



St Mary's Catholic Primary School

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Admissions Policy 2018-19

- All schools must have an admissions policy, [see The Admissions Policy](#)
- Admissions policies must make it clear that all parents **must** apply for admission, and
- How to apply for admission, see [How to apply for a place at the normal round](#) and [How to apply for a place at other times](#)
- When to apply, see [When to apply for a place](#)
- What happens after application, see [What happens after an application is made](#) and [Key information](#) and [Our oversubscription criteria](#) and [Our Supplementary Information Form at Appendix B](#)
- What happens when an application is successful, see [Outcomes of the application process](#)
- What happens when an application is **not** successful, see [Outcomes of the application process](#) and [Admission Appeals](#).
- Our policy says how we consult and set it each year, see [Policy version](#)
- [Appendix A](#) contains detailed information and definitions of the terms we use.

Text that is [underlined in blue](#) indicates a link to further information within the document or online. If you don't have access to the internet or have any questions about this policy or admissions in general, please ask for advice from the school or the Local Authority Admissions Team.



Key information – for definitions and notes see Appendix A

Published Admission Number (PAN) for Reception	20
Do we have a catchment area?	No
Department for Education school number	878 - 3301
Age range of children in this school?	4-11
What kind of school is this?	Academy, Catholic, Diocese of Plymouth
Who is the Admissions authority ?	The academy trust
Do we belong to a federation or chain of schools?	Plymouth Catholic and Anglican Schools Trust
When will children in the normal age group for Reception have been born? see notes below	1 September 2013 to 31 August 2014
When can parents apply for admission to Reception?	15 November 2017 to 15 January 2018
How can parents apply for admission to Reception?	online at devon.cc/admissionsonline paper forms at devon.cc/admissions or from the school office
Is there a Supplementary Information Form (SIF) for additional priority?	Yes – on faith grounds
When will places be offered for Reception?	16 April 2018
When should appeals for admissions to Reception be submitted?	14 May 2018
When can applications for in-year admission be made?	Applications can be made for in-year admission at any time after the start of the Reception year up to the final half term in Year 6.
Education, Health and Care Plan	Any child whose Education, Health and Care Plan names this school will be admitted.
Oversubscription criteria (to be used only if we need to prioritise applications - see notes below):	
1. Looked After Children or previously Looked After Children who were immediately adopted or made the subject of a child arrangements order or a special guardianship order. 2. Children for whom an exceptional medical or social need to attend this school is demonstrated. 3. Children who are Baptised Catholic. 4. Children with a sibling on roll at this school when the application is made. 5. Children with a parent who is a Baptised Catholic. 6. Children who regularly attend (or whose parent regularly attends) a Christian church. 7. Children who regularly attend (or whose parent regularly attends) a church of another faith tradition. 8. Children with a parent who seeks education within the Catholic tradition. 9. Children of members of staff employed at this school for more than two years when the application is made or recruited within the past two years to fill a vacancy for which there was a skills shortage. 10. Other children.	
Tie breaker – to prioritise applications in the same oversubscription criterion, we will use: a) straight-line distance from home to school and, b) where distances are equal (within a metre) we will use a Random Ballot.	

Our Ethos

Our Mission is: To educate and to develop every child's potential within our Catholic School Family.

We ask parents to respect our ethos and its importance to the school community. This does not affect the right of all parents to apply and be considered for a place here.

The Admissions Policy

Our admissions policy is written to comply with the requirements of the School Admissions Code, School Admissions Appeals Code and other relevant legislation:

- so that parents will know how to apply for a school place, when to apply and what happens when an application is made;
- so that our governors, head teacher and members of staff understand what to do;
- to set out our commitment to fair, clear and consistent admissions procedures.

It should be read along with Devon County Council's Step by Step Guide to admissions, its Co-ordinated Admissions Schemes, Fair Access Protocol and Education Transport Policy.

Once our policy is determined, it cannot be changed unless an amendment is required to correct a typographical error, to ensure that the policy complies with the Codes where it is identified to be non-compliant, in response to a determination of the Office of the school's Adjudicator or where approval has been received to a request for an In-Year Variation. Any amendments that are made will be detailed in the [Policy Version](#) section below.

How the Admissions Process works – all Parents have to apply

Most children join schools at the normal point of admission; others will join at different times where they are new to an area or simply want to transfer from one school to another. Without exception, all parents have to make a formal application for admission to a state-funded school. Places aren't allocated automatically and no child has a guarantee for admission. This includes children at any nursery or other Early Years setting.

We must fill vacancies if a parent applies for a place here. That means we can't hold places back in case a local parent forgets to apply or in case a family moves to the area later and wants to come here. We will share information with the Local Authority (LA) and help to publicise the need to apply but the responsibility for making applications lies with parents.

