Admissions Policy 2020-21

Policy Reference: PM1
Responsibility: Admissions Committee
Reviewed by: Mrs Paula Dix
This Review: March 2019
Next Review Due: March 2020
Cycle: Annually

Ratified by Full Governing Body
Signed:
Mrs Lisa Roy Chair of Governors
St Bernadette’s Catholic Primary School, Farnborough, is a voluntary aided school. The Governing Body is the Admission Authority for the school. This means that the Governing Body of the school is responsible for determining the school’s admissions policy.

The Admission Authority\(^1\) will admit 30 children to the Reception classes of the school for the 2020/21 academic year; this is currently the schools PAN\(^2\). The Governors reserve the right to alter this number in KS2, as appropriate.

St Bernadette’s Catholic Primary School operates an equal preference policy as part of the co-ordinated scheme for primary admissions in Hampshire. Consultation has taken place with the Diocese of Portsmouth Department for Schools (on behalf of the Diocesan Trustees), local schools and the local authority. Children with Education Health Care Plans which name the school will be admitted. This is irrespective of oversubscription criteria, but these places will be counted towards the admission number when considering whether there is still a place available for another child without an EHCP.

**Starting School in Year R**

The School will provide for the admission of all children in the September following their fourth birthday. Places in the Reception year will be provided from the beginning of the academic year, the September, in which a child will reach the age of five years.

**Deferred Entry into Year R**

Parents have the right to defer their child’s entry to school until later in the school year but not beyond the point they reach compulsory school age, at the beginning of the term following their fifth birthday.

Exceptionally, parents of children with birthdays between 1st April and 31st August (inclusive) may wish to defer admission until the following September. In these circumstances, an application under the following year’s admissions policy and procedures will be required.

Parents of children with birthdays between 1 April and 31 August 2015 (inclusive), whose child has not started in a Year R class during the 2020-21 school year, may wish to request admission to Year R in September 2021, rather than admission to Year 1. In these circumstances all relevant factors will be considered in assessing the request; parents would be expected to state clearly why they felt admission to year R was in their child’s best interests. It is recommended that before deciding to decelerate a child’s admission, parents first contact the school.

**Part-Time places in Year R**

Children can attend part-time if the parent wishes, until they reach compulsory school age. Parents should discuss their intentions with the school prior to the child starting school.

**Parents seeking admission for children outside of their normal age group.**

In all other year groups parents may wish to seek a place for their child outside of their normal age group, for example if the child has experienced problems such as ill health. If an application is received for a place outside of the child’s normal year group, the governing body will make a decision, taking into account the view of the Headteacher, based on the circumstances of the case and in the best interests of the child.

**OVERSUBSCRIPTION**

Should there be more applications than available places, then the following oversubscription procedure and categories will apply. When considering applications from siblings from a multiple birth

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\(^1\) Governing Body of St Bernadette’s Catholic Primary School.

\(^2\) The Admission Authority’s published admission number. The number of pupils the Admission Authority intends to admit into the Reception year group.
for one remaining place, children of multiple births will be accepted even in cases where the PAN\(^2\) has already been reached.

For the purposes of these admissions arrangements, a baptised Catholic means a person baptised in a church which is in communion with the See of Rome or a person received into the Catholic Church.

**OVERSUBSCRIPTION CATEGORIES**

The Admission Authority\(^1\) will place ALL applications into the following oversubscription categories, where category 1 has the highest priority and category 10 has the lowest priority, and apply the oversubscription "tiebreak" criteria within these categories, in order to allocate available places.

1) Baptised Catholic\(^{10}\) looked after children\(^3\) or Baptised Catholic children who were previously looked after but immediately after being looked after became subject to an adoption\(^4\), child arrangement\(^5\), or special guardianship\(^6\) order.

2) Baptised Catholic\(^{10}\) siblings\(^7\) who at the time of application, have a baptised Catholic brother or sister on roll at the school and who will still be on roll at the time of the sibling’s admission.

