

St Margaret Clitherow Catholic Primary School
Catholic Academy Trust in East Berkshire
Admissions Policy 2018 – 2019

St Margaret Clitherow Catholic Primary School is an Academy within the Catholic Academy Trust of East Berkshire. It is within the Parish Community of St Joseph's and St Margaret Clitherow, Bracknell. Admissions of pupils to St Margaret Clitherow is the responsibility of the Catholic Academy Trust in East Berkshire, whose trustees have delegated such matters to the Local Governing Body of St Margaret Clitherow. We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of the school, to apply for and be considered for a place here.

ADMISSIONS PROCESS

The Local Governing Body of St Margaret Clitherow Catholic Primary School will provide for the admission of all children in the September following their fourth birthday. They will admit up to 30 children in the school year 2018 / 2019, children who will become 5 years of age on or between 1st September 2018 and 31st August 2019. Children are normally admitted in September; however, parents have the right to defer entry for their child until later in the school year or until they reach compulsory school age in that school year (no later than the start of the term following their 5th birthday). However, they cannot defer entry until September 2019, which is a new school year. In this case, a new application for entry into year R or 1 for the relevant school year would be necessary. Parents have a right to request that their child takes up their place on a part-time basis until the child reaches compulsory school age. Should you be considering deferring entry for your child, please discuss this further with the Head Teacher. Please read the explanatory notes.

Should there be more applications than places available, all applications to St Margaret Clitherow will be considered on an equal preference basis against the category order set out below. The ranking of preferences given on the Common Application Form (CAF) will only be taken into account by the Local Authority (LA) when more than one school can offer a place.

Children with Statements of Educational Needs or Education Health Care Plans (SEN / EHCP) that name this school in the statement / plan will be admitted to the school and will count towards the published admission number.

1. Catholic looked after children and previously looked after children
2. Catholic children with a sibling at St Margaret Clitherow Catholic Primary school at the time of admission
3. Catholic children who live in the Parish Community of St Joseph and St Margaret Clitherow (Parish boundaries can be referenced on the Diocesan website under 'Portsmouth Deanery Diocese Boundaries 1986' <http://www.portsmouthdiocese.org.uk/parishboundaries.php>)
4. Catholic children who live in other Parishes
5. Other looked after children and previously looked after children
6. Non-Catholic children with a sibling at St Margaret Clitherow Catholic Primary school at the time of admission
7. Children who are members of other Christian denominations
8. Children from other faith traditions
9. Other applicants

If the school does not have sufficient places for all the children in any of the above categories, priority will be given to the children in the following order :

(a) Those providing evidence of worship.

- Catholic applicants – those providing evidence of attendance at Saturday evening or Sunday Mass for the past twelve months, confirmed by a priest on the Supplementary Information Form (SIF) in the following order :
 - Regular - Weekly attendance at Saturday evening or Sunday Mass
 - Occasional - Attendance at Saturday evening or Sunday Mass at least monthly
 - Irregular - Attendance at Sunday (or Saturday evening) Mass less than monthly or not at all

(b) Children living closest to the school

St Margaret Clitherow Catholic Primary School
Catholic Academy Trust in East Berkshire
Admissions Policy 2018 – 2019

Your child will be ranked according to the information you provide. Should there be a change in your circumstances between the time of submitting the CAF / SIF and the closing date, it may alter the category into which your child is placed and therefore his / her position on the waiting list. Any change in the position on the waiting list will be subject to you providing evidence of the change in your circumstances. Should an application be made for either category 2, 3 or 4 for a baptised Catholic child who does not provide a SIF but does provide a Baptismal Certificate, the application will be ranked in the relevant category but at the end of the category and by distance only.

EXPLANATORY NOTES

- **A Looked After Child** has the same meaning as in Section 22(1) of the Children Act 1989 and means any 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 function (e.g. child with foster parents) at the time of making an application to a school.
- **Previously Looked After Children** are children who were looked after, but ceased to be so because they were adopted. 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's Act 2002 (see section 46 adoption orders) or became subject to a child arrangements order 18 or special guardianship order 19). 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 arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- **Baptised Catholic** is a person who has been baptised prior to the closing date of applications into a Church in communion with the See of Rome or a person received into the Catholic Church. For a person received into the Catholic Church a letter of reception will replace the Baptismal certificate.
- **Parent** is defined as any person who has parental responsibility for the applicant.
- **Sibling** refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parents' / carers' partner where the child for whom the school place is sought is living in the same family unit at the same address as the sibling.
- **Where the LA has received applications for twins or other multiple births** and when one of the siblings is the last child to be admitted in accordance with the PAN then other sibling(s) may be admitted as an exception over the admission number for starting school for the first time.
- **Normal Residence** is defined as the child's home address, where they usually spend the majority of the week with the parent.
- **Other Christian Churches** are full members of 'Churches Together in England', which can be confirmed on www.cte.org.uk
- **Living closest to the school** is measured using radial distance. This will be measured by the LA using a computerised measuring system. 'Radial distance (straight-line distance on a map) between the home and the school. Those living near to the school will be placed higher than those living further away. Radial distance will be based on the co-ordinates for the property and the school as defined in the Local Land and Property Gazetteer and based on the Ordnance Survey's national system.'
- **Where two applications cannot otherwise be separated** random allocation will be used and will be supervised by the LA who is independent of the school's admission arrangements.
- **Children of UK Service Personnel (UK Armed Forces)** who move into the area outside the main admissions round can be admitted as an exception to the Infant Class Size Regulations.
- **Deferred Entry / Admission of Children Outside their Normal Age Group** parents may seek a place for their child outside of their normal age group e.g. if the child is Gifted and Talented or has experienced problems such as ill health (early birth). In addition, the parents of a summer born child may choose not to send that child to school until later in the school year or until their child reaches compulsory school age in that school year (no later than the start of the term after their 5th birthday). They may also request to be admitted outside of their normal age group, to year R rather than year 1. It is recommended that before deciding to decelerate a child's admission, parents first contact the school. School staff will be able to explain the provision on

