



ST THOMAS CANTILUPE CE PRIMARY SCHOOL

ADMISSIONS POLICY

Policy Co-ordinator: Head Teacher

This policy was presented to Governors on 24th June 2009

This policy will be reviewed annually

Admission Arrangements for the School Year 2011 / 2012

1. Children whose 5th birthday is between 1st September and 31st December will usually be admitted full time from September.
2. Children whose 5th birthday is between 1st January and 30th April inclusive may be admitted full time from September, but parents can choose whether to send their children mornings only or full time. From January these children usually attend full time.
3. Children whose 5th birthday is between 1st May and 31st August inclusive may be admitted full time from September, but parents can choose whether to send their children mornings only or full time. From April these children usually attend full time.

Induction Arrangements

We always aim to help our children settle into school as well as possible and therefore over the first two weeks of the autumn term the children will be in school for the morning only. Further details will be available from the school during the summer term before admission.

Admissions and Oversubscription Criteria

The following statements for admission to St Thomas Cantilupe CE Primary School have been used for a number of years. However, in line with the recommendations of the new Code of Practice, the Governing Body, as Admissions Authority for the school, will now operate an equal ranking system under which **all** preferences will be given equal consideration and the resulting admissions / oversubscription criteria applied to all applications.

In line with our published Pupil Admission Number (PAN), the number of children admitted to the School during the School year 2011 / 2012 will be 30. Admission for Reception children will now be ranked according to the following criteria:

- (1.) Children with a Statement of Special Educational Need which names the school and those pupils in receipt of banded funding where the LA believes, in consultation with the Governors, that a particular school should be named.

There is now a different procedure for the admission to school for children with Statements of Special Educational Needs: it is administered by the Local Authority (LA) in whose area the family lives. The LA is responsible for issuing the Statement and consulting with the parents and the Governing Body of St

Thomas Cantilupe School, before the school is named in the Statement. If the school is named in the statement, the child will be admitted. This criteria, therefore, does not form part of the admissions/oversubscription policy of the school.

1. Children in the 'Looked After' system (children in the care of the Local Authority) and children who are adopted, where the approved agencies, in consultation with the Governors, agree that the school is the most appropriate to meet the child's needs.
2. Children whose principal address is **within** the catchment area of the school (Millbrook Street forms the boundary to the west, St. Owen's Street to the East and Penn Grove Road to the North) as defined by the LA and who have a SIBLING IN SCHOOL at time of entry. ***Principal address is defined as the address where the child usually resides with the primary carer within the catchment area. Sibling is defined as full or half brother or sister, adoptive brother or sister residing in the same household at the principal address.***
3. Children whose principal address is **within** the catchment area of the school as defined by the LA and who request a CHURCH PLACE.
Appendix A contains Diocese definitions of faith and requirements of parents in terms of Church attendance which must be supported by the appropriate parish priest or minister. Appendix B is the form that parents are required to complete to apply for a Church place.
4. Children whose principal address is **within** the catchment area of the school as defined by the LA and who have the '**shortest available walking route to school**'.
Note: 'shortest walking route to school' will simply be used to differentiate between applicants who both fulfil these criteria and to rank them accordingly in the case of oversubscription rather than being a requirement of the oversubscription criteria itself.
5. Children whose principal address is **outside** the catchment area of the school as defined by the LA and who have a sibling at the school **both** at the time of application for a place **and** when the younger child is due to commence school.
6. Children whose principal address is **outside** the catchment area of the school as defined by the LA, and who request a Church place as outlined in point 3 above.
7. Children who have attended St. Thomas Cantilupe Playgroup for at least the last two terms prior to entry in Reception.
8. Children whose principal address is **outside** the catchment area of the school as defined by the LA but who live nearest by the '**shortest available walking route**' as defined by the LA.

Definitions

Church – is taken as meaning an organised body subscribing to the doctrine of the Trinity, which is either a member of the local Christian Council /Council of Churches or affiliated to 'Christians together in England'.

'Shortest available walking route to school' is determined by the LA using computer assisted OS maps and post codes to ensure accurate measurement. This measurement will simply be used to differentiate between candidates who fulfil these criteria in the event of oversubscription, rather than being a requirement under the criteria itself.

Parents - include all those who have a parental responsibility for a child as set out in the Children Act 1989. Where responsibility is shared, the person receiving Child Benefit is deemed to be the parent responsible for completing application forms and whose address becomes the principal address used for admission purposes.

Principal address is also the home address - the address where the child resides for the majority of the week with the parent who has parental responsibility for that child. It is the address used for correspondence related to where 'child Benefit' is paid. In cases where there is doubt about the home address, or where a child lives between two homes (split families) or other relevant circumstances, proof of the home address must be provided to the school to confirm the address on the application form. The principal or home address will be the address which complies with the above at the closing date for applications set by the Local Authority.

Sibling - is defined as a full brother or sister
A half brother or sister
A step brother or sister
An adoptive brother or sister
Children of parents who are married or cohabiting, where the parents and children live together in the same family household

Note: To fulfil admission criteria 2 and 5, siblings must be residing in the same household at the principal address.