We welcome visits from parents - and their children - who are considering applying for a place here. This is an opportunity to see what we have to offer. Visits aren't a compulsory part of the admissions process and won't affect decisions on whether a place can be offered here. Parents can make appointments by contacting the school office.

How to apply for a place at the Normal Round – Reception

The normal round is the first opportunity for children to join a school. For us and for all primary and infant schools, that's at the beginning of the Reception or Foundation Year. Parents apply using a Common Application Form from the Local Authority where the child lives. If that's outside Devon, the application will be passed to Devon County Council which co-ordinates all applications for this school. Through this process, every parent who applies will receive a single offer on the same day, the National Offer Day.

There is an annual national closing date for applications - 15 January. Applications submitted after this will be late unless the parent can demonstrate that he or she was unable to apply by the deadline. This may be because of illness that prevented an application being made or because of a house move to the area. Otherwise, late applications will be considered after those received on time. Devon will send a list of all of the children whose parents have applied to come here to us. All normal round applications are considered in line with Devon's Primary Co-ordinated Admissions Scheme.

How to apply for a place at other times – In-Year Admissions

Parents can apply for admission after the normal round – after **31 August 2018** – using the Devon Common Application Form: the **D-CAF**. In-year applications can then be made at any time up to 8 school weeks in advance of a place being required (or 16 school weeks for children of UK service personnel). All applications received by 2pm on the same day will be considered together.

We will reach a decision in response to applications and inform the LA Admissions Team within 1 school week (that is 5 school days) of receipt of the application.

All in-year admissions will be made in line with Devon's In-Year Coordinated Admissions Scheme. Where a child moves into the area *and*

- the parent only intends to apply for a place here and at no other school, *and*
- the child does not have an EHCP, *and*
- the child has not been Permanently Excluded from a school, *and*
- the parent is not in dispute with another person with parental responsibility over residence or school admissions, *and*
- we have a confirmed vacancy in the relevant Year Group,

we will invite the parent to complete a **D-CAF6** instead of a **D-CAF**. This acts as a school application form rather than a Common Application Form. This allows for children to start here as soon as possible when they are new to the area. If the child already has a school place locally, the application must be made on the D-CAF and admission would normally be at the beginning of the next term. A formal decision letter will follow from the Devon School Admissions Service in all cases.

When to apply for a place

Parents should apply between the opening date of the normal round application process and the national closing date of 15 January 2018. The process opens in Devon on 15 November 2017 – the opening date may vary in different Local Authority areas.

In-year admissions applications can be made at any time for admission after the start of the Reception intake until the end of a child's primary education in Year 6. Applications will not be considered, however, further in advance than 8 school weeks (or 16 school weeks for children from UK service personnel families). This means 40 school days (or 80 school days for service families.)

What happens after an application is made?

If there are fewer applications than places then no application is refused at the normal round. If we are oversubscribed (where there are more applications than there are places) we will prioritise applications according to our oversubscription criteria. When we do this, we send back our list of applications ranked in priority order to Devon. The council will co-ordinate applications for us and all schools as part of its Co-ordinated Admissions Scheme and make offers and refuse applications on behalf of all schools. The Scheme is an equally ranked preference scheme. Shortly after local authorities make offers to parents, we will contact those parents who have been offered a place here to welcome them to the school and to make arrangements for admission itself.

Outcomes of the application process

If a place can be offered, the parent will receive a letter confirming the offer of a place and we will look forward to the child starting with us either in the next Reception intake or as an in-year admission.

For unsuccessful applications, parent will receive a refusal letter and can appeal to an Independent Appeals Panel. We will add the child's name to a waiting list for vacancies.

Options for admission into Reception

When a place is offered in the normal round of admission, it is for full-time attendance at the beginning of the September term after the fourth birthday. Parents can then choose to:

- take up that full-time offer;
- take up the place part-time until the child is of compulsory school age;
- defer admission until the child is of compulsory school age within the same academic year; or
- decline the offer and make other arrangements.

A parent of a summer-born child can request agreement to [delay](#) admission to Reception in the next normal round of admission and then to make a fresh application for admission. Alternatively, where summer-born children [defer](#) admission until they are of compulsory school age, deferral to the following September requires a fresh in-year application for a Year 1 place.

Admission of children outside their normal age group

Parents can request that their child is admitted outside their normal age group. We ask parents to tell us in writing with as much supporting evidence as they wish why they are requesting admission outside the normal age group for a child. We will consider this and reach a decision in the child's best interests. We will take into account the parent's views;

- the views of the headteacher;
- information about the child's academic, social and emotional development submitted by the parent;
- information about the child's medical history and the views of a relevant medical professional submitted by the parent;
- whether the child has previously been educated out of their normal age group;
- guidance from the Department for Education on the admission of summer-born children;
- whether the child may have fallen into a lower age group if it were not for being born prematurely.

