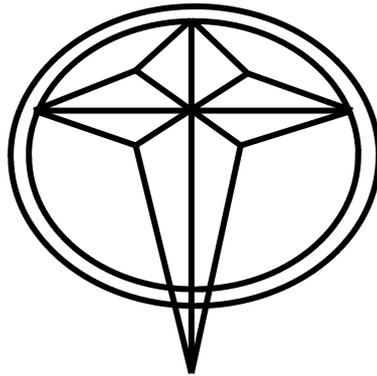


**St. Catherine's
C of E
Primary School**



**Admissions
Policy**

2016/2017

Updated annually.

ST. CATHERINE'S C. OF E. (VA) PRIMARY SCHOOL

ADMISSIONS POLICY

St Catherine's is a voluntary aided C of E Deanery Primary School located in the Diocese of Truro. The Governing Body of a Voluntary Aided C of E School is the admission authority and has responsibility for the admissions policy.

This policy details the admissions arrangements for our school and should be read in conjunction with the Primary and In Year Co-ordinated Admissions Schemes and other agreed policies of Cornwall Council, the local authority, LA.

ETHOS STATEMENT

Recognising its historic foundation, the School will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level.

The School aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice.

It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experiences of children.

OUR MISSION STATEMENT

Our Church School:

- is distinguished by the special character of its religious education.
- places corporate worship at the centre of its daily life.
- provides a counterbalance to the increasingly materialistic and secularist influences in society.
- is distinguished by developing in its pupils a proper understanding of the Christian faith and respect for other world faiths.
- is distinguished by the active involvement of its foundation governors and local clergy.
- maintains an effective balance between the twin aims of service to the Church and service to the community.
- welcomes children whatever their parents' beliefs.
- gives high priority to the spiritual development of all in the school community.
- while exerting no pressure to believe, builds Christian values into its ethos and teaching.
- is distinguished by the support of all its staff for its Christian foundation.

Our mission values are reinforced through the telling, learning about an understanding of key Bible stories

The School aims:

1. to educate pupils intellectually, socially, morally, aesthetically, physically and spiritually within a school firmly based on Christian principles;
2. to enable pupils to grow in each of these areas and achieve fullness of life through discovering and developing their talents and by putting before them positive and realistic goals;
3. to promote Christian values within the school and to encourage in pupils a sense of decency, commitment, self-reliance, responsibility, respect for others and a healthy self - esteem;
4. to help pupils find a true vocation in life; to prepare them for the world of work and life in the community beyond school; to encourage everyone to be a rounded person capable of making a positive contribution to society and to realise their full potential.
5. to stimulate in the child a sense of curiosity and excitement about the world and to encourage the search for truth, meaning and purpose in life;
6. to identify the children in need and give support, as appropriate, to them;
7. to create as many friendly and constructive links with parents as is possible, in

- working together in educating the children, and ensuring that school and home understand the point of view of each other;
8. to deliver the National Curriculum within the description of our own Curriculum Policy;
 9. to ensure no child is discriminated against on grounds of race or creed or gender or disability.
 10. that our children be happy, are learning and glad that they come to St. Catherine's.

Reception Class Entry

In the Autumn Term preceding the next new school year (September to August) parents are requested to notify the Local Authority of their school of choice. Letters S1 - school letter, S2 - statement of religious commitment, and the Local Authority Booklet: "**Reception Class 2016/2017 booklet**".

How to apply for a place at the school.

This is done by completing the application form available to download from the Cornwall Council website or from the school. Information is also available for all schools in Cornwall and from the Local Authority. The relevant information is also available on the Council's website - www.cornwall.gov.uk/admissions - where there is an online application facility. All application forms (paper or electronic) must be returned to the Local Authority.

If the number of children requesting a place at St. Catherine's exceeds our planned admission limit then the over subscription criteria will come into force.

Therefore, if there is not room for all children wishing to enter the Reception Class, the policy as set out in 4.1 to 4.9 will be put into place.