Governing Body of St Thomas Cantilupe (Voluntary Aided) CE Primary School

In the event of the school's Pupil Admission Number (PAN) being reached for admission into Reception, children's names will be entered on a waiting list, ranked according to the criteria above.

For Key Stage 2 classes, the Governors will decide whether to admit above PAN on an individual basis. It is preferred policy to maintain a maximum class size of 30.

Pupils completing their Primary education in this School transfer to a High School at the beginning of the Autumn Term following their eleventh birthday.

ST THOMAS CANTILUPE CE PRIMARY SCHOOL

APPENDIX A TO ADMISSIONS POLICY

Christian commitment – “faith priority” places

- (i) **Baptism** is the basic criterion for the identification of the children of practising Christian families. **Thanksgiving for the Gift of a Child** could also be taken into account for those Christians who do not practise infant Baptism. However, that will not normally be enough on its own, if over-subscribed schools are going to be able to distinguish those most clearly admissible on faith grounds. There needs also to be some evidence of Christian commitment and practice for those seeking admission on the basis that they are of the faith of the school.
- (ii) We operate, therefore, a three-tier stratification for faith-based places:
- at the heart of the church
 - attached to the church and
 - known to the church
- (iii) Applicants for a faith priority place will be asked to identify themselves as being: known to the church; or attached to the church; or at the heart of the church. The period in question will normally be the past two years. Applicants new to the area would need to provide evidence from a previous church or churches.
- (iv) An applicant ‘**at the heart of the church**’ will be a regular worshipper. This might normally mean one who worships usually twice a month. To accommodate difficult patterns of work and family relationships account will be taken of week-day worship. **The worshipper could be the child** for whom application is made or one or both parents.
- (v) An applicant ‘**attached to the church**’ will be a regular but not frequent worshipper, by which is meant (for example) one who usually attends a monthly family or church parade service or is regularly involved in a weekday church activity including an element of worship.
- (vi) An applicant ‘**known to the church**’ will not be a frequent but probably an occasional worshipper, someone who is perhaps known through a family connection, or one or more of whose family would be involved in some church activity, such as a uniformed or other church organisation.
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Application form and church reference

- (vii) *Applicants for faith priority places will need an application form (available from the school office) to give evidence of their Christian (or other faith) commitment.*
 - (viii) *Christian applicants should give evidence that the child for whom a place is sought has been baptised or had a service of Thanksgiving for the Gift of a Child. A copy of a certificate of Baptism or of a service of Thanksgiving should be included if possible with the application.*
 - (ix) *There needs to be confirmation through a worship community reference of applicants' claims, where they are applying on a faith priority basis. This reference will simply confirm or reject the objective facts as proposed by the family: this family is known to the church; this family is attached to the church; this family is at the heart of the church.*
 - (x) *Once the reference is available to the governing body of the school it becomes objective evidence for the admissions committee in forming their judgement on the application. The same will apply in the case of any subsequent appeal or adjudication.*
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St Thomas Cantilupe CE Primary School & Playgroup



CHURCH PLACE INFORMATION
FORM



Full Name of Child	Christian Name(s)	Surname	M/F	Date of Birth
Address		Telephone No		No of Years at this address
Post Code				
Name of Parent(s) or other legal guardians				Date for which application is made
Names of brothers or sisters attending this school - at present - in the past Number of younger brothers /sisters				Class
<input type="checkbox"/>				
Primary school or present secondary school attended				
Church attended				
How long has your family attended this church?				
Name of Priest of Minister				
On how many Sundays in the year are services held in the Church you attend?	<input type="checkbox"/>	What is your denomination? (please tick)		
How many of these services does your family normally attend	<input type="checkbox"/>	Church of England <input type="checkbox"/> Baptist <input type="checkbox"/> Methodist <input type="checkbox"/> United Reform <input type="checkbox"/> Other..... <input type="checkbox"/>		

Information relating to your child:

Has your child been baptized or dedicated? Please give details of the year and church.

Church..... Year.....

Family Involvement with the Church

Identification of your involvement with the Church. Please tick one of the appropriate definitions

1. At the heart of the Church

[A regular worshipper. At least twice a month (including weekdays). The worshipper could be the child for whom application is made, or one or both parents.]

2. Attached to the Church

[A regular but not frequent worshipper (eg once monthly at family service or Church parade) or is regularly involved in a weekday church activity including an element of worship.]

3. Known to the Church

[Not a frequent worshipper but attend occasionally, eg Christmas, Easter, Harvest Festival. Perhaps known to the Church through a family connection or where one or more of the family are involved in some church activity, such as uniformed or other church organization]

Please add any comments which you wish to be considered:

Signature of Parent/Guardian.....Date.....

Clergy Reference:

How many years have you been responsible for the church usually attended by the applicants?

How many years have the applicants been attending church since your appointment?

Please indicate **YES** in the box which most closely describes your level of support. (And **NO** in the other two boxes):

1. This applicant is at the heart of the church and I unreservedly recommend a church place

2. I fully support this application and can vouch that this applicant is attached to the church

3. I confirm that this applicant is known to the church and I support the application

Clergy comments:

Signature of Priest/Minister.....Date.....

This form should be completed and sent to St Thomas Cantilupe CE Primary School & Playgroup