3) Baptised Catholic\(^{10}\) children living\(^8\) within the North East Hampshire Pastoral area (see http://www.st-bernadettes.hants.sch.uk/admissions/ for details of the NE Hampshire Pastoral area)

4) Baptised Catholic\(^{10}\) children living\(^8\) outside the Pastoral area named in category 3.

5) Other looked after children\(^3\) or children who were previously looked after but immediately after being looked after became subject to an adoption\(^4\), child arrangement order\(^5\), or special guardianship\(^6\) order.

6) Children of families who are members of other Christian denominations\(^9\), with priority given to siblings\(^7\) who at the time of application, have a brother or sister on roll at the school and who will still be on roll at the time of the sibling’s admission. (Applications under this criteria must be supported by a baptismal / christening certificate or supporting letter from your faith leader confirming membership.).

7) Un-baptised children of a baptised Catholic parent, supported by a Baptismal Certificate of the parent.

8) Children from other faiths. (Applications under this criteria must be supported by a certificate or supporting letter from your faith leader confirming membership.).

9) All other children.

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\(^3\) ‘Looked after Children’ are children who are (a) in the care of and accommodated by 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).

\(^4\) An adoption order is an order under section 46 of the Adoption and Children Act 2002.

\(^5\) A ‘child arrangement order’ is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989.

\(^6\) Section 14A of the Children Act 1989 defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

\(^7\) Sibling includes step sibling, foster siblings, adopted sibling and other children living permanently at the same address.

\(^8\) “Exchange of contracts” can be accepted by schools as proof of residence. Evidence of a properly constituted rent agreement is equally accepted.

\(^9\) “Other Christian denominations” are churches that are members of “Churches Together in England” (see www.cte.org.uk/Groups/234690/Home/About/Member_Churches_of/Member_Churches_of.aspx)

\(^{10}\) Original Baptismal certificate or letter of Reception is required to prove membership of the Catholic Church.
**Children with an Education, Health and Care Plan (EHCP)** The Governors recognise they have a legal obligation to children with approved local authority EHCPs and must admit any child whose statement or EHCP names the school. Such admissions will count towards the Published Admission Number (PAN) of 30.

**In-Year Fair Access placements by the local authority**
The local authority must ensure that all pupils are placed in schools as quickly as possible. It may therefore sometimes be necessary for a pupil to be placed by the local authority, or a local placement panel acting on behalf of the authority, in a particular school even if there is a waiting list for admission. Such placements will be made in accordance with the provisions of the local authority’s In-Year Fair Access Protocol. The Protocol is based on legislation and government guidance. If an admission under the Protocol raises the number on roll above the PAN, no further pupil will be admitted until a place becomes available within the PAN.

**Multiple Birth/Same Cohort Siblings**
If the last pupil offered a place in a Reception year class within the PAN is from a multiple birth or has sibling in the same year group any further siblings will be admitted, if the parents so wish, even though this may raise the intake number above the school’s PAN. The PAN will remain unchanged so that no other pupil will be admitted until a place becomes available within the PAN.

**Tiebreak Criteria**
Should there be more applications than places within any of the above categories the following tiebreak criteria will be applied in the order indicated below.

a) Children with a sibling already attending the school at the time of application. While sibling priority is used as a tiebreak criteria it should be noted that having a child at the school does not automatically guarantee the offer of a place for a subsequent sibling. The oversubscription categories will be strictly applied as detailed above.

b) Children living the shortest distance from the school. Distances will be measured from the Ordnance Survey home address point to the school address point using Hampshire County Council's Geographic Information Systems (GIS). Distances to multiple dwellings will give priority to the ground floor over the first floor and so on. On individual floors, distances will be measured to the stairs leading to the communal entrance. Where two or more applicants are equidistant, random allocation will be used to allocate the place. An explanation of the random allocation procedure is available on the County website.

In cases where parents have shared residence of a child, and a child lives for part of the week with both/either parents, the home address used in the distance calculation will be the home address that is closest to the school.

