



**Diocese of Clifton**  
**St Peter's Catholic Primary School**  
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**ADMISSION POLICY 2017/2018**

**Mission Statement**  
**LIVE – LOVE – LEARN**  
**Dear Lord,**  
**Help us to LIVE life to the full by being active in our community,**  
**help us to LOVE one another as we wish to be loved, and**  
**help us to LEARN to make the right choices in life**  
**Amen**

St Peter's is a Catholic voluntary aided primary school, which was established by the Diocese of Clifton to serve the parishes of St Peter, Gloucester; St Augustine, Matson; English Martyrs, Tuffley and Our Lady, Newent. The Governing Body, acting in accordance with the School Admissions Code and in conjunction with Clifton Diocese and the Gloucestershire Local Authority is responsible for the admission of pupils.

1. The Published Admission Number (PAN) for the Reception Year 2017/2018 is 60 and this is the number of places available in other year groups. Pupils are normally admitted in the September of the school year in which they reach their fifth birthday. However they are not required to attend school until the beginning of the term after their fifth birthday and so if offered a place admission may be deferred until the beginning of the spring or the summer term of the 2017/2018 academic year. In such cases, admission may be deferred but not beyond the point at which the child reaches compulsory school age and not beyond the beginning of the final term of the school year for which the offer was made. If a parent wishes a deferment they should indicate so when accepting any offer of a place. All children offered a place are entitled to a full-time place in the September following their fourth birthday. However, they are not required to attend school until the beginning of the term in which they reach compulsory school age. A parent offered a place can start their child on a part-time basis but not beyond the point at which they reach compulsory school age. Where a child attends school part-time, this would normally be for five morning sessions or five afternoon sessions each week as agreed with the individual school.
  
2. The parent of a summer born child (i.e. born between 1<sup>st</sup> April and 31<sup>st</sup> August 2013) may choose not to send that child to school until the September following their 5<sup>th</sup> birthday. Parents of these children may apply for them to be admitted to Reception rather than to Year 1. If a parent is applying for a place for a child outside their normal age group, they should apply for a place in the normal age group AND submit a request to apply outside the normal age group at the same time (information is available to download from [www.gloucestershire.gov.uk/schooladmissions/startingprimary](http://www.gloucestershire.gov.uk/schooladmissions/startingprimary) or from Gloucestershire County Council.) A response to the request for delayed admission will, if possible, be given before the Primary Offer Day (17<sup>th</sup> April 2017). The parent may provide supporting information for their application, together with professional evidence if relevant. The final decision lies with the governing body who must agree that it would be in the best interests of the child. If delayed admission into the Reception Year group is agreed in principle, the parent will have to complete a Local

Authority common application form and the oversubscription criteria will then be applied, as necessary.

3. Applications for a Reception 2017-2018 place at the school should be made to the child's home Local Authority – for people living in Gloucestershire this will be the Admissions and Transfer Team (0-16) at **Gloucestershire Local Authority (LA), Shire Hall, Gloucester, GL1 2TP** ([www.gloucestershire.gov.uk/schooladmissions](http://www.gloucestershire.gov.uk/schooladmissions)). To be considered in the first round of allocations, the closing date for the application is 15<sup>th</sup> January 2017. Gloucestershire LA will then send details of those children whose parents have expressed a preference for St Peter's Catholic Primary School to the Clerk to Governors at the school. If more applications are received than places available the Governing Body will then refer to any supplementary information necessary to apply their faith oversubscription criteria as listed under 'Note' in section 5 of this policy i.e. Baptism certificate. The governors will consider all applications and if oversubscribed they will apply their oversubscription criteria. Governors will notify the Gloucestershire LA of their decisions. For applications submitted by the closing date, the home LA will then notify parents on behalf of the governors of St Peter's Catholic Primary School the outcome of the allocation of Reception places on 17<sup>th</sup> April 2017. For In-Year applications i.e. applications that are not part of the Reception intake process for children of compulsory school age for any year group, the parent should, in the first instance, contact the school. Parents should complete an In-Year application form (obtainable from the school and the Gloucestershire LA) and return it to the school.
4. If oversubscribed, a waiting list of those seeking a Reception place will be held until 31<sup>st</sup> December 2017. The waiting list will be prioritised according to the schools oversubscription criteria (see section 6 below). Each added child will require the list to be ranked again in line with the published oversubscription criteria.
5. **Children with a Statement of Special Educational Needs/Education Health and Care Plan (EHCP)**  
There is a different procedure for the admission to school for children with a Statement of Special Educational Needs or an EHCP. It is administered by the Local Authority (LA) in whose area the family lives. The LA is responsible for issuing the Statement / EHCP and consulting the parent and the Governing Body of St. Peter's Catholic Primary School if a preference has been made for the school, before the school is named in the Statement/EHCP. If St. Peter's Catholic Primary School is named they will be allocated a place before the criteria are applied to all other applicants. For other children with Special Educational Needs the normal procedures apply.