Late applications for places in Reception received after the closing date will usually not be processed until after all those applications received by the deadline. Details can be found in the "**Reception Class 2016/2017 booklet**".

For 2016/17 the closing date will be **15 January 2016** and parents will be notified on **16 April 2016**.

If a place becomes available at an over-subscribed school it will be allocated to a child at the top of the waiting list (as per the Governing Body's over subscription criteria).

The government has now made it a legal requirement for all children to be able to be admitted to school full-time in the September of their reception year, but with parents having the right to request part-time or deferred admission until their children are of compulsory school age. Parents can request to defer for the whole of the offer year but the place would not be held open and parents/ carers would need to apply for a place in Year 1.

The timetable for co-ordinated scheme for admission to Reception Class will be as stated in the Reception Class 2016/ 2017 Admissions Booklet.

Oversubscription Criteria

1. The Governors of Church of England Aided Schools are the Admissions Authority and therefore have the responsibility of admitting children to the school.
2. In-year applications will be handled by the local authority in 2016/17.
3. The Governors have formulated an admissions policy for the School. This operates when the school receives more applications for places than places available. The number of places available as the school's PAN (Published Admission Number). The PAN for St. Catherine's is 30. This is in line with the Department for Children, Schools and Families policy of Infant Class Sizes. Infant classes of 5, 6 and 7 year olds may not contain more than 30 pupils with a single qualified teacher.

'If the school is oversubscribed, after the admission of pupils with a Statement of Special Educational Needs or Education, Health and Care Plan where the school is named, priority for admission will be given to those children who meet the criteria set out below, in order:'

4. The policy consists of the following **over subscription criteria**:
 - 4.1 Looked after children and previously looked after children of practising Anglican families. Supported by a statement from a member of the relevant clergy. **See Appendix 1.**
 - 4.2 Other Looked After Children and previously looked after children including children who were **previously in care** but immediately after being in care became subject to an adoption, child arrangement or special guardianship order. **See Appendix 2**
 - 4.3 Children of practising Anglican families in the Deanery. Supported by a statement from a member of the relevant clergy and having regard to the three categories of faith involvement. **See Appendix 1. Deanery map available.**
 - 4.4 Children of practising Christians. Supported by a statement from a member of the relevant clergy. **Any church affiliated to Churches Together.**
 - 4.5 Siblings - younger brothers and sisters of pupils who will still be attending the school at the date of admission. **See below**
 - 4.6 Children whose home address is in the Deanery of Trigg Major. **See Deanery map**
 - 4.7 Children with unequivocal special medical, educational or social needs. This must be supported by a letter from a Doctor (for medical), an Educational Psychologist (for educational) or a Social Worker (for social) clearly stating why non admission would be harmful to the child.
 - 4.8 Children of families of other world faiths. **Accompanying letter from minister.**
 - 4.9 All other children.

Definitions

Sibling

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

Home Address

The address should be the place where the child is normally resident. If there is shared custody of the child or a query is raised regarding the validity of an address, it may be necessary to use the address of the person receiving child benefit for the child in order to make the decision.

Parents/ Family Members

A parent is any person who has parental responsibility for or is the legal guardian of the child. Where admission arrangements refer to 'parents attendance at church' it is sufficient for just one parent to attend. 'Family members' include only parents, as defined above, and siblings.

5. The Governors will consult with Diocesan Board of Education and the CSA as to whether the admission arrangements are satisfactory.
6. The Governors have available in the School Office the School's Admission arrangements and the procedures to be followed for appeals against admission decisions.
7. The Admissions Policy does not operate unless the number of applications exceeds the published admission number (PAN) limit.
8. The Governors policy for admittance takes into account the Sex Discrimination Act, the Disability Discrimination Act, Human Rights Act, Special Educational Needs Act, the guidance on the Education of Young People in Public Care and the Race Relations Act.
9. The Governors will take account of the provision of the Education Act 1981 and of DfES Circular 22/89 concerning the admission of children with special educational needs.

Tie Breaker.

