above categories.

The named parishes are St George, Taunton, St Teresa of Lisieux, Taunton, St John Fisher, Wellington, St Richard of Chichester, Wiveliscombe, St Stanislaus, Dulverton and English Martyrs, Chard.

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 or Holy Communion certificate must be provided. It should be sent to the school (or Somerset LA for those living in Somerset), by the 15<sup>th</sup> January 2019 to be considered in the first round of allocations. A certificate of Reception into the Church is also accepted as proof of being a Catholic. Here the term 'certificate' includes a certified copy of an entry in the appropriate register. There may occasionally be difficulty in obtaining written evidence of baptism or reception into the Church. In such cases, contact may be made with the Parish Priest for advice on how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church. The Priest/School may seek advice from Clifton Diocese. The governors may also request sight of the original certificate.

**Tie-break**

Within categories 1-11 above priority is determined by random allocation by drawing lots supervised by someone independent of the school.

**Definitions and other information****Children with an Education, Health and Care Plan (EHCP)**

There is a different procedure for the admission to school for children with an EHCP. It is administered by the LA in whose area the family lives. The LA is responsible for issuing the EHCP and consulting parents and the Governing Body of St George's, if a preference has been made for the school, before the school is named in the EHCP.

**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.

Please see the information on shared residency arrangements which will apply if necessary in order to determine the sibling's permanent home address.

**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.

**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. Please note private letting agreements may not be accepted as proof of residence. 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.

Where shared residence arrangements are in place and it is necessary to determine the home address, each parent may be required to write to the Governing Body and inform them of the number of days each week the child spends with them. Where the child spends equal time with both parents the Governing Body may ask for additional information including evidence of which parent/carer is in receipt of child benefit, and/or the name of the GP surgery at which the child is registered.

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

## **Waiting list**

The school will operate a waiting list for the entry year group until the end of the academic year. This will be maintained by the Governing Body and any child refused a place will automatically be placed on the waiting list.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the 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.

## **Appeal Procedure**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Details of how to appeal are included in the outcome email or letter.

Information on the timetable for the appeals process is published on our website by 28 February each year.

## **Deferred entry for infants**

Parents offered a place in reception for their child have a right to defer entry, or to take the 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 beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.]

## **Full-time schooling**

Parents have a right to a full-time place at school for their child from the September following their fourth birthday.

## **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**

Parents may request that their child is admitted to a year group outside their normal age range, for instance where the child is summer born or where the child is gifted or talented or where a child has suffered from particular social or medical issues impacting his or her schooling.

When such a request is made, the Governing Body 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. If a request is refused, the child will still be considered for admission to their normal age group.

The parent is required to make an on-time application for the child's normal age group (if relevant) but can submit a request for admission out of the normal age group at the same time. The LA will ensure the parent is aware of whether the request for admission out of age group has been agreed before National Offer Day and the reason for any refusal.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a year 1 child for a reception place will be

considered alongside applications for reception.

If a request for delayed admission is agreed, the school place application may be withdrawn before a place is offered and a new school place application will need to be made as part of the normal admissions round the following year.

If a request for a child to be admitted to school a year early is agreed, the school place application will be processed and an outcome will be sent on the National Offer Day.

If a request for delayed admission is refused, the parent must decide whether to accept the offer of a school place for the normal age group, or to refuse it and make an in year application for admission to year one for the September following the child's fifth birthday.

If a request for a child to be admitted to school a year early is refused, the school place application will not be processed and a new school place application will need to be made as part of the normal admissions round the following year.

There is no right of appeal against the decision not to allow your child to be admitted outside of their normal age group.

One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. Parents, 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.

For further information and important things you should consider please visit;

<http://www.somerset.gov.uk/education-learning-and-schools/choosing-a-school/starting-or-transferring-school-early-or-late/> or contact Somerset County Council at Admissions & Entitlements Team, PPC402C, County Hall, Taunton, TA1 4DY.

### **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, although parents offered a place can send their child on a full-time basis if they prefer.

### **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 endeavors 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 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 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 treat applications for children coming from overseas in accordance with European Union law or Home Office rules for non-European Economic Area nationals.

The Governing Body will process applications for children who are citizens of the European Economic Area (EEA) and for UK citizens living abroad. If proof of the Somerset address is not available 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 UK with a confirmed posting to the area (see Children of UK service personnel).

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. In such cases the Governing Body will require copies of the passports, appropriately endorsed visas and proof of residency – see home address definition. Applicants who are citizens of countries from outside the EEA should first check that their visas will not be invalidated by taking up a maintained school or academy place before applying. If in doubt, parents should contact the Home Office.

## **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 Catholic  
***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***
8. Children from an Eastern Christian Church  
***A copy of the child’s baptism certificate or a certificate of reception from the authorities of the church***
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***

A Holy Communion certificate or a certificate of Reception into the Church is also accepted as proof of being a Catholic. Here the term ‘certificate’ includes a certified copy of an entry in the appropriate register. There may occasionally be difficulty in obtaining written evidence of baptism or reception into the Church. In such cases, contact may be made with the Parish Priest for advice on how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the law of the Church. The Priest/School may seek advice from Clifton Diocese.