## **Oversubscription Criteria**

- 5.1 **Looked After Children and previously looked after children (see definitions), who are baptised Catholic.**
- 5.2 **Children who are baptised Catholic and who live within the parishes of St Peter, Gloucester; St Augustine, Matson; English Martyrs, Tuffley and Our Lady, Newent.**
- 5.3 **Children who are baptised Catholic and who live outside the above mentioned parishes.**
- 5.4 **Other Looked After Children and previously looked after children (see definitions)**
- 5.5 **Children of a Catholic parent who live within the above mentioned parishes.**
- 5.6 **Children who will have a brother or a sister (see definitions) at the school at the time of their admission.**
- 5.7 **Other children.**

**NOTE:**

**In categories 5.1, 5.2 and 5.3 a copy of the child's baptism certificate must be submitted to the Clerk of Governors at St Peter's Catholic Primary School by 15<sup>th</sup> January 2017.**

**In category 5.5 a copy of the parent's baptism certificate must be submitted to the Clerk of Governors at St Peter's Catholic Primary School by 15<sup>th</sup> January 2017.**

**Baptised Catholic in the context of the Admissions Policy means a person baptised as a Roman Catholic in a Church which is in Communion with the See of Rome or baptised into another Christian denomination but has been subsequently received into a Catholic Church which is in Communion with the See of Rome. 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 reserve the right to request to see the original certificate.**

A map of the parishes of St Peter, Gloucester; St Augustine, Matson English Martyrs, Tuffley and Our Lady, Newent is available on the school website and the school office.

**Definitions –**

- i. 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.
- ii. **Previously looked after children** – are children who were previously looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been 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 arrangements orders replace residence orders and any residence order in force prior to 22<sup>nd</sup> April 2014 is deemed to be a child arrangements order. 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).
- iii. For this purpose, brother or sister refers to a full brother or a full sister, a half-brother or a half-sister, an adopted brother or an adopted sister, a step brother or a step sister, or the child of the parent/carer's partner. In every case, the child must be living in the same family unit at the same address for at least 50% of the time, at the time of admission.

**6. Tiebreakers**

**Priority within each criterion will be given in order to:**

- i. Children who have a brother or a sister at the school at the time of their admission
- ii. Places will be offered by random allocation (lottery). Lots will be drawn by a member of the admissions committee and supervised by someone independent of the school.

**Multiple Births**

Where one child of a multiple birth qualifies for a place, the other child(ren) will also be offered a place, even if the school has to exceed the Published Admission Number. This would be a permitted exception to Infant Class Limits for Infant aged children.

7. In-Year Admissions – Any applications for places outside the normal year of entry process for the school must be made directly to the School. A waiting list for in year admissions will be kept until 31<sup>st</sup> August 2018. The waiting list will be prioritised according to the school's oversubscription criteria (see section 6 above). Each added child will require the list to be ranked again in line with the published oversubscription criteria. A new waiting list will begin on 1<sup>st</sup> September 2018 which parents will need to reapply for.
8. Late Applications for Reception Intake admissions submitted after the closing date, given in section 3 above, will be processed in accordance with the Coordinated Admission Scheme of the child's home LA.
9. Information about the number of applications received and the number of places allocated within each category for 2016-17 is available from the school office.

#### **10. Appeals Procedure**

Parents have the right to appeal against the refusal by the Governing Body to admit their child, and should put their appeal in writing to the Clerk to the Governors at the school. Appeals will be arranged and conducted in accordance with the School Admissions Appeals Code.

#### **11. Fair Access Protocols**

The school has signed up to the In-Year Fair Access Protocols held by the Local Authority. Should a vulnerable child within these Protocols require a place at the school, they will take precedence over any child on the waiting list, subject to compliance with the school's trust deed.

#### **12. 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 include carer(s) accordingly.