



The Federation of St Mary's and St Thomas of Canterbury Catholic Primary Schools

COMMON ADMISSIONS POLICY FOR ISLE OF WIGHT CATHOLIC AIDED PRIMARY SCHOOLS 2013-2014

The admissions numbers for the Reception Year for Isle of Wight Catholic Aided Primary Schools in September 2013 (the maximum number of children to be admitted) are:

• Holy Cross Catholic Primary	30
• St Mary's Catholic Primary	30
• St Saviour's Catholic Primary	30
• St Thomas of Canterbury Catholic Primary	30

Age of admission

Children can start primary school in the September after they have reached the age of four. For September 2012, this will apply to children whose fourth birthday falls between **1st September 2012 and 31st 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 a particular Catholic primary school as the placement, will be automatically admitted to the school. Admissions of such children will be included in the total number of pupils admitted to the school.

Over subscription

Should there be more applicants than places available the governors of the school concerned will give priority to children in the following category order Category A being the highest:

Categories:

- A Baptised Catholic 'Looked After children', including a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. 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)
- B Baptised Catholic children living within the boundaries of the parishes which the school serves.
- C Baptised Catholic children living outside the boundaries of the parishes which the school serves.
- D Looked After Children who are not baptised Catholics, including those who have been Looked After in the past (See definition in A above).
- E Baptised, (or dedicated), children of other Christian traditions.
- F Unbaptised children of baptised Catholic parents, grandparents or guardians.
- G Children from other faith traditions.
- H Children not falling into any of the above categories.

Over subscription criteria

In the event of there being more applications than places available in any of the above 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. 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 offer places to all those in the multiple birth.

- 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.
Note: Applications for children with identified special educational needs or 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.**

Explanatory notes

- 1 **'Children living the shortest distance from the school'** is measured in a straight line, from the child's home address to the main gate of the school. The 'home address', used for the term 'living inside' with regard to the area served by The School, 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 or;
 - where the child lives at each address for equal parts of a school week, then the address nearest to the School as determined by the Local Authority distance measuring system.
 - ❖ 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 **'Sibling'** refers to a brother or sister, a half brother or sister, an adopted brother or sister, a step brother or sister, or the child of the parent/carer's partner and in every case the child must be living permanently in the same family unit at the same address.

Evidence required (This is very important and must be sent with the Supplementary Information Form by the closing date):

Categories A B C and E:

- Parents of baptised Catholic or Christian children will be required to support their application by providing their child's Baptism Certificate. For children who have been through a Service of Dedication, supporting documentation must be provided.

Category F:

- Applicants stating baptised Catholic parents, grandparents or guardians, must supply Baptism Certificate(s) or a letter of confirmation of Baptism from the relevant church.

Category G:

- A letter from a leader of faith community confirming membership of faith tradition is required.

Closing date for applications

All parents must also 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 15th January 2013**.

Parents wishing to apply for admission to a Catholic primary school in September 2013 **should also complete a supplementary information form**. They should contact the school(s) and request a supplementary information form which should be completed and returned **to the school** with any relevant evidence by **4.30pm on 15th January 2013**.



Alternatively, parents can apply on-line by accessing the Local Authority's (LA) website at www.eduwight.iow.gov.uk/admissions. However, the school's supplementary information form **still needs to be completed in addition and returned to the school by 4.30pm on 15th January 2013**. The on-line application must be received by the LA by **4.30pm on 15th January 2013**. Letters or emails notifying parents of the outcome of their applications will be sent by the LA on **16th April 2013**.

Right of Appeal

Parents whose children are refused admission to a particular 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 **16th April 2013**. Appeal forms, waiting list forms and information on the appeal procedure are available at www.eduwight.iow.gov.uk. 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.

Waiting List

When all available places have been allocated, the School will operate a **waiting list**. Parents should confirm with the school that their child's name is included on the list or if they want their child's name removed from the waiting list.

Any places that become available will be allocated by the Governing Body according to the criteria of the admissions policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round. In-year fair access will take priority over the waiting list.

The waiting list will be reviewed and revised

- a. each time a child is added to, or removed from, the waiting list;
- b. when a child's changed circumstances will affect their priority;
- c. at the end of each school year, when parents with a child on the waiting list will be contacted and asked if they wish to remain on the list for the following school year.

Parents may keep their child's name on the waiting list of as many schools as they wish and for as long as they wish.

IN YEAR APPLICATIONS

The allocation of any places which may become available during the year will be made on the basis of the current Oversubscription Criteria. There are no deadline dates for in year applications.

Parents **must** obtain a **Common Application Form** from the Local Authority Admissions Office, County Hall, Newport, Isle of Wight, PO30 1UD (Telephone (01983) 821000, e-mail school.admisssions@iow.gov.uk). They are also encouraged to complete a **Supplementary Information Form (SIF)**, which must be obtained from *the School* or the *Local Authority*, completed and returned to *the School*. (As it is a paper form that needs to be signed, the SIF is not available for completion on-line.)

Applications for children outside their normal school year group will be considered on an individual basis.



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