10. If a 'tie-breaker' situation occurs, where two children have equal priority, the Governors will reconsider priority against the agreed over subscription criteria and consider the position of the child's home address ** giving priority to the applicant living nearest to the school site.

Measurements will be by a straight-line measurement from the centre of the building to the main school gate using the LA's Geographical Measurement System (G.I.S.).

The Governors operate an equal preference scheme.

An equal preference scheme is one where the parents' ranking of a school (i.e. whether they have put it as a first or second preference) is irrelevant when deciding on their child's priority for a place at each school. Whether it is a first or second preference, application would only be considered where the child qualified for a place at both the first and second preference schools. In those cases, we would allocate a place at the first preference school. Equal preference schemes are now mandatory.

Parents' rights to appeal against a decision of the Governors.

When parents are refused a place at a school they will be told the reason for that refusal. This will be, in most cases, because other pupils had higher priority under the admission arrangements or because the coordinated scheme meant that they were offered a place at one school instead of another.

Parents who are not offered a place for their child have the right to appeal to an independent appeal panel. They will be told of this right by letter which must also explain how to set about it (by letter or by filling in a form) and the date by which their appeal letter or form should be received at the school.

Parents do not have a right to appeal against a decision not to admit a child to a nursery class.

Every effort should be made to use informal procedures with a view to encouraging settlement of admission decisions without the need for a formal appeal. The published procedure should clearly identify this preliminary stage to ensure that the point of appeal is not reached until all other means of settlement have been exhausted.

The Governors will arrange for appeals to be heard against any decisions of theirs not to admit pupils as soon as possible to allow sufficient time for parents to apply to other schools should this be necessary.

The School Admissions Appeals Code

The appeal panel will consist of three members. Too large a number can be daunting for parents and impartiality and a panel of three can best secure informality.

The School Admissions (Appeal Arrangements) (England) Regulations 2012 set out the constitution of admission appeals panels.

The School Admissions Appeals Code provides full advice on how panels should be set up and how they should conduct their hearings.

Admission Authorities are required to admit a child whose parents have won an appeal. If the admission authority wants to challenge the decision of the appeal panel, it may seek judicial review. The Secretary of State has no jurisdiction over the decisions of appeal panels.

The Proceedings of the Appeals

Appeal panels must encourage parents to appear in person at the stated time and place for the hearing. They may, however, elect not to attend but rely on written representations. The appeal panel should normally allow the appellant to be accompanied by a friend or to be represented, unless there are good reasons to the contrary which should be given to the parent.

Unless the parent consents in writing to a shorter period, he/she should be given at least fourteen days (from the date of posting) of the arrangements for the hearing. All such notices must be sent by first class post.

At least seven days before the hearing the governors of the school should supply to the clerk and send to the parents by first class post:

- (i) a written statement summarising the application of the admissions policy to the case in question, with any relevant background information, including any arrangements arrived at under Section 30 of the Education Reform Act 1988 (see paragraphs 4 and 7).
- (ii) A written statement summarising the reasons for the decision, explaining why a factor given in section 6 (3) of the 1988 Act applies.
- (iii) Copies of any information or documents which are to be put before the committee at the hearing.

The formal case for the governors, which will be submitted in writing for consideration by the appeal panel and presented at the hearing, might include the following information.

The decision not to offer a place was taken because year group ____ is full. The agreed admission number for this year group, published annually in accordance with section 8 of the Education Act 1980 is _____, and there are at present _____ on roll. The original allocation of places was made in accordance with the governors' published admissions criteria which are attached.

In accordance with the Government's Reducing Infant Class Size (R.I.C.S.) regulations - School Standards and Framework Act - no Infant class may contain more than 30 pupils (if it has only one qualified teacher). The admission of your child has been refused because his/her admission would result in a class of more than 30 children. You may still appeal but the grounds on which your appeal can be dealt with are limited.

The number of pupils it is intended to admit is determined annually with regard to the need to ensure that:- the school can provide efficient education; the available accommodation does not become over-crowded. The governors consider that their duty to comply with parental preference in accordance with the Education Act 1980 Section 6 (2) does not apply because to do so would prejudice the provision of efficient education and use of resources.