We will advise parents who make a request that they should consider the implications of being taught out of the normal age group as any school the child later moves on to will not be obliged to continue to educate their child out of the normal age group.

Where we do not agree to early admission to Reception – where the child would not have reached the age of 4 by the beginning of September – it will be our view that this is not a suitable school for the child at that age. Under these circumstances, we will not accept an application for admission. There is no right of appeal against this decision.

Exceptional need for admission to our school

We give higher priority for children where there is an exceptional need to attend this school and not another school. The need must be specific to this school: a child may have very challenging circumstances that require additional support but if that support could also be provided at another school, there would be no exceptional need to attend this school. Exceptional need could include:

- A serious medical condition, which can be supported by medical evidence;
- Significant caring responsibilities, which can be supported by a social care officer;
- Where one or both parents or the child has a disability that may make travel to another school more difficult, which can be supported by medical evidence.

These examples aren't meant to be exhaustive or exclusive. Neither should it be assumed that similar circumstances would impact on different children and families in the same way.

- if there are medical reasons that make it essential for a child to attend this school, the parent must provide supporting information from a doctor together with any other relevant information. This must make a compelling case as to why the child's needs can only be met here; a medical condition in itself will not automatically result in a place here. It isn't essential for the doctor to name our school but the evidence should explain exactly what the child's needs are and what specialist support and facilities the child requires.
- for social or educational reasons, parents must provide independent evidence from a relevant professional supporting the family. The supporting evidence must set out the particular reasons why this school is the most suitable and the difficulties that would be caused if the child had to attend another school. It isn't essential for the professional supporting the family to have in-depth knowledge of our school but the evidence must explain exactly what the needs are and what specialist support and facilities the child requires.

Exceptional need for admission here will not be accepted on the grounds that:

- a child may be separated from a friendship group;
- parents wish to avoid a child from the current or previous school;
- child-care arrangements before or after school would have to be changed;
- transport arrangements would have to be changed;
- there is a medical condition such as asthma that doesn't require specialised treatment;
- the child has a particular interest or ability in a subject or activity.

Evidence from a relevant professional, independent of the family will be required in every case and should be made available in time for us to rank the application using the school's oversubscription criteria. This should provide a reasoned and unequivocal opinion establishing why the child would suffer a significant detriment by not being admitted to this school. Evidence should be from a GP, consultant or other health care worker or social care officer working with the child. Without satisfactory supporting evidence, we will not prioritise an application as demonstrating exceptional need. We may seek our own advice to establish whether we are the only school that could meet a child's needs.

Parents can indicate on Devon's common application forms that they believe there is an exceptional need for admission here. It is not expected that a parent to seek this priority at a school that was not named as the first preference. The onus is on parents to submit their supporting evidence and to provide further evidence if requested to do so. Parents who apply using a common application form from another LA without a tick box for exceptional need should put a note in the reasons for their preference that they are requesting exceptional need priority and will be providing the required supporting evidence.

If we accept that exceptional need has been demonstrated, the application will be prioritised under our oversubscription criterion 2. This doesn't guarantee that a place will be available. Where we don't agree that the need is exceptional, the application will be prioritised according to other oversubscription criteria.

Admission Appeals

We will refuse admission when we believe that the Year Group is full and we are unable to meet the child's needs without causing prejudice to efficient education or the efficient use of resources. Whenever an application is refused, there will be a formal decision letter which will give a reason for refusal and advice about the parent's right of appeal to an Appeals Panel that is independent of this school.

Policy version

This policy was determined by the admissions authority in February 2017 following a public consultation between

November 2016 and January 2017. It will be reviewed and determined annually. Once this policy is determined, it will be published on our website. Objections to it can be submitted to the Office of the Schools' Adjudicator until 15 May 2017.

