

ADMISSIONS POLICY 2014/2015
St Thomas More's Catholic Primary School

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

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 (CR2). They will admit up to 45 children in the Reception year 2014/2015

St Thomas More's Catholic Primary school submission of application forms
January 2014.

On-line submissions are the easiest and most efficient method for applying to Hampshire for a school place for your child.

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 Admissions brochure.

If you are applying on paper remember that the school has no letterbox and the school office is closed at the weekends from 15:30pm on Friday until 8:30am on Monday so that no application can be hand delivered between these times and if submitted by hand after the deadline will be classified as a late application.

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 children
Category 2	Baptised Catholic children with siblings at the school and still on the roll at the time of admission
Category 3	Baptised Catholic children 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
Category 4	Catechumens* (see definition below) living in the designated parishes with siblings at the school and still on the roll at the time of admission
Category 5	Catechumens* (see definition below) living in the designated parishes
Category 6	Non-Catholic children with siblings at the school and still on the roll at the time of admission
Category 7	Baptised Catholic children from outside the Parishes served by the school
Category 8	Catechumens* (see definition below) living outside the designated parishes
Category 9	Other Christian* (see definition below) children
Category 10	Other children

* Definitions

Catholic: is defined as a baptised member of a church in communion with the See of Rome.

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 during the Easter season prior to admission to St Thomas More's.

Other Christians: refers to members of "Churches Together in England, Great Britain or Ireland"

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

Special Educational Needs

Children with a Statement of Educational Needs, which names the school in the statement, will be admitted to the school and will count towards the admission number.

Siblings

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, who will still be attending the school at the time of the proposed admission. In every case, the child should be living in the same family unit at the same address.

Living nearer the School

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 the Local Authority's computerised measuring system, 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.

Procedure for Applying for Year R

On-line applications are made directly to the Admissions Team at Hampshire.

Hampshire Local Authority uses a Common Application Form (CR2). Paper application forms will be available **on request only**, from the school office or from the admissions team in Winchester.

School Office: 02392 475909

County Admissions Team: 0845 6035623

Details about the school, a school booklet and the school's Supplementary Information Form (SIF) will be provided on request. Parents/carers are asked to complete the SIF. 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.

If applying on paper the CR2 should be returned either to your first preference school or direct to the County Admissions Team (address on the form). The supplementary form **must** be returned to the school. **Both forms** must be returned by **midnight on 15th January 2014**.

Parents will be informed on-line or in writing by Hampshire County Council, on behalf of the governing body, of the outcome of their application on 16th April 2014.

Deferred Entry

Parents can request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age, and parents can request that their child takes up the place part-time until the child reaches compulsory school age. In this instance a place will be held for that child. If parents wish to defer entry to a later academic year they will have to reapply during the appropriate admissions round.

Documentation Required In Support Of Application

All categories	~	Supplementary Information Form
Categories 1, 2, and 7	~	Baptismal Certificate
Categories 3, 4, and 8	~	a statement from a Catholic priest confirming enrolment in the Catechumenate
Category 9	~	a statement of membership

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 2014 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. 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.

Waiting List

If there is no place available at the time of application, parents should request in writing to the school that their child's name be placed on the list. The school will contact the parents if a place becomes available.

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.

Address for correspondence or appeals:
Chair of Admission Committee
c/o St Thomas More's Catholic Primary School
Hooks Lane, Bedhampton, Havant, PO9 3DR

Approved Admissions Committee:
Review Date: Annually (or earlier if required)