St Margaret Clitherow Catholic Primary School
Catholic Academy Trust in East Berkshire
Admissions Policy 2018 – 2019

offer to children in year R, how it is tailored to meet the needs of summer born children and how those needs will continue to be met as the children move up through the school. If parents still wish to decelerate their child's admission to school, they must seek approval from the school Governors. Parents would be expected to state clearly in writing why they felt deferred admission to year R was in their child's best interests. Parents are also advised to make an application as part of the main admission round for the year group that their child would normally be admitted to school, until a decision on the request for deceleration has been reached. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

- **Equal Opportunities** This policy conforms to the criteria set out in The School Admissions Code issued by the Secretary of State for Education on 19th December 2014 and the guidelines issued by the Catholic Diocese of Portsmouth. The policy takes account of the Equality Act 2010.

DOCUMENTATION REQUIRED IN SUPPORT OF THE APPLICATION

- Proof of residence - all criteria (must be submitted with CAF)
- Child's Baptismal Certificate or Letter of Reception in to the Church - criteria 1, 2, 3 and 4
- Confirmation of attendance by the Parish Priest via the SIF - criteria 2, 3 and 4
- Confirmation of membership by the Minister / Faith leader on the SIF - criteria 7 and 8

HOW TO APPLY

To make an application for a place at St Margaret Clitherow, parents must contact the School Admission Team (SAT) at Bracknell or their local authority. Parents will be required to complete a CAF either in paper format or online via the LA's website, following the links for School Admissions. The CAF and all relevant documentation required must be returned by the deadline set out in the Admission booklet

Should parents name St Margaret Clitherow as one of their preferences, they are encouraged to complete a SIF which can be obtained via the school office, visiting the school website or by contacting SAT in Bracknell. It is not obligatory to complete a SIF however, if additional information is not provided, the application will be ranked purely on information contained on the CAF. The additional information on the SIF assists Governors in placing applications in the correct over-subscription criterion. Parents are advised to read the school's Admissions Policy before completing the SIF. The Policy is obtainable via the school office or by visiting the school web site www.stmargaretclitherowbracknell.co.uk

Parents applying to both St Margaret Clitherow and St Joseph's schools need only complete one SIF but photocopy it so both schools receive a copy of it, together with supporting documentation as set out in the section above. This is the responsibility of the parents. The SIF and all supporting documentation should be submitted to the schools before the closing date on the form. The school will take no further information prior to making their allocation of school places.

All applications, together with all the documentation (or copies where relevant), will be passed to St Margaret Clitherow (regardless of preference order) and will be considered by the Local Governing Body in accordance with the policy, set out above. All applications will be ranked in priority order accordingly. These will be submitted to the LA who will notify the parents of the outcome in line with the published timetable. The Governors will be supplying the LA with a statement explaining how the rankings have been allocated and this is sent to unsuccessful applicants.

St Margaret Clitherow Catholic Primary School
Catholic Academy Trust in East Berkshire
Admissions Policy 2018 – 2019

LATE AND IN YEAR APPLICATIONS

Parents wishing to apply for a place at St Margaret Clitherow will need to complete the Bracknell Forest CAF and return it along with all relevant documentation to the LA. Parents are encouraged to complete a SIF and submit it to the school, along with supporting documentation. All applications will be passed to the Governors of St Margaret Clitherow and will be considered in accordance with the Governors' admission procedures set out above. The LA will manage in year applications in accordance with the agreed co-ordinated admissions scheme. Where it can be reasonably assumed that the application could not be made by the closing date, but is submitted before 3rd February 2018, the application will be considered 'on time'. Evidence to support the reason for the late application will be required by the Local Governing Body and their decision will be final. Applications received after this date will be processed after 2nd May 2018. Where it can be reasonably assumed that the application could have been made by the closing date the application will not be processed until after all 'on-time' applications have been processed.

WAITING LIST

The LA will manage the waiting list in accordance with the co-ordinated admissions scheme. The parent of any child who is refused admission may ask for their child's name to be placed on the waiting list for that year group. The waiting list is maintained in priority order based in accordance with the category order set out above. If a place becomes available it will be offered to the child at the top of the waiting list. The child's position on the waiting list may change. This will depend on new applications being received and some withdrawing their application, in this case the waiting list will be ranked. Looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol, take precedence over those on the waiting list.

All waiting lists close at the end of the academic year and it is the responsibility of the parent to re-apply, should they wish to do so, via the LA for the next academic year's waiting list. There will be no notification from either the school or LA that the waiting lists are closing and when new applications should be made.

The school will operate in accordance with the Local Authority's Fair Access Protocol.

RIGHT OF APPEAL

In accordance with the 1998 School Standards and Framework Act, the parents / carers whose children are refused admission have the right to appeal. An independent panel will hear the appeal. Appeals should be made in writing, within 21 days of the receipt of the letter from the LA refusing admission, to :

Clerk to the Governors
St Margaret Clitherow Catholic Primary School
Pembroke
Hanworth
Bracknell
Berks
RG12 7RD

The school follows the Bracknell Forest Admission Timetable as part of the agreed co-ordinated admissions scheme and which can be found on the LA website.