

## **ST JOHN'S CATHOLIC PRIMARY SCHOOL, BATH**

### **Mission Statement**

***I am unique,  
In the eyes of God.  
All seeing, all knowing, all loving,  
He embraces our family,  
Parish, parent, child,  
All one with you.  
I am of the world,  
With the seeds of excellence within me,  
Encouraged to grow and flourish,  
To a spiritual fulfilment.  
I am unique,  
And with you beside me,  
All is possible***

### **ADMISSIONS POLICY 2013 / 2014**

1. St. John's is a voluntary aided primary school, which serves the parishes of St. John, Our Lady & St. Alphege, SS Peter and Paul, Bath and St. Dunstan, Keynsham.
2. As stated in the school's Instrument of Government St. John's is to be conducted as a Catholic School in accordance with the Canon Law and teachings of the Roman Catholic Church and the Trust Deed of the Diocese of Clifton. In particular religious education and worship are to be in accordance with the teachings, doctrines and rites of the Catholic Church and at all times the school is to serve as a witness to the Catholic faith in our Lord Jesus Christ.

We ask all parents applying for a place at St John's 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 this school, to apply for and be considered for a place here or of their rights when their child is admitted.

3. The Governing Body, acting in accordance with arrangements agreed with the Clifton Diocesan Schools Commission and the Local Authority (LA), is responsible for the admission of pupils.
4. The Admission Number for the Reception year 2013/2014 is 45 pupils. Pupils are normally admitted in the September of the school year in which they reach their fifth birthday. If parents wish for a deferment they should indicate so when accepting the offer of a place. In accordance with Infant class size legislation the Governors are not in a position to breach their admissions number of 45 for reception or key stage one. Exceptions to this are:

- multiple birth if it would mean splitting children because one would be the 31<sup>st</sup> child
- within reasonable capacity military personnel posted to the area after the due deadline and who have the correct documentation to confirm this.

5. Applications for a place at the school for September 2013:

- 5.1 All applications must be submitted to your home Local Authority (LA) by **the closing date of 15 January 2013**. Parents can either use their home LA's on line application facility or can complete their home LA's common application form. After the closing date and in line with agreed co-ordinated admission procedures Bath & North East Somerset LA will provide the Governing Body with details of all preferences received for the school. In the event of over subscription, the Governing Body will apply its criteria to the applicants and notify Bath & North East Somerset LA of its decisions. Under co-ordinated admission arrangements a single offer of a place will be made by the home LA on their **published offer date which in the case of Bath & North East Somerset residents is 19<sup>th</sup> April 2013**.
- 5.2 The Governors also request that prospective parents complete a supplementary information form (SIF) available from either the LA or the school, so that Governors can apply their admissions criteria to preferences received. **This supplementary information form (SIF) should be sent to the school by 15<sup>th</sup> January 2013.**

<p><b>Failure to supply the school with the SIF form and supporting documents may affect which category of the criteria a child is considered for a place by the Governing Body.</b></p>
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6. In the event of over-subscription, the criteria below will be applied to all applicants, regardless of order of preference stated on the common application form:
- 6.1 Children in Care who are baptised Catholic children with a sibling at the school at the time of admission;
- 6.2 Children in Care who are baptised Catholic children;
- 6.3 Baptised Catholic children living in the parishes of St. John, Our Lady & St. Alphege, SS Peter and Paul, Bath and St. Dunstan, Keynsham who have a sibling at the school at the time of their admission (a map is available for inspection at the school);
- 6.4 Baptised Catholic children living in the parishes of St. John, Our Lady & St. Alphege, SS Peter and Paul, Bath and St. Dunstan, Keynsham (a map is available for inspection at the school);

- 6.5 Baptised Catholic children who live outside the parishes of St. John, Our Lady & St. Alphege, SS Peter and Paul, Bath and St. Dunstan, Keynsham who do not have a Catholic Primary school serving the parish in which they live and who have a sibling at the school at the time of their admission;
- 6.6 Baptised Catholic children who live outside the parishes of St. John, Our Lady & St. Alphege, SS Peter and Paul, Bath and St. Dunstan, Keynsham who do not have a Catholic Primary school serving the parish in which they live;
- 6.7 Children in Care for whom a place is requested by the relevant person/authority who have a sibling at the school at the time of their admission;
- 6.8 Children in Care for whom a place is requested by the relevant person/authority;
- 6.9 Children who have a sibling at the school at the time of their admission;
- 6.10 Children of Baptised Catholic parent(s) who live within the parishes of St. John, Our Lady & St. Alphege, SS Peter and Paul, Bath and St. Dunstan, Keynsham ;
- 6.11 Baptised Catholic children who live outside the parishes of St. John, Our Lady & St. Alphege, SS Peter and Paul, Bath and St. Dunstan, Keynsham other than those above;
- 6.12 Children of other Christian denominations who live within the parishes of St. John, Our Lady & St. Alphege, SS Peter and Paul, Bath and St. Dunstan, Keynsham other than the above;
- 6.13 Other children not in the above categories.

