



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

Email: admin@st-peters-pri.gloucs.sch.uk

Telephone: 01452 524792

Headteacher: Mrs C Baron

DRAFT 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 Code of Practice and in partnership with Clifton Diocese and the Local Authority is responsible for the admission of pupils.

1. The Published Admission Number (PAN) for the Reception Year 2017/2018 is 60 pupils 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 in appropriate cases admission may be deferred until the beginning of the spring and summer terms of the 2017/2018 academic year. If parents wish a deferment they should indicate so when accepting the offer of a place.
2. The parents of a summer born child (i.e. born between 1st April and 31st August 2013) may choose not to send that child to school until the September following their 5th 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) A response to the request for delayed admission will be given before the Primary Allocation Day. Parents will be asked to provide supporting information for their application, together with professional evidence if relevant. The final decision lies with the admission authority who must agree that it would be in the best interests of the child. Once a child has been admitted to a year group outside their chronological year group, they will normally continue with this group throughout their schooling.
3. Applications for Reception 2017-2018 place at the school should be made to your home Local Authority – for people living in Gloucester 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). The closing date for the application is 16th January 2017. Gloucestershire LA/home 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 refer to any supplementary information necessary to apply their faith or sibling oversubscription criteria as listed under section 5 of this policy e.g. Baptism certificate. For those applying on faith or sibling grounds, A **Supplementary Information Form is available from the school and the LA**. In the case of a Reception Place the Supplementary Information Form should be returned to school no later than 23rd January 2017. The governors will consider all applications and if oversubscribed they will apply their oversubscription criteria. Governors will notify the LA of their decisions. Gloucestershire 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 17th April 2017. In year applications are all those made outside the normal round for children of compulsory school age, in the first instance the parent/carer should contact the school.

4. If oversubscribed, a waiting list for Reception places will be held until 31st December 2017. The waiting list will be prioritised according to the school's over subscription criteria, which may cause applicants to be re-ranked. (see paragraph 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 Plans (EHCP)

There is a different procedure for the admission to school for children with Statements of Special Educational Needs or EHCPs. 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 parents 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.

Over Subscription Criteria

- 5.1 Looked After Children and those previously looked after (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 Other Looked After Children and those previously looked after (see definition i) for whom a place is requested by the relevant person/authority.**
- 5.4 Children of a Catholic parent who live within the above mentioned parishes.**
- 5.5 Children who will have a brother or a sister (see definition ii) at the school at the time of their admission.**
- 5.6 Other applicants.**

Note -

In Categories 5.1, 5.2, a copy of the child's baptism certificate must be provided with the Supplementary Information Form. In category 5.4 a copy of the parent's 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 on the school website.

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. Previously looked after children – 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)
- ii. For this purpose, sibling refers to a brother or a 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, at the time of admission.

6. Tiebreakers

Priority within each criterion will be given to:

- i. Baptised Catholic children
- ii. Children who have a brother or a sister at the school at the time of their admission
- iii. Places will be offered by random allocation (lottery). Lots will be drawn by an independent observer witnessed by a member of the admissions committee.

Multiple Births

In the case of one being the 60th and it would mean splitting siblings the governors will offer all a place.

7. In Year Admissions – Any applications made outside the normal year of entry to the school must be made directly to the School. A waiting list for in year admissions will be kept until 31st August 2018. A new waiting list will begin on 1st September 2018 which parents will need to reapply for.
8. Late Applications for normal Reception admissions round received after the closing date given in 3 above will not be considered in the first round of allocations.
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 within 20 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. 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.

DRAFT