**RIGHT OF APPEAL**
In accordance with the School Standards & Framework Act 1998, parent(s) refused admission for their child(ren) may appeal against the decision of the Admission Authority. Information on the Appeal Procedure together with an Appeal Form is available from the Clerk to the schools Governing Body.

The completed Appeal Form should be sent to:
- Clerk to the Governing Body (Appeals)
- St Bernadette’s Catholic Primary School
- Tile Barn Close
- Farnborough
- Hampshire GU14 8LS

The Admission Authority will establish an independent appeals panel to hear the appeal.
WAITING LIST

The school operates a waiting list for unsuccessful applicants. If a child is refused admission, the parent(s) of the child will be contacted to confirm if they require the child to be added to the waiting list. The child’s name will remain on the waiting list until the parent(s) ask for it to be removed, or until the school is unable to contact the parent(s) through lack of current contact information. Parents may keep their child’s name on the waiting list of as many schools as they wish.

Looked after children, previously looked after children, and those allocated a place at the school through the Fair Access Protocol take precedence over those on the waiting list. Any places that become available will be allocated according to the “Admission Categories” and “Oversubscription Tiebreak Criteria” in this Admissions Policy, in liaison with HCC\textsuperscript{12}, with no account being taken of the length of time on the waiting list.

The waiting list will be reviewed and revised:

- Each time a child is added to, or removed from, the Waiting List
- When a child’s changed circumstances will affect their priority.

At the end of each school term, the parent(s) of a child on the Waiting List will be required to write to the school in order to remain on the Waiting List.

ADMISSIONS DURING THE ACADEMIC YEAR

In Year admission for immediate entry will be considered at anytime.

Admissions from infant schools to Year 3 for entry in September 2020 will be considered in June 2020.

The availability of places will be communicated to the LA\textsuperscript{13} by the school on request.

PROCEDURE FOR MAKING AN APPLICATION

1. All parent(s) must complete the Hampshire Common Application Form, which can be completed online at http://www.hants.gov.uk/admissions. The Hampshire Form will be available online from November 2019. Paper forms are also available direct from the LA\textsuperscript{10} and all publicly funded schools in Hampshire.

2. As this school is a Catholic School, applicants are requested to complete a Supplementary Information Form (SIF), direct from the school. The additional information on the SIF is used by the admission authority\textsuperscript{1} (school governors) in the event of having to apply oversubscription criteria to applications. Applicants wishing to apply under a faith criteria should complete this Supplementary Information Form. The SIF is available from the school or via the school website. The SIF should be returned with any relevant documentation to the school. If no SIF is submitted to the school, then the application will be ranked SOLELY on the basis of the information contained in the common application form.

3. The closing date for the Hampshire Common Application Form and the St Bernadette’s Supplementary Information Form (SIF) is midnight on 15th January 2020.

4. A letter of acknowledgement will be sent from the school upon receipt of the SIF.

5. All applications received by the closing date for applications will be considered first. All those received subsequent to the closing date will then be considered.

6. Parents will be informed by Hampshire County Council of the outcome of their application on 16th April 2020.

\textsuperscript{12} Hampshire County Council, Children’s Services Department, Elizabeth II Court East Winchester SO23 8UG.

\textsuperscript{13} Local Authority Hampshire County Council
7. The Admission Authority will consider applications for admission to year groups other than Reception. These applications will be placed in the relevant admission categories detailed in this Admissions Policy.

8. The Governors of All Hallows School agree a separate Admissions Policy. Pupils admitted to St Bernadette’s School are NOT guaranteed a place at All Hallows School.
If you are expressing a preference for a place for your child at a Catholic school and wish to apply under a faith criteria, you should complete this Supplementary Information Form.