The decision of the appeal panel and the ground on which it was made must be communicated in writing to the governors and to the parent. The decision is binding on both parties.

The expenses of appeal panel members and the clerk will be paid by the Authority according to the provision of the Local Government Act 1972, sections 173 (4) and 174.

Waiting List

If a child is not offered a place, the parent may request that they are placed on a waiting list to be notified if a vacancy arises. The parent needs to notify the LA that they wish to do this.

The LA will generate a waiting list based on the over subscription criteria. The list will be reviewed after the end of the coordinated scheme, usually the end of the first week of the Autumn Term, and parents will be asked by the school if they wish to remain on it. The school will notify the LA of their decision. Should a vacancy arise in a particular year group the Governors will continue to apply the over-subscription criteria to all those applicants on the waiting list and offer a place to the highest ranked applicant. However, children who are subject of a direction by the Local Authority or who are allocated to the school in accordance with the Fair Access Protocol, will take precedence over any child already on the waiting list.

Appendix 1 – Definition of three-tier approach categories for Faith applicants:

The National Society proposes a simple three tier stratification for faith-based places. These are:

- Known to the church – least priority will be given to this.
- Attached to the church and
- At the heart of the church – this will be given highest priority.

Applicants for a faith priority place should therefore be asked to identify themselves as being in one of these categories. The period in question is suggested as the past two years and applicants new to the area would need to provide evidence from a previous church or churches.

- (i) *An applicant 'known to the church' would not be a frequent but probably an occasional worshipper, someone who is perhaps known through a family connection, or one or more of whose family would be involved in some church activity, such as a uniformed or other church organisation.*

- (ii) *An applicant ‘attached to the church’ would be a regular but not frequent worshipper, by which is meant (for example) one who usually attends a monthly family or church parade service or is regularly involved in a weekday church activity including an element of worship.*
- (iii) *An applicant ‘at the heart of the church’ would be a regular worshipper. We suggest that this might normally mean one who worships usually twice a month. To accommodate difficult patterns of work and family relationships account should be taken of week-day worship. The worshipper could be the child for whom application is made or one or both parents.*

Appendix 2

Revised Admissions Code 2012

1.6 Oversubscription criteria - *The admission authority for the school **must** set out in their arrangements the criteria against which places will be allocated at the school when there are more applications than places and the order in which the criteria will be applied. All children whose statement of special educational needs (SEN)16 names the school **must** be admitted. If the school is not oversubscribed, all applicants **must** be offered a place (with the exception of designated grammar schools - see paragraph 2.8 of this Code).*

1.7 *All schools **must** have oversubscription criteria for each „relevant age group“ and the highest priority **must** be given, unless otherwise provided in this Code, to looked after children17 and previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted18 (or became subject to a child arrangement order19 or special guardianship order 20). Further references to previously looked after children in this Code means such children who were adopted (or subject to child arrangement orders or special guardianship orders) immediately following having been looked after. Oversubscription criteria **must** then be applied to all other applicants in the order set out in the arrangements.*

1.8 *Oversubscription criteria **must** be reasonable, clear, objective, procedurally fair, and comply with all relevant legislation, including equalities legislation. Admission authorities **must** ensure that their arrangements will not disadvantage unfairly, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational needs, and that other policies around school uniform or school trips do not discourage parents from applying for a place for their child. Admission arrangements **must** include an effective, clear and fair tie-breaker to decide between two applications that cannot otherwise be separated.*

- *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 making an application to a school.*
- *See Section 14A of the Children Act 1989 which defines a „special guardianship order“ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).*

Nursery Unit Admissions

In determining admissions to the Unit the following points should be borne in mind.

- (i) The desirability of maintaining a reasonable balance between the number of boys and the numbers of girls within the Nursery class.
- (ii) The desirability of extending the benefits of a Nursery education to as many children as possible and therefore offering part-time places to children from the age of three. (Flexible entitlement is available when possible)
- (iii) That admission should not be determined solely by the home address of a child but normally preference should be given to children residing within the schools recognised catchment area. In this case within the Deanery of Trigg Major.
- (iv) The importance of ensuring as full a mix as possible of abilities within the Unit.

