

# **St Francis Catholic and Church of England Voluntary Aided Primary School, Ventnor**

## **ADMISSIONS POLICY 2013-2014**

St Francis Catholic and Church of England Primary School is in the joint Trusteeship of the Catholic Diocese of Portsmouth and the Church of England Education Board of Portsmouth and Winchester. The school is maintained by the Isle of Wight Council. The admission number for the Reception Year for St Francis Primary School in September 2013 will be 60.

### **Age of admission**

Children can start primary school in the September after they have reached the age of four. For September 2013, this will apply to children whose fourth birthday falls between 1 September 2012 and 31 August 2013. Parents can delay their child's entry to primary school to the start of the term following his or her fifth birthday but no later than the start of the summer term in April 2014.

### **Pupils with Statements of Special Educational Needs**

Children who have received a Statement of Special Educational Needs naming St Francis, Ventnor as the placement, will be automatically admitted to the school. Admission of these children will be included in the total number of pupils admitted to the school.

### **Over subscription**

The school will admit children up to its admission number of 60. However, should there be more applicants than the 60 places available, the governors of the school will give priority to children in the following category order Category A being the highest:

#### **Categories:**

##### **A. Looked After Children (Children in Local Authority Care)**

A 'looked after child' who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special needs guardianship order. A looked after child is a child who is (a) in the care of the 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).

##### **B. Children:**

- baptised in the Catholic tradition living in the parishes of Sacred Heart, Shanklin, St Patrick's, Sandown, Our Lady and St Wilfrid's, Ventnor; **or**
- baptised in the Church of England tradition living in the parishes of Bonchurch, Holy Trinity Ventnor, St Catherine's Ventnor, St Lawrence Ventnor, Wroxall, Godshell, Niton and Whitwell; **or**
- of Catholic parent/s who worship in the parishes of: Sacred Heart, Shanklin, St Patrick's, Sandown, Our Lady and St Wilfrid's, Ventnor; **or**
- of Church of England parent/s who worship in the parishes of Bonchurch, Holy Trinity Ventnor, St Catherine's Ventnor, St Lawrence Ventnor, Wroxall, Godshell, Niton and Whitwell;

##### **C. Children not within either category A or Category B.**

## Over-subscription criteria

In the event of there being more applications than places available in any of the above 3 categories the following criteria will be applied for all children falling within the category, in the following priority order:

1. Children who will have a sibling in the school at the time of admission into the school and live the shortest distance from the school.
2. Children with a specific medical condition confirmed by a consultant paediatrician or similar at the time of application which makes attendance at the school essential, and children with special educational needs, confirmed by an educational psychologist or similar educational professional at the time of application, which makes attendance at this school essential.

Applications for children with identified special educational needs or a specific medical condition, should be supported by the appropriate documentation from an educational psychologist, consultant paediatrician or similar professional at the time of application.

3. Children who live the shortest distance from the school.

### 'Home Address'

The 'home address' means the address where the child usually lives.

Where parents have shared residence of a child and the child lives for part of the week with each parent the Governing Body will take the home address to be the address at which the child lives most of a school week.

Note: If only one place at a school is available within the admission number and there are twins (or more in a multiple birth) in the family who have the next highest priority within the oversubscription criteria, the governing body will try to offer places to all those in the multiple birth. However, this may not always be possible because of the Government's limits on class sizes at primary schools. Parents will be asked to decide which of the children they would prefer to attend the school.

## EXPLANATORY NOTES

1. '*Children living the shortest distance from the school*' is measured in a straight line, from the child's home address to either of the main gates of the school (main gate of the Upper school site, Leeson Road or main gate of the Lower school site, Trinity Road). In the case of UK service personnel and Crown servants, an official MOD, FCO or GCHQ letter declaring a relocation date to the relevant parish of the school will establish the equivalent of residence or distance from the school.
2. To confirm 'Worship' the vicar/parish priest must know the child and parent/s and be able to confirm attendance at church at least on special occasions.
3. A sibling means a brother or sister, including half-brother, half-sister, stepbrother or stepsister, or any child who lives in the home as part of the family.
4. A waiting list will be maintained by the school using the categories and criteria outlined in this policy. It will be for parents to request that their child's name be included on a waiting list, it will not be added automatically by the school. Children will remain on the waiting list for one year.

## **Forms to complete and closing date for applications**

### **1. Isle of Wight Common application Form**

All parents must complete the Isle of Wight Common Application Form enclosed with this booklet and return it to the Admissions Office, County Hall, Newport by the published closing date of 4.30pm on 26th October 2012.

### **2. Supplementary Information Form**

Parents wishing to apply for admission to the school in September 2012 under category B should also complete a Supplementary Information Form. They should contact the school and request a Supplementary Information Form which should be completed and returned to the school with the baptismal certificate or countersigned by the vicar or parish priest confirming worship. The form should be returned to St Francis School, Upper school site, Leeson Road, Ventnor, PO38 1PR by 4.30pm on 26th October 2012.

Alternatively, parents can apply on-line by accessing the Local Authority's (LA) website at [www.iwight.com/admissions](http://www.iwight.com/admissions). However, the school's Supplementary Information Form should be returned to the school, to the upper school site in Leeson Road by 4.30pm 26th October 2012. The on-line application must be received by the LA by 4.30pm on 26th October 2012.

Letters or emails notifying parents of the outcome of their applications will be sent by the LA on 1 March 2013.

## **Right of Appeal**

Parents whose children are refused admission to the school have the right of appeal. The appeal must be made in writing within 14 days of receipt of the letter of refusal to admit. Information on the appeal procedure together with an appeal form will be sent with the LA's letter (on behalf of the Governors) of refusal to admit. If you applied on-line the refusal letter will be emailed to you on 1 March 2013. Appeal forms, waiting list forms and information on the appeal procedure are available at [www.iwight.com/admissions](http://www.iwight.com/admissions). The form should be returned to the Clerk to the Appeal Committee, Committee Services, County Hall, Newport, PO30 1UD. Any appeals will then be heard by an independent appeals panel.

## **Fair Access Protocol**

The Local Authority has a "Fair Access Protocol" which prioritises admissions for certain categories of school age children. This protocol relates to admission applications throughout the year. The protocol will take priority above the school's admission policy for those on a school's waiting list and the LA may require schools to admit above their published admission limit.