Contacts for Further Information

Plymouth Catholic and Anglican Schools Trust

St Boniface House, Ashburton TQ13 7JL

01364 645450

admin@plymouthcast.org.uk

Diocese of Plymouth

01364 645390 www.plymouth-diocese.org.uk/

Churches Together in England

020 7529 8131 www.cte.org.uk/

Devon School Admissions Service

primaryschooladmissions@devon.gov.uk or admissions@devon.gov.uk

Telephone contact through *My Devon* on 0345 155 1019 admissions@devon.gov.uk

Devon County Council policies, information and admissions application forms

devon.cc/admissionarrangements

devon.cc/admissions

Independent School Admissions Appeals

Telephone contact through *My Devon* on 0345 155 1019 devon.cc/appeals

Clerk to the Independent Appeals Panel, County Hall, Exeter, EX2 4QG

Devon Education Transport Team

Telephone contact through *My Devon* on 0345 155 1019 devon.cc/schooltransport

Children's Education Advisory Service – advice for service families

01980 618244 enquiries@ceas.detsa.co.uk

The Department for Education (DfE)

0870 000 2288 www.education.gov.uk

The Education Funding Agency (EFA) - Bristol

0370 000 2288 www.education.gov.uk/b00199952/educationfundingagency

Office of the Schools Adjudicator

01325 735303 www.education.gov.uk/schoolsadjudicator

Appendix A – Definitions and explanatory notes

Admissions authority	This is the body responsible for proposing, consulting on and determining the admissions policy and also for reaching decisions about offering or refusing applications. For academies, the admissions authority is the Academy Trust.
Admission Number or AN	This is the equivalent of the Published Admission Number for Years 1 to 6. It is the number of places we consider to be available in each Year Group. It will often be the same as the PAN originally determined for that Year Group when it was Reception. It may be increased or decreased where the amount of accommodation has changed or where class sizes change because of reorganisation in the school. We will discuss with the LA before setting an Admissions Number that is different to the original PAN for the Year Group.
Appeals	If we have to refuse admission, the refusal will be because we believe it would “prejudice the provision of efficient education or the efficient use of resources”. This is the principal justification under the School Standards and Framework Act 1998 for refusing admission. If we refuse admission, it will be in writing, there will be the right of appeal to an Independent Appeals Panel and to a place on a waiting list. If an application for admission is unsuccessful, parents have a statutory right of appeal to a panel which is independent of the school. Appeal papers will either be sent with the refusal letter or can be requested from the LA. Parents have at least 20 school days to return the papers, together with any supporting evidence. (Papers can be submitted earlier than 20 days if a parent chooses to). An appeal for a place in Reception, Year 1 or Year 2 may be subject to Key Stage 1 or Infant Class Size Legislation. This is a more limited process which reviews the original decision to refuse admission. The Panel will decide whether an additional child would breach the legal maximum of 30 children in a Key Stage 1 class with one teacher, whether our policy and those of the LA are lawful and have been applied correctly and whether it was a reasonable decision to refuse the application in the circumstances we knew about at that time the original decision to refuse was made. There are very limited exceptions which would allow a school to exceed 30 children in a Key Stage 1 class. The Clerk to the Independent Appeals Panel will give at least 10 days’ notice of the appeal date. Parents will also be told when to submit any further information to be considered. Parents will receive evidence on from us before the appeal hearing. After appeals are heard, decision letters should be sent within five school days; notice of the decision is available by telephone before then. Appeals at the normal round of admissions to Reception will be heard within 40 school days of the deadline for lodging appeals. Where the application was not made in time for a decision to be made on the national offer date, they will be heard within that 40 day period or, if that is not possible, within 30 days of the appeal being lodged. In-year admission appeals must be heard within 30 school days of the appeal being lodged.
Application	For normal round admissions, we consider applications to have been made on the national closing date of 15 January 2018 or the date when the application was submitted or amended with new information if later. It is a parent’s responsibility to make sure that we are informed about changes to circumstances and eligibility for priority if, for instance, a sibling is taken onto our roll after the closing date or the home address changes.
Catchment or Designated Area	For many schools, this is the geographical area that the school is primarily intended to serve. Children who live in the catchment area have a higher priority for admission. We do not operate a catchment area.
Children formerly Looked After	These children were looked after until they were adopted (see the Adoption and Children Act 2002 section 46) or made the subject of a child arrangements order or a special guardianship order (Children Act section 14A). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014.
Chronological Year Group	This is the group of children usually taught together according to their date of birth. Children born between 1 September and 31 August have the same chronological Year Group.

