

**St Thomas More's Catholic Primary School
ADMISSIONS POLICY 2015/16**

To educate and inspire every child to fulfil their unique giftedness
within a loving Catholic community

St Thomas More's Catholic Primary School offers a Catholic education and serves the Catholic parishes of St Joseph's, Havant, St Michael and All Angels, Leigh Park and St Patrick's, Hayling Island. We also welcome applications from children of other denominations and faiths and other children who will value and support the Catholic life of our school.

The Governing Body of St Thomas More's Catholic Primary has an equal preference admissions policy which, in the case of over-subscription, means **all** applicants will be considered equally against the over-subscription criteria regardless of the order of schools listed on the Common Application Form (CAF). A Supplementary Information Form (SIF) will be used by the Governors to prioritise applications. This form can be obtained from the school office or from the local authority's website. We strongly recommend that the SIF IS completed and returned to the school by 15 January 2015; this is in addition to the Local Authority's application form. If no SIF is submitted to the Governors then the application will be ranked solely on the basis of the information provided in the Local Authority's application form.

**The Published Admissions Number (PAN) for
Reception year 2015/2016 is 45.**

In the case of over-subscription the Governing Body will consider applications in the following order of priority.

Category 1	Looked after and previously looked after Catholic children ⁽¹⁾ Evidence to be provided: Legal confirmation of Adoption/Residence Order/ Care Order, Baptismal Certificate +SIF
Category 2	Baptised Catholic children ⁽²⁾ with siblings ⁽³⁾ at the school and still on the roll at the time of admission Evidence to be provided: Baptismal Certificate + SIF
Category 3	Baptised Catholic children ⁽²⁾ living within the Parishes served by the school – St Joseph's, Havant and Emsworth, St Michael and All Angels, Leigh Park, and St Patrick's, Hayling Island Evidence to be provided: Baptismal Certificate + SIF
Category 4	Looked after and previously looked after Non-Catholic children ⁽¹⁾ Evidence to be provided: Legal confirmation of Adoption/Residence Order/ Care Order +SIF
Category 5	Non-Catholic children with siblings ⁽³⁾ at the school and still on the roll at the time of admission Evidence to be provided: SIF
Category 6	Baptised Catholic children ⁽²⁾ from outside the Parishes served by the school Evidence to be provided: Baptismal Certificate + SIF

Category 7	Catechumens ⁽⁴⁾ Evidence to be provided: a statement from a Catholic priest confirming enrolment in the Catechumenate + SIF
Category 8	Other Christian children ⁽⁵⁾ Evidence to be provided: Certificate of baptism or dedication or statement from a minister + SIF
Category 9	Other children To be provided: SIF

PAN – Published Admission Number
CAF – Common Application Form
SIF – Supplementary Information Form
LA – Local Authority - Hampshire County Council

Should there be more applicants than places available in any of the above categories, priority will be given to children living nearer the school.

Distance Measure & Tie-breaker Distance will be measured in a straight line from the front door of the child’s home address (including flats) to the main entrance of the school, using Hampshire County Council’s Geographic Information Systems (GIS), with those living closer to the school receiving priority. The normal residence is defined as the home of the main carer who is the recipient of the Family Allowance The child's permanent residence is where they live, normally including weekends and during school holidays as well as during the week, and should be used for the application. The permanent address of children who spend part of their week with one parent and part with the other, at different addresses, will be the address at which they spend most of their time.

Definitions

- (1) **Looked after child** – a child who is looked after by a local authority (i.e. in their care or provided with accommodation by the authority for a continuous period of more than 24 hours) or a child who was previously looked after but immediately following being looked after became subject to an adoption order, residence or special guardianship order.
- (2) **Catholic:** is defined as a baptised member of a church in communion with the See of Rome
- (3) **Siblings:** the children of parents who are married or cohabiting, where the parents and children are living permanently at the same address as one family. It may also be applied to situations where full or half brothers or sisters are living at separate addresses. **Account will not be taken of siblings in the pre-school attached to the school.** Please note that for the sibling connection to be taken into account for the purposes of admission, the sibling must be attending the school in the following year.
- (4) **Catechumen:** is defined as a child who having been admitted to the Catechumenate, is receiving instruction prior to his or her reception into the Catholic Church, and whose baptism or reception is expected to take place by the Easter before admission to St Thomas More’s.
- (5) **Other Christians:** refers to members of “Churches Together in England, Great Britain or Ireland” A full list of members is available at www.churches-together.net

Additional Information

Special Educational Needs

For the normal admission round children with a Statement of Educational Needs, which names St Thomas More's school in the statement, will be admitted to the school and will count towards the admission number.

