



St John's Catholic Primary School *BATH*

'For everyone to shine, celebrate and grow'

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Admissions Policy 2020/21

1. St. John's is a voluntary aided primary school which serves the Catholic parishes of St. John, Our Lady & St. Alphege, SS Peter and Paul, all in Bath, and St. Dunstan, Keynsham. A map of the parishes is on the school website.
2. As stated in the school's Instrument of Government, St. John's is to be run 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.

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 conjunction with the Clifton Diocese and Bath and North Somerset Local Authority (LA), is responsible for the admission of pupils.

4. The Published Admission Number for the Reception year 2020/2021 is 45. This is also the number of places for all other year groups. Pupils are normally admitted in the September of the school year in which they reach their fifth birthday. All children offered a place are entitled to a full-time place in the September following their fourth birthday. Parents have the right to defer their child's admission to school until later in the year but not beyond the point at which they reach compulsory school age nor beyond the beginning of the final term of the school year for which the offer was made. If parents wish for a deferment they should indicate so when accepting the offer of a place. Where parents wish, children may attend part-time until later in the year, but not beyond the point at which they reach compulsory school age.

5. Applications for a reception place at the school for 2020/21:

- 5.1 All applications must be submitted to your home Local Authority (LA) and by **the closing date of 15 January 2020** to be considered in the first round of allocations. Parents can either use their home LA's on line application facility or can complete their home LA's paper common application form. For those living in Bath and North East Somerset the postal address is St John's Catholic Primary School, Oldfield Lane, Bath, BA2 3NR and for online application via Bath & North East Somerset Council website and follow the link to 'schools admissions'. 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 applications received for the school. In the event of over subscription, the Governing Body will rank the applications in line with its criteria and notify Bath & North East Somerset LA of its decisions. Under co-ordinated admission arrangements the home LA will notify all those who applied on-time of the outcome of their application, on the national offer date of **16th April 2020**.
- 5.2 In order to assist the Governors in applying the oversubscription criteria, parents applying on faith grounds are asked to complete a supplementary information form (SIF). available from either the Bath and North East Somerset LA or the school. **This supplementary information form (SIF) should be sent to the school by 15th January 2020** to be considered in the first round of allocations.

Failure to supply the school with the SIF form and supporting documents may affect which category of the oversubscription criteria a child is considered for a place by the Governing Body. A Supporting document is needed for categories 6.1, 6.2, 6.3, 6.4, 6.5, 6.6 and, 6.10.

- 5.3. Children with a Statement of Special Educational Needs or an Education, Health Care Plan (EHC plan)

There is a different procedure for the admission to school of children with a Statement of Special Educational Needs/ EHC plan. The LA is responsible for issuing the Statement / EHC plan 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 / EHC plan. Such children will be allocated a place before the criteria below are applied to all other applicants.

6. OVERSUBSCRIPTION CRITERIA

In the event of over-subscription i.e. more applications than places available, the criteria below, given in order of priority, will be applied to rank all the applicants, regardless of the order of preference stated on the common application form:

- 6.1 Looked after and previously looked after children who are baptised Catholic and who will have a sibling at the school at the time of admission;
- 6.2 Looked after and previously looked after children who are baptised Catholic;
- 6.3 Baptised Catholic children living within the parishes of St. John, Our Lady & St. Alphege, SS Peter and Paul, Bath, and St. Dunstan, Keynsham who will have a sibling at the school at the time of their admission;
- 6.4 Baptised Catholic children living within the parishes of St. John, Our Lady & St. Alphege, SS Peter and Paul, Bath, and St. Dunstan, Keynsham;
- 6.5 Baptised Catholic children who will 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;
- 6.7 Looked after and previously looked after children who will have a sibling at the school at the time of their admission;
- 6.8 Looked after and previously looked after children;
- 6.9 Children who will have a sibling at the school at the time of their admission;
- 6.10 Children of a Baptised Catholic parent who live within the parishes of St. John, Our Lady & St. Alphege, SS Peter and Paul, Bath, and St. Dunstan, Keynsham;
- 6.11 Children not in the above categories.

To be considered under any of the Catholic based criteria, you must supply, a copy of the child's Baptismal Certificate (categories 6.1, 6.2, 6.3, 6.4, 6.5, 6.6,) or a copy of the parent's Baptismal/Holy Communion Certificate (category 6.10)

It **must be sent** to the Head teacher at the school and by **15th January 2020** to be considered in the first round of allocations. 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.

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 may also request sight of the original certificate.

7. Tiebreak

Priority within each category will be given to children who live nearest the school measured in a straight line from the address point of the child's home address to the address point of the school as defined by the Local Land and Property Gazetteer (LLPG). Measurements will be determined using the Local Authority's Geographic Information System (GIS) computerised mapping system. If the distance between two children's homes and the school is exactly the same then a random allocation i.e. drawing of lots, supervised by someone independent of the school, will be used to determine priority.

8. Waiting List

A waiting list of all those still seeking a place, will be kept until **31st August 2021** and any place, which becomes available before that date, will be offered in accordance with the oversubscription criteria 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.

Each child added to the list will require the list to be re ranked.

9. Mid-Year applications, i.e. those falling outside the admissions process for Reception Intake, will be considered by the Admissions Committee and if more applications than places are received, the criteria listed in paragraph 6 above will be applied. Applicants must complete an In-year application form which is available from the school office. Completed application forms must be returned directly to the school office. Those applying on faith grounds are requested to also complete the school's Supplementary Information Form (SIF). It should be returned to the school together with any supporting evidence as detailed in the above policy. If the year group is oversubscribed the applicant will be added to the waiting list (paragraph 8).

10. 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. In Key Stage One, this would be a permitted exception to Infant Class Limits.

11. Late applications for Reception places

Applications submitted after the closing date will be processed in accordance with the Coordinated Admission Scheme of the child's home LA.

12. 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 and conducted in accordance with the School Admission Appeals Code.

13. Definitions

- Baptised Catholic for the purpose of the admissions policy are defined as: a person who has been baptised into the Catholic Church or
- 13.1 has been baptised into another Christian Church and have later been formally received into the Catholic Church; .
 - 13.1.1 or a person who have been baptised in another Church which is in Communion with the Catholic Church (a list of such churches is available from the Clifton Diocese Department for Schools and Colleges).
 - 13.2 To be considered as a sibling, a child must be living at the same address for at least 50% of the time as a full, half, step or adoptive brother or sister.

Looked After Children

'Looked After Children are children who are (a) in the care of a local council or (b) being provided with accommodation by a local council in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989) at the time of application.

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.

For Children Previously 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 replaced residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order

- in accordance with Section 14A of the Children Act 1989, a Special Guardianship Order is defined as an order appointing one or more individuals to be a child's special guardian (or special guardians).

13.3 A child's home address is the address he/she lives for the majority of the time with a person who has parental responsibility for the child, as their main carer. In the case of children whose parents do not live together, a child's home is defined as the address where the child normally lives/sleeps for at least the majority of the time i.e. over 50%.

Information about the number of applicants received and the number of places allocated in each category for 2018-2019 is available from the school office or Bath and North East Somerset LA.

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 carers accordingly

Map of Parishes served – also called 'Catchment Area Map' is on the admissions page of the school website.

<http://www.stjohnscatholicprimary.org.uk/children/admissions-1>