Common Application Form	This is the name for the application form provided by a local authority. They must be used for any application for admission to a school at the normal point of admission. For this school that means at the beginning of Reception. The form provided by the local authority where the child lives must be used, regardless of where the school is. For Devon residents and the normal round into Reception, the common application form is the D-CAF1. Most parents apply online through Devon.
Compulsory School Age	Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). They must be in full time education by the beginning of the term following this. The prescribed days are 31 August, 31 December and 31 March. Children who are of compulsory school age do not have to be in school – they may be Home Educated.
D-CAF and D-CAF6	Devon's Common Application Form for in-year admissions, enabling a parent to name up to 3 schools. This is available from the Local Authority and online. The D-CAF6 is an application form available in school and provided to a parent where the school is able to confirm a place direct with a parent in certain circumstances.
Deferred Admission	Places are offered for admission at the beginning of the September term after the fourth birthday. That is before children reach compulsory school age. All parents have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Provided a parent informs us that the place is to be deferred to the beginning of the spring or summer term, it will be held open until then. Places can't be deferred beyond the start of the spring term or the summer term, depending on the child's birthdate. Please see the table below. We encourage parents to discuss deferred or part-time admission with us and any other education, social or health care professionals working with them.
Delayed Admission	Delayed admission is where a summer-born child delays admission into a Reception class until the start of the September after the fifth birthday and not the September after the fourth birthday. This means admission would be out of the normal or chronological age group. A summer-born child is one whose birthday is between 1 April and 31 August. Where a parent wants their child to be admitted out of their normal age group, we have two separate decisions to make: 1. we must first decide on the age group the child should be admitted to 2. we then decide whether a place can be offered in that age group. It will not always be easy for us to make a decision about a child more than a year before the point at which they may be admitted, particularly as it is difficult to know what progress they may make in the intervening period. However, parents should know the outcome of their request for admission out of the normal age group in time to make an informed decision about whether their child will start school in the September following the fourth birthday, before compulsory school age. We will consider requests for delayed admission for summer-born children, mindful of the request by the Schools' Minister in September 2015 for admissions authorities to agree to requests. While the admissions authority is responsible for decisions, this will be in discussion with the head teacher who will provide a view on whether the child's needs can be met in his or her chronological Year Group. To enable this in Devon, parents should make an application for their child's normal age group at the usual time and submit a request for admission out of the normal age group at the same time. When this is done, we will ensure that the parent receives the response to their request before the primary national offer day. If the request is agreed, the application for the normal age group can be withdrawn before a place is offered. If the request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in-year application for admission to Year One for the September following the child's fifth birthday. Where a parent's request is agreed, they must make a new application as part of the normal admissions round the following year.

	There is no additional priority or reduced priority where a child delays admission. A child who delays admission cannot opt for a part-time attendance in Reception.
Distance measurement	At the time of determination, we receive additional admissions support from the Devon Schools Admissions Service, including distance measurement. This will be based on Devon LA's Geographical Information System, an electronic mapping system. Should this arrangement not be renewed, alternative provision will be made to measure using an equivalent system.
Documentary evidence	Once a place has been offered to a child, we may ask for evidence of identity – usually a short birth certificate. This may not be necessary where the child has been on roll at another school in England which can confirm that evidence has been seen at that school. We may also request evidence that a child's address is genuine or that the person who made an application for admission was legally permitted to do so.
Education, Health and Care Plans	Any child whose Education, Health and Care Plan names this school will be admitted. This will reduce the number of places available to other children accordingly. For In-Year admissions, the child will be admitted whether or not we have reached the PAN or other limit for the Year Group. An Education, Health and Care Plan is a formal document issued by the Local Authority describing a child's additional needs and how they will be provided for in a school.
Education Transport	Parents should consider how their child will get to school for the whole of their time on roll. Parents are advised not to rely on lifts, car shares or public service vehicles always being available. Supported transport will be provided by the LA for Devon-resident children attending this school if it is the closest school available when the parent could apply. The home address must be further than a walking distance of two miles. Applications for transport should be made direct to the Local Authority where a child lives. Our admissions direct line measurement policy does not apply to Devon's school transport decisions.
Equally ranked preference scheme	Parents can express a preference for one, two or three schools. They should be named in the order the parent most would like a place to be provided. This is called the ranking. It might be possible for each school to offer a place. If that happens, a place will only be offered at whichever of the schools that could offer a place the parent ranked highest. So, if places are available at School 1 and School 3, a place will be offered at School 1 only. Equally ranked preference schemes are a legal requirement which enable parents to apply for the school they prefer without risking admission to the closest school.
Exceptional social or medical need	Children for whom an exceptional social or medical need to attend this school and only this school is demonstrated will have a higher priority for admission. This does not guarantee a place or create a vacancy. In all cases, satisfactory supporting evidence from a relevant professional, independent of the family will be required.
Extended schooling	Further information on services beyond the normal school day is available from the school office.
Fair Access Protocol	All LAs are legally required to operate a Fair Access Protocol across their area and schools must take part in the Protocol. This ensures that children who are vulnerable, unable to access an appropriate school place under the standard In-Year admission arrangements for the area have an admissions safety net. This may mean that a child is admitted here even though the school is full and other children have been refused admission.
Faith oversubscription criteria	A number of schools give additional priority for admission where faith criteria are met by an applicant. For this school, this means: • To regularly attend, either the parent or child attends church services on at least a monthly basis, and for a minimum period of one year immediately prior to the application being made. • A Christian church subscribes to the doctrine of the Holy Trinity or a church recognised by Churches Together in England. • By other faith tradition we mean Greek Orthodox, Hindu, Jewish, Muslim, Quake or Sikh
Fees and charges	There is no charge for applying for a place here, for admission or for the provision of education. We will not request donations before or during the admissions process and any donations