- (v) The importance of, in certain circumstances, not replying on a sequential waiting list but discussing each case on its merits, taking into account the views of parents and professional staff who may have been concerned with the child's development.

Parents will be told that the offer a place in the Nursery class does not give an automatic right of entry into the reception class of the main school.

THE PROCEDURE

A child's name can be added to the waiting list in the following way:

- a) by direct application of parents in person, by letter or by telephone.

It is recommended that parents who wish their children to attend St. Catherine's Nursery should contact the school by one of the above means when the child is two and a half years old if not put on the list when they are younger.

In some instances the following may recommend that a particular child attends the Nursery.

- (i) the Area Health Authority
- (ii) the Family Doctor
- (iii) the Social Worker
- (iv) the Educational Psychologist or Speech Therapist.

If this is the case the parent is still required to enter the child on our waiting list. The above agencies can contact us but we will not enter a child's name down until the parents have contacted us themselves.

Admissions to the Nursery Unit will be in order of age of children on the waiting list. Exceptions that may occur are children recommended for placement by the Area Health Authority, Family Doctor, Health Visitor, Social Worker, Educational Welfare Officer, Educational Psychologist or Speech Therapist. If the parent requests a later entry it will be permitted if a place is available.

Children can attend the Nursery Unit from the age of three years – the term in which their 3rd birthday falls.

At any one time there is capacity for twenty six morning places and twenty six afternoon places. Flexible entitlement is possible – details are available in school.

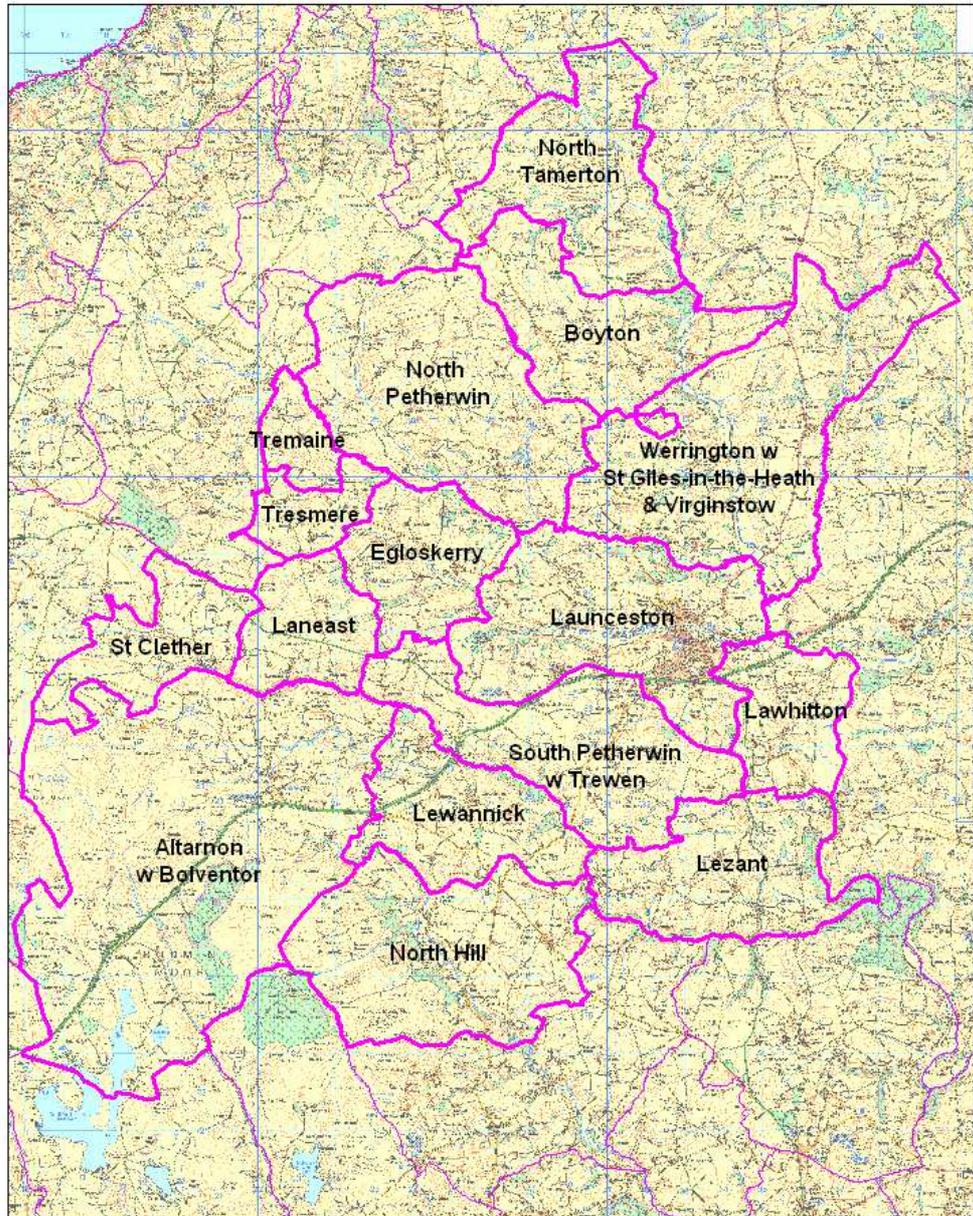
One place will be kept free in each session for any child urgently requiring a place under the 1981 Education Act "Children with Special Needs".