A copy of the child's Baptismal Certificate (categories 6.1, 6.2, 6.3, 6.4, 6.5, 6.6 and 6.11)  
 or  
 The parent's Baptismal Certificate (category 6.10)  
 or  
 A letter of support by their minister for applicants of other Christian denominations (category 6.12)  
**must be sent by parents/carers** to the Head teacher at the school by **15<sup>th</sup> January 2013**. Failure to supply the school with the above may affect which category of the criteria a child is considered for a place by the Governing Body

## 7. Tiebreak

When applications within the above categories exceed the number of places available, priority will be given to children who live nearest the school;

**Distance from the school** will be measured in a direct line from the address point of the child's home to the address point of the school. Measurements will be determined using the Local Authority's GIS computerised mapping system with those living closer to the school receiving the higher priority.

### **8. Waiting List**

A waiting list of all unsuccessful candidates will be kept until **31<sup>st</sup> August 2013** and any place, which becomes available before that date, will be offered in accordance with the order of priority in paragraph 6 above, subject to precedence being given to any child who is:

- 8.1 the subject of a direction by the Local Authority to admit  
OR
- 8.2 allocated to the school in accordance with the Local Authority's Fair Access Protocol.

Late applications and families moving into the area will be added to the list at the time of application and a category of priority assigned to enable them to be considered at the time any place becomes available.

**9. Casual applications**, i.e. those falling outside the normal admissions round, will be considered by the Admissions Committee against the criteria listed in paragraph 6 above. Applicants must complete an In-year application form which is available from the school office or from Bath & North East Somerset. Completed application forms must be returned directly to the school office. The school's Supplementary Information Form (SIF) should be returned to the school together with any supporting evidence as detailed in the above policy relating to Categories 6.1, 6.2, 6.3, 6.4, 6.5, 6.6, 6.10, 6.11 and 6.12

### **10. Late applications for Reception places**

Any late applications for reception places should complete their home LA's common application form and return it to their home LA as soon as possible. In line with agreed co-ordinated admission procedures the Governing Body will be informed of any late applications received. The School's SIF and any supporting evidence as detailed in the above policy relating to Categories 6.1, 6.2, 6.3, 6.4, 6.5, 6.6, 6.10, 6.11 and 6.12 should be sent to the school direct. Applications received after the closing date given in 5 above but before the offer of places is made by the Governing Body will not be considered in the first round of allocations unless, in the opinion of the Admission Committee, there were exceptional reasons for applicants not being able to meet the required deadlines i.e. as in the case of military personnel, medical reasons related to a parent evidenced by a doctor's letter.

### **11. Appeals Procedure**

Parents have the right to appeal against refusal by the Governors to admit their child, and should put their appeal in writing to the Clerk of the Governors – c/o the LA. Appeals will be arranged by the Diocesan Department for Schools and Colleges and conducted in accordance with the Code of Practice on School Appeals.

## 12. Children with Statement of Special Educational Needs

There is a different procedure for the admission to school of children with a Statement of Special Educational Needs. The LA is responsible for issuing the Statement and consulting with parents and the Governing Body of St. John's, if a preference has been made for the school, before the school is named in the Statement.

## 13. Definition

13.1 Baptised Catholic children are defined as:

13.1.1 Children baptised into the Roman Catholic Church or

13.1.2 Children who have been baptised into another Christian Church and have later been formally received into the Roman Catholic Church.

13.1.3 Children who have been baptised in accordance with the rites of another Christian Church which is in Communion with the Roman Catholic Church (a list of such churches is available from the Clifton Diocese Department for Schools and Colleges).

13.2 Siblings are defined as children who share one natural parent, step-brother or step-sister, or have been legally adopted or fostered into the family.

13.3 Children in Care are as defined by the most recent Admissions Code of Practice.

13.4 In the case of children whose parents are divorced or separated a child's home is defined as the address where the child normally lives/sleeps most or more days of the week.

## Places offered in 2011 – 2012

The Governors received 128 applications and allocated places as follows:

Criteria	Number of Applications	Number of offers
3	9	9
4	19	19
9	17	17
	<b>Total</b>	<b>45</b>

Agreed by the Governing Body – 27<sup>th</sup> March 2012