



ADMISSIONS POLICY

2019/2020

Approved by:	The Headteacher and Governing Body	Date: 08/03/2018
Last reviewed on:	09/02/2018	
Next review due by:	09/02/2019	

Mission Statement

Our mission is founded on Christian values, inspired by the life and teachings of Jesus. In partnership with families and our local community, we respect, nurture and encourage every child and adult to reach their potential. We are proud to be a loving, inclusive and happy school, where children can safely and confidently find their place in the world.

At St John the Baptist Catholic Primary School:

- we encourage each other to live our lives based on Gospel values;
- we acknowledge and nurture the unique gifts in every individual;
- we have a positive vision of our Faith;
- we ensure that prayer, reflection and worship form an integral part of every day;
- we recognise each person as a vital part of God's creation;
- we lay the foundations for successful, lifelong learning;
- we are at the heart of our Parish, welcoming, supporting and working in partnership with families.

Admission Arrangements

St John's Catholic Primary School is a Voluntary Aided school in the Diocese of Plymouth. The Governing Body is responsible for admissions and is guided by the requirements of law, the advice from the Diocesan Trustees and its duty to the Catholic community.

To apply for a place at St John's, parents must complete the Cornwall Council Common Application Form, either electronically or in paper form. If applying for a place under criterion 2, 3, 4, 5 or 7, parents are also required to complete a Supplementary Information Form, available from the school. Failure to provide the necessary supportive documentation to accompany the application form (eg. a Baptismal certificate) may affect the admissions procedure for a place at this school. This scheme will be based on the equal preference system, as defined in the Schools Admissions Code 2014.

The closing date for applications for September 2019 is **15th January 2019**. If an application is received late for a good reason (eg. due to medical reasons or moving into the area), it may be accepted for consideration alongside those received by the closing date. Further details are available on the Cornwall Council website.

The National Offer Day, where parents are informed of their child's allocated school place, will be **16th April 2019**.

Deferred/Delayed Entry

All children are entitled to start school full-time in the September following their fourth birthday. However, parents may choose deferred or part-time entry to the reception year for their child, bearing in mind that by law, children have to be in

full-time education by the start of the term following their fifth birthday – when they reach ‘compulsory school age’. Parents of summer-born children may also seek a place for their child outside their normal age group i.e. entry to reception a year later than normal, for example if the child may naturally have fallen into a lower age group if it were not for being born prematurely. Parents choosing part-time or deferred entry or wishing to delay entry to the reception year must contact the Headteacher.

Admission of Children Outside their Normal Age Group

Parents may seek a place for their child outside their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Those wishing to request placement outside the normal age group should contact the Headteacher. Such requests will be considered on a case-by-case basis and in the best interests of the child concerned. Guidance can also be found at www.cornwall.gov.uk/admissions or on request from the School Admissions Team. Parents who are refused a place at a school for which they have applied have the right of appeal to an independent admission appeal panel. However, they do not have a right of appeal if they have been offered a place and it is not in the year group they would like.

Admissions Criteria

The Published Admission Number (PAN) in Reception is 30.

The school serves the Catholic community of Camborne and Redruth and aims to provide places for all Catholic children aged 5 to 11, where St John’s is the nearest Catholic school. However, a large proportion of admissions are of non-Catholic children, who are equally valued members of the school community.

The Governing Body fully recognises the requirement to admit pupils with statements of Special educational Needs or an Education Health Care Plan, where St John’s is the named school.

Oversubscription Criteria

If there are more applications than the number of places available, the Governing Body will apply the following criterion in order of priority:-

1. (a) Children in care and children who were previously in care, but immediately after being in care, became subject to an Adoption, Child Arrangement or Special Guardianship Order.

(b) Children with a statement or Education Health Care Plan, where St John’s is the named school.
2. Children who are Baptised Catholics who will have a sibling at the school at the time of likely admission. (Evidence: Baptismal certificate or signature of a Catholic Priest confirming their knowledge of the child’s Baptism)
3. Children who are Baptised Catholics whose parents/carers are resident in the parishes of Camborne or Redruth. (Evidence: Baptismal certificate or signature of a Catholic Priest confirming their knowledge of the child’s Baptism)
4. Children who are Baptised Catholics whose parents/carers are resident in other parishes at the time of likely admission. (Evidence: Baptismal certificate or signature of a Catholic Priest confirming their knowledge of the child’s Baptism)
5. Children whose parents/carers are a Baptised/member of a Christian church or other faith and will have a sibling at the school at the time of likely admission. (Evidence: Baptismal certificate or signature of a Priest/religious minister confirming their knowledge of the child)
6. Children who will have a sibling at the school at the time of likely admission.
7. Children whose parents/carers are a Baptised/member of a Christian church. (Evidence: Baptismal certificate or signature of a Priest/religious minister confirming their knowledge of the child)
8. Children whose parents seek admission for them at the school and have named the school and have named St John’s amongst their preferences on the Common Application Form.

Definitions

Parents/Guardians

Any person who has parental responsibility for, or who is the legal guardian of the child.

Sibling

A brother/sister, half-brother/sister, adoptive brother/sister, step brother/sister or foster brother/sister or the child of the parent/carer's partner, who live at the same address as the child for whom a school place is being sought.

Home Address

A child may only have one registered home address, that is, the address where the child is normally resident. If there is shared custody of a child or a query is raised regarding the validity of an address, it may be necessary to request further evidence (eg. a utility bill) in order to make a decision.

Recognised Christian Church

Any church affiliated to 'Churches Together in England and Ireland'.

Other Faiths

Examples of other faith traditions are Hinduism, Islam, Judaism and Sikhism.

Tie Breaker

When two or more children meet the same criterion, their rank order will be determined by distance between the home address and school, measured by straight line, where the child nearest the school will rank higher. Should the tie-breakers above still leave children with an equal claim because distances are exactly the same, random allocation will be used to decide on priority. The school will use the Local Authority's Random Allocation Protocol, supervised by an independent person, which is available on request.

Waiting List

The Local Authority, in partnership with the Governing Body, will keep a waiting list for Reception places and also for Years 1 to 6. A child may be placed on the waiting list at the parent's request. Being on the waiting lists does not guarantee a child's automatic or eventual admission to the school. The position of children on the waiting list may change from day to day, depending on the ongoing application for places at the school. All admissions are judged solely against the admission criteria. Children who are allocated to the school in accordance with the Fair Access Protocol will take precedence over any child already on the waiting list.

Appeals

If a child is refused a place, parents have the right to appeal, in which case, they should write to the school immediately for details of the appeals procedure. Appeals will be heard by an Independent Appeals Panel, formed in accordance with the Admissions Code.

False Information

Where the Governing Body has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application, which has effectively denied a place to a child with a stronger claim to a place, the offer of the place will be immediately withdrawn.