Multiple births or same cohort siblings

If the last pupil to be offered a place within the school's PAN is a multiple birth or same cohort sibling, any further multiple birth sibling or same cohort sibling will be admitted 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.

Starting school

Pupils born between 1 September 2010 and 31 August 2011 (inclusive) are entitled to full-time schooling from September 2015. Parents can request that their child's admission is deferred until later in the school year (usually at the start of a school term and before the end of the academic year), but not beyond the point they reach compulsory school age, at the beginning of the term following their fifth birthday. Parents can request that their child attends part-time until the child reaches compulsory school age.

Children with birthdays between:

1 September and 31 December 2010 (inclusive) reach compulsory school age on 1 January 2016, at the start of the Spring term.

1 January and 31 March 2011 (inclusive) reach compulsory school age on 1 April 2016, at the start of the Summer term;

1 April and 31 August 2011 (inclusive) reach compulsory school age on 1 September 2016, at the start of the new school year.

Parents of children with birthdays between 1 April and 31 August 2011 (inclusive), whose child has not started in a Year R class during the 2015-16 school year, may wish to request admission to Year R in September 2016 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 parents considering such a request contact the school in the autumn term 2014 to ensure that an informed decision is made.

Admission of children outside their normal age group

Parents can seek places outside their child's normal age group. Decisions will be made on the basis of the circumstances of each case; parents may be offered a place in another year group at the school.

Children of UK Service personnel

Applications for children from service families moving into the area in the normal admission round are considered in the same way as other applications subject to proof of posting to the area and relocation date. This also includes crown servants returning from overseas to live in the area.

If the application is late and is for a starting school place (Year R), the School Admissions Code allows for an admission authority to consider admitting the child (as an 'excepted' pupil) to the school even if it is full. The decision made will be based on all circumstances including those relevant to the family and the child as well as the impact on the school including the provision of efficient education and the efficient use of resources. St Thomas More's school will not admit above PAN + 2 in the case of 'excepted children'.

Late Applications for Year R

Late applications will be considered after all applications received on time are dealt with. Parents will be notified in writing.

Procedure for Applying for Other Year Groups

Applications for transfer from other schools to any year group including Key Stage 2 (Year 3) in September 2015 will be considered **a maximum of 6 weeks before the end of the previous summer term**. Applications outside the normal admission cycle will be considered a maximum of half a term before the proposed entry date. **UK Service personnel or other Crown servants** moving into the area can be considered in advance of the move, subject to proof of posting. Allocation of places will be in accordance with the admission policy relevant to the year group in question at the time of entry.

Right of Appeal

Parents have the right of appeal against the Governors' decision not to admit. The appeal will be to an independent panel and a form is obtainable from the school office. There is a time limit for an appeal to be lodged.

Address for correspondence or appeals:

Chair of Admissions Committee
c/o St Thomas More's Catholic Primary School
Hooks Lane
Bedhampton
Havant
PO9 3DR

Waiting List

When all available places have been allocated, St Thomas More's will operate a waiting list. Parents who wish their child to be included on the waiting list must inform the school in writing. Any places that become available will be allocated according to the criteria of the admission policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round.

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 time of receiving an offer of a school place parents will be advised of the process for adding their child's name to a school's waiting list. Parents may keep their child's name on the waiting list of as many schools as they wish.
- The waiting list will be maintained until 31 August 2016, at which point all names will be removed. Should parents wish their child to be considered for a place at the school in the following school year they should complete and submit a fresh in-year application in the August preceding the new school year. Schools will send a decision letter within the first 10 days of the new term.

Fair Access Protocol

The LA has a 'Fair Access Protocol' which prioritises admissions for certain categories of school age children. This protocol relates to admission applications throughout the year but not applications for starting school. The protocol will take priority above the school's admission policy for those on a school's waiting list and the LA may require schools to admit above their PAN.

Oaklands Secondary School

Entry to St Thomas More's does **not** give automatic right of transfer to Oaklands Secondary School at 11+. Admission must be sought through the Governors of Oaklands, who determine their own policy and admit children with their published arrangements.

St Thomas More's Pre-school

Attendance at St Thomas More's pre-school does **not** give automatic right of transfer to St Thomas More's Catholic primary school. An application as outlined below must be made.