We operate a policy of home visits for all children and parents before entry to the Nursery Unit. We also strongly encourage that the children visit the Unit during the term before entry so as to familiarise themselves with their new surroundings. It also gives parents an opportunity to discuss any relevant information with the Nursery Teacher.

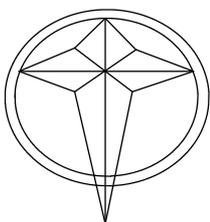
During the term before entry we run a Learning Together session one evening a week (sometimes two evenings if need arises) between 3.30 and 4.00 p.m. This involves parents and children coming to the Nursery to select a pack which contains an activity that parent and child can do together at home. There are several to choose from and each helps the child to develop important skills. Whilst attending the session there are various activities set out for the child to experience, thus making it a very enjoyable and happy visit. (Letters N1, N2 and N3).

**Governors St. Catherine's School
Updated annually.
Last reviewed October 2014**

Diocese of Truro
Deanery of Trigg Major



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INVESTOR IN PEOPLE



Ref. S/2—For Parents or Carers who regularly attend a Christian Church

To Whom It May Concern

At a meeting of the Governors of St. Catherine's C. of E. School held on 27th January, 1986, it was decided that parents or carers who are regular attenders at a recognised place of Christian Worship and who also wish their child to attend St. Catherine's School should ask their Parish Priest or Minister to complete Form S/2 below which should then be returned together with the entry to Reception Class Booklet. This also applies to children who are in care.

Form S/2

St. Catherine's C. of E. School
Moorland Road,
Launceston PL15 7HX

01566 772198

To Whom It May Concern

The Board of Governors will shortly be considering applications for admission to the Reception Class at St. Catherine's during the coming school year (September, 2016 – August 2017). Priority is given to children or looked after children whose parents (one or both) regularly attend an Anglican Church or another recognised place of Christian Worship.

Please note that priority is not given merely because a child attends a Sunday School. Priority is dependent on the regular attendance at church or chapel of at least one of the child's parents.

If you are approached by the parents of a child seeking entry to our Reception Class it would assist their application if you could fill in the details below so that the parents concerned can return this form to me together with their application for a place at St. Catherine's.

M _____ the parent/parents of _____

who live at _____

has/have attended _____ Church/Chapel regularly

for _____ years (or since _____)

Signed _____

Parish Priest/Minister _____

Address _____

Telephone Number _____



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