	made to the school following admission are entirely voluntary. No activities such as school visits are compulsory. A policy on charging for activities is available on request from the school office.
Home Address	Places are offered here on the basis of where the child will attend school, not necessarily where they live when the application is made. If we have vacancies then it doesn't matter whether the home address is close to the school or not – though we would only offer places to a child who will be living close enough to the school to attend on a daily basis. Where we ask for evidence of the address from which a child would attend school, this would often be written confirmation of a house purchase or a formal tenancy agreement. We recognise that some families may be unable to provide this – for example, where a house move is at very short notice or where a family is escaping domestic violence. Parents who can't provide this evidence should contact us. We don't intend to penalise families where there is a genuine reason why evidence cannot be provided. We won't accept more than one address as the child's home address. The terms of a child arrangements order may clarify what that is. In the absence of a child arrangements order, we will consider the home address to be with the parent with primary day to day care and control of the child. In reaching this decision, evidence will be requested to show the address to which any Child Benefit is paid and from which the child is registered with a medical GP. Any other evidence provided by parents will also be considered in reaching a decision on the home address for admissions purposes. This may be necessary, for instance, where parents don't agree on the child's home address. Parents are urged to reach agreement or seek a Specific Issues Order from a court to decide which parent should or should not pursue an application. Where they do not, we will determine the home address.
Home-School Agreement	Admission to school is not conditional on signing a home-school agreement. However, we will ask parents to agree with our Home-School Agreement after children have been offered a place as we believe this is a positive way of promoting greater involvement in a child's education.
In-Year admissions	This is where a child joins the school at any time after the first opportunity for admission to Reception.
Key Stage 1 class size legislation	This limits the number of children in a Reception, Year 1 or Year 2 class (or a class where the majority of children are aged 5, 6 or 7 years) to 30 children for each teacher. There are a number of permitted exceptions to this limit. Being an exception to Key Stage 1 class size legislation is not a guarantee of admission as there may still be insufficient space in the classroom to admit another child.
Linked School	A school which works with another to develop curriculum links and to ease transition for pupils from primary school to secondary school. Sometimes called a feeder school. Children at this school have admissions priority to The Axe Valley Community College. This priority is not a guarantee of admission.
Looked After Children	These children are Looked After by or provided with accommodation in the exercise of its functions (see the Children Act 1989 section 22(1)) by a local authority.
Member of staff	This will be any salaried person employed at this school. Where the duties of a member of staff are undertaken at different schools in a federation or chain of schools, there will be admissions priority only at one school. This will be at the member of staff's base school where that can be identified. Where it can't be identified, we will expect that priority will be at the school where the member of staff is expecting to work for the majority of the time in the current academic year.
Multiple birth siblings	Where applications are received from families with multiple birth siblings (twins, triplets, etc.), every effort will be made to allocate places here, including offering admission above PAN wherever possible. This recognises the exceptional nature of the emotional bonds between multiple birth siblings. Where that is not possible, parents will be invited to decide which of the children should be allocated the available place(s) or seek admission to an alternative school