**How to apply for a place in Year R for September 2015
at St Thomas More's School**

You must do both the following:

- 1.** Apply on-line directly to the Admissions Team at Hampshire Local Authority on the **Common Application Form (CAF)** by the published deadline

AND

- 2.** Complete the **Supplementary Information Form (SIF)**, available from the school, (or print the form below) and return it to the school with the relevant supporting evidence by the published deadline.

Make sure your Hampshire County Council application is submitted on time. Details of deadline dates and how to apply are on the Hampshire County Council website and in the Hampshire Admissions brochure.

Where you will find all the information

Hampshire Local Authority's admissions booklet provides full details about the admissions process. It can be viewed on the council website <http://www3.hants.gov.uk/education/admissions> or copies can be obtained from the Admissions Service 0845 6035623.

Details include:

- On-line applications
- How to obtain a supplementary information form (SIF)
- How to obtain a common application form (CAF)
- The date and time by which the CAF and SIF must be returned
- Where to return the CAF
- Where to return the SIF
- Late applications
- The notification date of the offer of a place. The LA does this on behalf of all governing bodies of Catholic schools in Hampshire.
- Fair Access Protocol

Paper CAF application forms will be available, on request only, from the school office or from the admissions team in Winchester and should be returned to the school by the deadline.
School Office: 02392 475909 County Admissions Team: 0845 6035623

Supplementary Information Form (SIF)

Details about the school, a school booklet and the school's SIF are provided on request by the school. Parents/carers are asked to complete the SIF and return it to the school by the deadline midnight on 15 January 2015. This enables governors to place your application in the correct oversubscription category.

If you do not complete the SIF, governors will only be able to place your application in the lowest oversubscription category.

Parents will be informed on-line or in writing by Hampshire County Council, on behalf the governing body, of the outcome of their application on the published date, April 16th 2015

Supplementary Information Form for application to an Admission Authority School

St Thomas More's Catholic Primary School
Hooks Lane, Bedhampton, Havant, Hants P09 3DR

For Office Use only

Term of Birth

Admission to Year R in September 2015

This form to be returned to school with Baptismal Certificates or statement by your church minister
 This SIF is to help the governors of St Thomas More's Catholic Primary School place your child correctly within the criteria of the school's admission policy. If you do not complete the SIF the governors will only be able to place your application in the lowest oversubscription category

Child's Surname	
Child's First Names	
Date of birth	
Child's Permanent address	
	Postcode
Telephone no	
Email address (if you would like us to contact you this way)	

Please tick the statement/s applying to your child		Please tick the evidence provided	
My child is a baptised Catholic		Evidence: normally be a Baptismal Certificate	
My child is preparing for Catholic baptism (is a catechumen)		Evidence: a stamped letter from the priest preparing the child for baptism	
My child is baptised or dedicated in another Christian tradition		Evidence: normally be a Baptismal Certificate If there is no documentation available you should complete the form overleaf.	
The child is/has been a looked-after child		Evidence: Legal confirmation of Adoption/Residence Order/ Care Order	
My child has a sibling enrolled at the school		Name(s): Year group(s):	

Please circle the admission category you believe applies to your child (see attached policy)	1 2 3 4 5 6 7 8 9
Evidence attached (please underline)	Baptismal certificate / statement of church membership / statement of catechumen enrolment/ Legal confirmation of Adoption/Residence Order/ Care Order

Declaration

I/We certify that I/we have read the Guidance Notes and Prospectus booklet for St Thomas More's Catholic Primary School. The information I/we have given on this form is, to the best of my/our knowledge, correct. I/we understand that any place offered may be withdrawn if I/we give false information, even if my/our child has started at school.

Signature of parent/carer	
Print name	
Date	

**TO BE COMPLETED IF THE CHILD DOES NOT HAVE ANY DOCUMENTATION
SUCH AS A CERTIFICATE OF BAPTISM OR DEDICATION.**

Confirmation of Religious Practice/Membership

For children from other Christian traditions whose parents wish them to be educated in a Catholic school.

We would advise the parent(s) or guardian(s) to take the relevant Admissions Policy for information when visiting the Priest or Minister.

To be completed by relevant Priest or Minister

I confirm that..... (Child's name) is known to me, and fulfils the criteria mentioned (from other Christian traditions but with no documentation such as baptismal or dedication certificate)

Name.....

Position.....

Church/ Place of Worship's address and phone number;

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

Signature.....

Parish Stamp:

Date of Meeting.....