

St Jude's Catholic Primary School

Fareham, Hampshire



ADMISSIONS POLICY

“At St Jude’s Catholic School we will help our children live as good Christians, supporting and enabling them to reach their full potential and empowering them to be caring individuals capable of critical, independent thought.”

Draft prepared by:

Paul Docherty

Approved by:

Admissions Committee

Adopted by Governing Body:

31 March 2009

Next Review due: February 2010

Introduction

'St. Jude's is a Catholic Voluntary Aided Primary School in the Diocese of Portsmouth, principally serving Catholic children in the Solent Pastoral Area. The ethos of our school is summed up in our Mission Statement – **"At St Jude's Catholic School we will help our children live as good Christians, supporting and enabling them to reach their full potential and empowering them to be caring individuals capable of critical, independent thought."** We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the faith of this school to apply for and be considered for a place here.'

The school Governing Body is responsible for determining and administering the policy relating to the admission of pupils to the school. It is directed in that responsibility by the statutory requirements of the School Admissions' Code and by the guidance issued by the Diocese.

The Governors will admit into Reception Year a number of pupils up to and including the Published Admission Number of 45. Should the number of applications fall below this number **all** applications will be accepted (applications for entry in 2008 and 2009 fell below the PAN). The maximum class size will be 30 throughout Reception and Key Stage 1 (i.e. Years R, 1 and 2) in accordance with government regulations.

Oversubscription

Should there be more applications than places available; the school governors will admit children in accordance with the category order below (often called "Admissions Criteria"):

Category	Criteria
1	Baptised Catholic Looked-After Children
2	Baptised Catholic children with a sibling attending St Jude's at the time of admission. (The child's Baptism Certificate should be presented as proof of baptism).
3	Baptised Catholic children living in the Solent Pastoral Area. (The child's Baptism Certificate should be presented as proof of baptism).
4	Baptised Catholic children living in other Pastoral Areas. (The child's Baptism Certificate will be required to be presented as proof of baptism).
5	All other Looked After Children.
6	Unbaptised children of (a) Catholic parent(s). (A certificate of baptism of the parent will be required as proof of baptism.)
7	Children of other Christian Denominations. (A statement will be required from the minister or church leader confirming that the child is of that Christian church tradition.)
8	Children from other faith traditions. (A statement will be required from a leader of the faith community confirming that the child is of that faith tradition.)
9	Other applicants

Should the number of applications exceed the number of vacancies in any of the above categories, those applications will be considered in the following order:

- a) Children with siblings already attending St Judes at the time of admission.
- b) Children living nearest to the school. Measurement will be made using a straight line from the front door of the house / flat to the main entrance gate of the school.

Children with a Special Need or Disability

At St. Jude's School every child is respected as a gift from God. Neither ability nor disability is a factor in determining admission. All children irrespective of special need or disability will be considered equally alongside other children in accordance with the criteria set out in this policy.

Children with a Statement of Special Educational Need

The school recognises fully its responsibility to admit children with a Statement of Special Educational Need which names the school in the statement. Children whose statement names St. Jude's will be given a place at St. Jude's and will count towards the admission number.

Children attending Jumping Jacks Nursery

The provisions of the Schools Admissions Code do not apply to nursery classes. Attendance of a child at "Jumping Jacks" nursery which operates in the premises of St. Jude's School does not guarantee admission to the school for primary education. A separate application must be made for transfer from nursery to primary school.

Entry into the School

Standard Entry Arrangements to Reception Year: Admissions to the school and full-time education will be as follows in line with County guidelines:

Children born between 1st September and 31st December
will attend on a full time basis by end of September .

Children born between 1st January and 31st March
will attend, on a part-time basis initially, at least 5 sessions a week by the end of September, and will attend on a full time basis by the week before the autumn half-term break.

Children born between 1st April and 31st August
will attend on a part-time basis, initially with at least 5 sessions a week, by the end of September and will attend full time by the end of autumn term.

Waiting List: If the school is unable to accept an application due to being over-subscribed the child's name can be placed on a waiting list. The waiting list will be reviewed at the end of the Spring Term 2011 and parents will be asked if they wish their child's name to remain on the list for the next school year (2011-12). Parents will be asked to confirm their decision in writing. (Note: the waiting list is operated according to the admissions criteria, not according to the date on which the application was received.)

Deferred Entry: The law does not require a child to start school until the beginning of the term following his or her fifth birthday. St. Jude's will admit children before compulsory school age, but parents can request that the date their child is admitted to the school be deferred until later in the school year or until the child reaches compulsory school age in that school year. The place will then be held for that child and will not be available to be offered to another child. Parents are not, however, able to defer entry beyond the beginning of the term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

Procedure for Making an Application

Common Application Form (CR2) - Application for a place at St. Jude's should be made on a Hampshire Local Authority Common Application Form (CR2) which is available from:

- St. Jude's school office
- Your local catchment school
- Hampshire County Council
- Or the form can be completed on-line (www.hants.gov.uk/admissions)

Supplementary Information Form - in the event that the numbers applying for places are greater than the number of places available, the Admissions Panel will need to rank applications against the Admissions Criteria detailed above. In order to assist the Panel in their assessment, parents wishing to apply for their child(ren) to attend St Judes (irrespective of whether St Judes is their first choice or not) should also complete a Supplementary Information Form (SIF) giving important information to support their application. Whilst completion of the SIF is not a requirement, without the information requested on the form (together with supporting documentation) applications can only be assessed on the content of the Common Application Form (CR2). Copies of the SIF are available from the school office or can be downloaded (for written completion) from the website at www.st-judes.org.uk . They are also available from Hampshire County Council.

Disposal of forms and supporting documentation:

Completed, CR2 forms must be returned to Hampshire County Council (to the address on the form).

Completed Supplementary Information Forms should be returned to the Clerk to the Governors at St Judes with appropriate documentation:

Basis of Application	Documentation Required to support SIF
Child is a baptised Catholic (Categories 1, 2, 3, 4)	Child's Baptism Certificate
Parent is a baptised Catholic (Category 6)	Parent's Baptism Certificate
Membership of another Christian denomination or faith tradition (Categories 7 & 8)	SIF Section B signed by the minister of the relevant church, or other faith leader.

Note: For entry to the school in school year 2010/11, all forms and documentation must be received by the appropriate authorities by midday Friday 20 November 2009

Late Applications

Applications received after the publicised closing date (midday Friday 20 November 2009) will be considered after "on-time" applications have been processed.

Notification

The Local Authority, acting on behalf of the governing body will notify all parents of the outcome of their application in letters which will be despatched on 22 January 2010

Right of Appeal

Parents whose children are refused admission to the school because the number of applications has exceeded the number of places available have the right of appeal; information leaflets and appeal forms are available from the school office. A completed appeal form should be returned to the Chair of Governors c/o St. Jude's School within 14 days of receiving Hampshire Council's letter of refusal to admit. The envelope should be marked 'Private and Confidential, Admissions Appeal'.

Definitions used in this policy

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

Other Christians: A member of a church which is a member of "Churches Together in England".

Sibling: 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 where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

Distance: 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 the higher priority.