	with sufficient vacancies to accommodate both or all of the multiple birth siblings. Where we don't have sufficient space to admit all of the multiple birth siblings and one or more is refused admission, we don't consider that we would be obliging the children to attend different schools. It is the parent's responsibility to decide not to place the children in another school that does have sufficient room.
Normal Round Admissions	This is where a child joins the school at the first opportunity for admission to the Year Group, for example, at the beginning of September in Reception (even if the start is deferred until later in the school year).
Nurseries and pre-schools	While we work with local Early Years providers to make the transition into Reception as smooth as possible, we do not give admissions priority for children at any setting. Parents of all children must apply for admission to the school. There is no additional or lower priority for children attending any particular setting. We welcome applications for children regardless of where their Early Years provision has been.
Objections to admissions policy	Advice is available from the Office of the Schools Adjudicator on how to object to the terms of this policy. Objections must be made by 15 May 2017.
Offers	When a place is offered by the LA on our behalf, we will assume that it is accepted unless we are told otherwise. We will contact parents after this to make admission arrangements - if a parent doesn't confirm the place is required within two weeks of this, we or the LA will contact him or her again. If there is no response within a week of that contact, the offer may be withdrawn. It is important that when we offer places to some and refuse others we do so fairly and consistently. Where we have reason to believe that false or deliberately misleading information has been provided we will reconsider the offer using correct information. We may withdraw the offer if it would not have been made with the correct information, even if this is after admission. Places are offered on the basis of the address from which the child will attend school. Accurate information is particularly relevant for addresses. Where we believe it is necessary, we will ask for evidence of a child's home address before admission. If a parent believes that the child's address will change before admission, we must be informed. We will require evidence of a new address where this would give a higher priority for admission. Places will only be withdrawn if offered in error, if the parent has not responded to an offer within a reasonable time or if the offer was obtained through a fraudulent or intentionally misleading application.
Overseas children	We will treat all applications from children coming from overseas in accordance with European Union law or Home Office rules for non EU nationals. We will not offer places to children while they are overseas except for citizens of the European Union unless a valid visa permitting entry into the country is provided. We will seek the latest advice on this matter in response to developments and the withdrawal of the United Kingdom from the European Union.
Oversubscription criteria	Where the number of applications exceeds the number of places available in the Year Group we will use our oversubscription criteria to prioritise applications. They are detailed in the key information section above.
Parent	A parent is any person who has parental responsibility or care of the child. When we say parent, we also mean carer or guardian. Where admission arrangements refer to parents this can mean one parent or both. We may ask for evidence of parental responsibility where a person is acting as a parent but does not hold formal parental responsibility. Sometimes there is a dispute between parents over which school a child should attend. When we take decisions over admissions we will seek advice from Devon and will take into account imminent court hearings that may have an impact on parental responsibility and living arrangements.
Part-time attendance in Reception	Parents can choose to accept the offer of admission into Reception for part-time rather than full-time attendance until the child is of compulsory school age. It is for the school to decide what the part-time offer is here and it is for the parent to decide whether to accept that part-time offer or for attendance to be full-time. Details of our part-time offer are available from the

	school office.
Published Admission Number or PAN See also Admission Number	This is the minimum number of places available at the school in Reception. In limited circumstances, more will be admitted. It is calculated taking into account the physical capacity of the school, the level of demand expected from local, in-area children and sensible school organisation. Once we set this number, we won't refuse admission for applications below the PAN. If there is unexpectedly high demand and we believe we could admit more children, we will inform the LA and either increase the PAN or admit children above-PAN.
Service families	For children of UK service personnel and other Crown Servants we will consider a family posted to the area as meeting residence criteria even if a home address has not been identified and a unit address is used. This requires written confirmation from the relevant government department: the Ministry of Defence, the Foreign and Commonwealth Office or Government Communications Headquarters. We will consider in-year admissions for service families up to 16 school weeks in advance. There is no additional admissions priority for children of service families. However, service family children are permitted exceptions to Key Stage 1 class size legislation and are also recognised by Devon as being a vulnerable group of children within the Fair Access Protocol.
Sibling	This will be any child who is on the roll of this school who lives in the same household as part of a single family unit. Our definition of a sibling will also include a full, adopted or half brother or sister living at a different address. A younger sibling who has been offered a place within the normal admissions round will be considered as if he or she were on roll for the purposes of oversubscription priority where a child seeks admission in-year. Where we don't have sufficient space to admit a sibling of a child already attending here, and one or more child is refused admission, we don't consider that we would be obliging the children to attend different schools. It is the parent's responsibility to decide not to place the children in another school that does have sufficient room.
Supplementary Information Form or SIF	A form in addition to the LA common application form. Some schools use SIFs to collect information necessary to apply one or more of their oversubscription criteria. We have a SIF to verify whether a child should have additional priority on faith grounds. It should be submitted by the closing date for normal round admissions or as soon as possible.
Tie breaker	To distinguish between children in a particular oversubscription criterion, priority will be determined on the basis of distance between home and school. This is measured in a straight line from an entrance door of the residential dwelling to the school's establishment marker on Devon LA's Geographical Information System (GIS). Children who live closer to the school have a higher priority for admission. Where two or more children reside within a block of flats, they will be deemed to live at an equal distance from the school. If the tie-breaker above is not sufficient to distinguish between applicants in a particular oversubscription criterion, there will be a random ballot. This will be undertaken by a person independent of the school by the operation of an electronic list randomiser.
Type of school	This school is an academy with a Catholic foundation. These schools may give priority for children who meet faith-based oversubscription criteria, as we do.
Uniform	Children attending our school are expected to wear a uniform. Some of the items required can be purchased from us and the rest from most retail outlets. Parents unable to purchase items of uniform or equipment will not be penalised. We operate a scheme to assist families in need.
Waiting Lists	We will operate a waiting list for each year group until the end of the end of the academic year. This will be maintained by us and shared with the LA. It will contain the names of all children whose application for admission that year has been refused. Children's positions on the waiting list will be determined solely in accordance with the oversubscription criteria. Positions will be reordered whenever anyone is added to or leaves

	the waiting list. Therefore, a child's name can go up or down on the list. The length of time on a waiting list does not affect a child's position.
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Deferring Admission into Reception