The completed Supplementary Information form, together with all supporting documentation (see Notes below) should be returned to the school by the closing date set by the Local Authority for the return of the Common Application Form. If you are applying to more than one Catholic school you will need to complete a separate Supplementary Information Form for each school. If you do not complete this form and return it to the school, with all supporting documentation, by the closing date, your child will not be placed in the appropriate faith category, and this is likely to affect your child’s chance of being offered a place.

REMEMBER – YOU MUST ALSO COMPLETE THE COMMON APPLICATION FORM OR APPLY ONLINE USING THE HAMPSHIRE COUNTY COUNCIL SYSTEM

Name of Child ................................................................. Date of Birth of Child ............... 

Address of Child ...............................................................

.................................................................................................

................................................................................................. Telephone Number ...........

Email Address ...........................................................................

NOTE: When completing the Common Application form it is important that you provide details of any siblings (brothers or sisters) who will be attending the Catholic school at the date of application. If this information is not provided, the admission authority of the school may not be able to place the application within the correct criteria.

Religious status of child (please indicate by a tick in the appropriate box)

☐ Baptised Catholic          ☐ Member of other Christian denomination

☐ Unbaptised child of Catholic parent

☐ Member of other faith

Catholic Parish in which your child lives: ........................................................................
Notes:

1. **Evidence of Catholic Baptism/Reception**
   If application is being made for a place at the school for a Catholic child, evidence of Catholic baptism or reception into the Church is required. The child’s certificate of baptism or certificate of reception into full communion of the Catholic Church should be provided at the same time as this form is returned to the school.

2. **Other Denominations/Faiths**
   If application is being made for a place at the school as a member of another Christian denomination or another faith, must be supported by a baptismal / christening certificate or supporting letter from your faith leader confirming membership. The certificate or letter should be provided at the same time as this form is returned to the school.

3. **Unbaptised Child of Baptised Catholic Parent**
   If application is being made for a place at the school for an unbaptised child of a Catholic parent then evidence of the parent’s Catholic baptism or reception into the Church is required. A copy of a certificate of baptism or certificate of reception into full communion of the Catholic Church should be provided at the same time as this form is returned to the school. We require proof of only one parent’s baptism.

**CHECKLIST:**

Have you enclosed:

- [ ] Original baptismal certificate or certificate of reception into the Catholic church (where applicable); OR

- [ ] Letter confirming membership of a Christian denomination or other faith (where applicable)

- [ ] PLEASE TICK TO CONFIRM YOU HAVE COMPLETED AND RETURNED THE COMMON APPLICATION FORM OR HAVE APPLIED THROUGH HAMPSHIRE COUNTY COUNCIL’S ONLINE SYSTEM

**DECLARATION:**

Any offer of a place will be on the basis that the information supplied is accurate and up to date. Please read the declaration below and sign the form.

I confirm that I have read the Admissions Policy of the school and certify that the information given on this form is correct. I understand that any place offered will be withdrawn if I give false information, even if my child has started at the school.

Signature of Parent/Carer

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Print Name

........................................................................................................................................

Relationship to Child

........................................................................................................................................

Date

........................................................................................................................................
In compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked you to provide on this form.

1. We are St Bernadette’s Catholic Primary School, Tile Barn Close, Cove, GU14 8LS

2. Being a Catholic education provider, we work closely with the School’s Diocesan Authority, the School’s Trustees, the Local Authority, the Catholic Education Service and the Department for Education, and may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions.

3. The person responsible for data protection within our organisation is Victoria Ryan and you can contact them with questions relating to our handling of the data. You can contact them by email v.ryan@st-bernadettes.hants.sch.uk.

4. We require the information we have requested for reasons relating to our functions as the admission authority of the School.

5. It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR).

6. To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.

7. It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the GDPR).

8. If the application is successful, the information you have provided on this form will be migrated to the School’s enrolment system, and the data will be retained and processed on the basis of the School’s fair processing notice and data protection policies which apply to that data.

9. If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the School’s data retention policy.

10. To read about individual rights and/or to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by St Bernadette’s Catholic Primary School complaints procedure. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioners Office via their website at: ico.org.uk.