



Diocese of Clifton
St Peter's Catholic Primary School, Gloucester
Horton Road, Gloucester, GL1 3PY

DRAFT ADMISSION POLICY 2016/2017

1. 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 Code of Practice and the Clifton Diocesan Policy Statement is responsible for the admission of pupils. *Priority is always given to children who are Looked After Baptised Catholic.*
2. The Admission number for the Reception Year (2016/2017) is 60 pupils. 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 in appropriate cases admission may be deferred until the beginning of the spring and summer terms. If parents wish a deferment they should indicate so when accepting the offer of a place.
3. Applications for a place at the school should be made to the Admissions and Transfer Team (0-16) at **Gloucestershire Local Authority (LA), Shire Hall, Gloucester, GL1 2TP** (www.gloucestershire.gov.uk/schooladmissions) and for Reception by 15th January 2016. Gloucestershire LA will then send details of those children whose parents have expressed a preference for St Peter's to the Clerk to Governors at the school. The Governing Body will then seek the additional information necessary to apply the oversubscription criteria listed under section 5 of this policy e.g. Baptism certificate. **Additional information forms are available from the school and the LA.** In the case of Reception this information should be returned to school no later than 22nd January 2016. In the event of oversubscription, the Governing Body will apply its criteria to the applicants and notify the LA of its decisions. Gloucestershire LA will then notify parents on behalf of the governors of St Peter's on 16th April 2016 the outcome of the allocation of Reception places.
4. If oversubscribed, a waiting list for Reception will be held until 18th December 2016. The waiting list will be prioritised according to the school's over subscription criteria (see paragraph 5 below)
5. In the event of over-subscription (i.e. more applications than available places) places will be offered in accordance with the following order of priority.
 - 5.1 **Children in Care (see definition ii) who are baptised Catholics.**
 - 5.2 **Children who are Baptised Catholics and who live in the parishes of St Peter, Gloucester; St Augustine, Matson; English Martyrs, Tuffley and Our Lady, Newent.**
 - 5.3 **Baptised Catholic children who live outside the parishes of St Peter, Gloucester; St Augustine, Matson; English Martyrs, Tuffley and Our Lady, Newent.**

- 5.4 Other Children in Care (see definition ii) for whom a place is requested by the relevant person/authority.**
- 5.5 Children of Catholic parent/parents who live within the above mentioned parishes.**
- 5.6 Children who will have a brother or a sister (see definition i) at the school at the time of their admission.**
- 5.7 Children of other Christian denominations who live within the above mentioned parishes and whose parents are members of their church and have the written support of their minister.**
- 5.8 Other applicants.**

Note -

In Categories 5.1, 5.2, 5.3, a copy of the child's baptismal certificate must be provided with the school information form. In category 5.5 a copy of the parent/parents baptism certificate must be provided.

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

Definitions -

- i. Siblings are brothers and sisters who share one natural parent, step brother or sister, or have been legally adopted or fostered into the family. In all cases the child in question must be living in the same family unit at the same address.
- ii. In this context this means children who are in the care of the LA as defined by section 22 of the Children Act 1989 and where the LA confirms that he or she will be in public care when he or she is admitted to the school.

6. Tiebreakers

When applications within a category exceed the number of places available, priority will be given to:

- i. Baptised practising Catholic children whose application is supported and accompanied by the Priest's reference form with Part B signed by the child's parish priest.
 - (a) Children who have a brother or a sister at the school at the time of their admission
 - (1) Places will be offered by random allocation (lottery).
- ii. Children who have a brother or a sister at the school at the time of their admission.
 - (a) Places will be offered by random allocation (lottery).
- iii. Children of multiple births.
- iv. All other places will be offered by random allocation (lottery).

An independent person will oversee any random allocation.

- 7. In Year Admissions – Any applications (as explained in paragraph 3) made outside the normal year of entry to the school must be made directly to the School.
- 8. Late Applications received after the closing date given in 3 above but before the offer of places is made by the Governing Body will be considered in accordance with the priorities in 5 above if, in the opinion of the Admission Committee of the Governing Body, there were good grounds for applicants not being able to meet the required deadlines.

9. For September 2014 the Governors received applications, which fell in the following categories:

Category	Applications	Admitted
5.2	68	60
5.3	2	0
5.5	2	0
5.7	2	0
5.8	79	0

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 within 14 days of receiving the letter of refusal. Appeals will be arranged on behalf of the Governing Body by the Clifton Diocese Department for Schools and Colleges and conducted in accordance with the Code of Practice on Schools Appeals.

11. Children with Statements of Special Educational Needs

There is a different procedure for the admission to school for children with Statements of Special Educational Needs: It is administered by the local authority (LA) in whose area the family lives. The LA is responsible for issuing the Statement and consulting parents and the Governing Body of St Peter's if a preference has been made for the school, before the school is named in the Statement.

For other children with Special Educational Needs the normal procedures apply.

12. 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.