Child's fifth birthday	Parent can defer admission or child can attend part-time until the start of term in
1 September – 31 December 2018	January 2019
1 January – 31 March 2019	January 2019 OR April 2019
1 April – 31 August 2019	January 2019 OR April 2019 OR September 2019 by making a fresh application for a Year 1 place (June 2019) or making a fresh normal round application for Reception in 2019-20

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Appendix B – Supplementary Information Form



St Mary's Catholic Primary School Faith Supplementary Information Form 2018-19

To be completed only where a parent is seeking admissions priority on faith criteria.

Where there are more applications than there are places, we will prioritise applications where a faith criterion has been met. Please complete and return this form to the school by **15 January 2018** or as soon as possible thereafter for admissions at the start of the Reception year.

You must also complete a Local Authority Common Application Form.

Please complete and return this form to the school as soon as possible for in-year admissions.

You must also complete a Devon Common Application Form (D-CAF).

Please read the admissions policy, including definitions, before completing this form.

PART A – to be completed by the parent	
Full name of child	
Date of Birth	

Please tick box if it describes your child's circumstances.

☐	Criterion 3	Children who are Baptised Catholic. Please provide a Baptism Certificate or ask your priest to confirm the position at Part B.
☐	Criterion 5	Children with a parent who is a Baptised Catholic. Please provide a Baptism Certificate or ask your priest to confirm the position at Part B.
☐	Criterion 6	Children who regularly attend ¹ (or whose parent regularly attends) a Christian church. ² Please ask your priest to confirm the position at Part B.
☐	Criterion 7	Children who regularly attend (or whose parent regularly attends) a church of another faith tradition. ³ Please ask your priest to confirm the position at Part B.
☐	Criterion 8	Children with a parent who seeks education within the Catholic tradition. Your signature is sufficient to confirm your wishes.

I confirm that I have submitted a Local Authority Common Application Form.

Parent's name		Date	
Please sign here			

Once you have completed Part A, please EITHER attach a copy of the Baptism Certificate OR pass the form to your priest, minister, faith leader or church official who should complete Part B and return it to the school. Part B does not need to be completed if you are seeking admissions priority under criterion 8. If you don't return this form, your application will be considered under the "non-faith" criteria.

¹ Either the parent or child attends church services on at least a monthly basis for a minimum period of one year immediately prior to the application being made.

² A church which subscribes to the doctrine of the Holy Trinity or a church recognised by Churches Together in England.

³ By this we mean Greek Orthodox, Hindu, Jewish, Muslim, Quaker or Sikh.

Appendix B – Supplementary Information Form

PART B – to be completed by a Church Priest or Minister	
Full name of child	
Church	
Priest or minister	
Address	
Telephone	

From your knowledge, please tick box if it describes the child's circumstances:

☐	Criterion 3	Children who are Baptised Catholic. ⁴
☐	Criterion 5	Children with a parent who is a Baptised Catholic. ⁵
☐	Criterion 6	Children who regularly attend ⁶ (or whose parent regularly attends) a Christian church. ⁷
☐	Criterion 7	Children who regularly attend (or whose parent regularly attends) a church of another faith tradition. ⁸

I confirm that the information provided above is accurate.

Please sign here		Date	
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Thank you for your assistance in completing this Supplementary Information Form. Please note that if a family is refused a place at the school and appeals against the decision, this form may be used as evidence at the appeal.

Please return this form to:

St Mary's Catholic Primary School, Lyme Road, Axminster EX13 5BE

Data Protection

The information collected on this form will be processed and may be stored electronically by the school in compliance with the Data Protection Act. The data may be shared with Devon County Council or other agent of the school, but only for administrative or other service provision purposes and with Government Departments where there is a legal requirement to do so. For further information about Data Protection, please contact the school. By signing or submitting this form you acknowledge that you have read, understood and agreed to this data processing.

⁴ If the parent is unable to provide a copy of a Baptism Certificate, please confirm the child has been Baptised.

⁵ If the parent is unable to provide a copy of a Baptism Certificate, please confirm he or she has been Baptised.

⁶ Either the parent or child attends church services on at least a monthly basis for a minimum period of one year immediately prior to the application being made.

⁷ A church which subscribes to the doctrine of the Holy Trinity or a church recognised by Churches Together in England.

⁸ By this we mean Greek Orthodox, Hindu, Jewish, Muslim, Quake or Sikh.