

## **Admissions Arrangements for 2017/2018**

The governors of Stella Maris Catholic Primary School will use the following Admissions Criteria for admission in the academic year 2017/2018. It is our intention to work within the admission scheme being operated by Kent Local Authority (LA).

### **Admissions Policy**

Admissions to the school are made by the governing body.

Pupils will be admitted without reference to aptitude or ability.

The governors intend to admit 30 children in each year group. This is our Published Admission Number.

The governors provide for the admission of all children in the September following their fourth birthday. Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year; parents may also request that their child attends part-time until the child reaches compulsory school age.

Requests for admission outside of the normal age group should be made to the Headteacher as early as possible in the admissions round associated with that child's date of birth. This will allow the school sufficient time to make a decision before the closing date. Parents are not expected to provide evidence to support their request to defer their application: however, where provided it must be specific to the child in question. This might include medical or Educational Psychologist reports. There is no legal requirement for this medical or educational evidence to be secured from an appropriate professional, but failure to provide this may impede the school's ability to agree to deferral. Parents are required to complete an application for the normal point of entry at the same time, in case their request is declined. This application can be cancelled if the school agrees to accept a deferred application for entry into Year R the following year.

### **OVERSUBSCRIPTION CRITERIA**

Where the school is named in the statement of special educational needs, the governing body has a duty to admit the child to the school, without reference to the criteria and procedures outlined in this Admissions Policy. Before the application of oversubscription criteria, children with a Statement of Special Educational Need (or Education, Health and Care Plan) which names the school will be admitted. As a result of this, the published admissions number will be reduced accordingly.

Where the number of applications exceeds the number of places available, the following criteria will be applied:

- Looked After or Previously Looked After Children
- Baptised members of the Catholic Church with a brother or sister in the school at the time of entry
- Other baptised members of the Catholic Church
- The presence of a brother or a sister in the school at the time of entry;
- Distance from home to school, measured in a straight line.

In the event of any of the above criteria being oversubscribed, priority will be given based on distance, with the closest being given higher priority. In the unlikely event that two or more children in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place.

## ADMISSIONS TIMETABLE

In addition to the Common Application Form (CAF) supplied by the LA, the Supplementary Information Form (available from the school or the LA) should be completed and sent to the Headteacher at the school not later than the closing date published by the LA. This should be done even if the CAF is completed online.

The Admissions timetable for the school is the same as the timetable adopted by Kent LA. After a place has been offered, the school reserves the right to withdraw the place in the following circumstances:

- When a parent has failed to respond to an offer within a reasonable time; or
- When a parent has failed to notify the school of important changes to the application information; or
- When the place has been offered on the basis of a fraudulent or intentionally misleading application from a parent.

## IN-YEAR APPLICATIONS

Applications for a place at the school in-year must be made using the common application form of the LA where the child resides. This form must be returned to the school. The school's supplementary form should also be completed to enable the governors to rank the application in the event of there being more than one application for a place. The governors will use the same criteria to rank the application as those listed above. The offer of a place at the school will be made by the Governors. In the event of the Governors deciding that a place cannot be offered, parents will be offered the opportunity of placing their child's name on the waiting list. This does not prevent parents from exercising their right to appeal against the decision not to offer a place.

Parents have the right to appeal against any refusal by the governors to admit their child, by writing to the Clerk to the Governors at the school by the date specified in the timetable adopted by Kent LA, or within 21 days of such refusal being notified to them for applications made at other times.

If parents are unsuccessful in applying for a place at the school, details will be held on a prioritised waiting list – this will be in rank order, according to the oversubscription criteria outlined above. If places subsequently become available at the school for whatever reason (parents moving out of the area, for example) the place will be offered to the child who is top priority on the waiting list. Parents will be invited to say whether they wish their child to be included on the waiting list for Stella Maris if they are offered a place at an alternative school. The prioritised waiting list will be maintained by the school.

## EXPLANATION OF TERMS

**Looked After or Previously Looked After Children:** children under the age of 18 years for whom the LA provides accommodation by agreement with their parents/carers (Section 22 of the Children Act 1989) or who are subject of a care order under Part IV of the Act. This applies equally to children who immediately after being looked after by the local authority became subject to an adoption, residence or special guardianship order (as defined by Section 46 of the Adoption and Children Act 2002 or Section 8 or 14A of the Children Act 1989).

**Brothers or sisters already in the school:** a brother or sister attending the school when the child starts. In this context, brother or sister means children who live as brother or sister in the same house, including natural brothers and sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters. The sibling link is maintained as long as the family live at the same address as when the first child applied, or has moved closer to the school than when the

first child was offered a place, or has moved to an address that is less than 2 miles from the school using the distance measured by the method outlined in the distance/nearness of children's home to school criterion.

**Distance from home to school:** the distance will be measured in a straight line from the home to the school. The measurement will be obtained from Kent LA, using the service they offer to local schools. A block of flats has a single address point reference, so applicants living in the same block will be regarded as living the same distance away from the school. In the unlikely event that two or more children live in the same block and in all other ways have equal eligibility for the last available place at the school, the names will be issued a number and drawn randomly to decide which child should be given the place.

**Home:** a pupil's home address is considered to be a residential property that is the child's only or main residence and not an address at which your child might sometimes stay or sleep due to your own domestic or special arrangements. The address must be the pupil's home address on the day you completed your application form and which is *either* owned by the child's parent, parents or guardian, *or* leased to or rented by the child's parent, parents or guardian under a lease or written rental agreement. If parents live separately from their partner but share responsibility for their child, and the child lives at two different addresses during the week, the home address will be regarded as the one at which the child sleeps for the majority of weekdays.

**Baptised Catholics:** evidence of baptism will be sought in the form of a copy of the baptismal certificate. The Governors may accept a written reference from a Catholic priest, which confirms that the child is a baptised Catholic, if a baptismal certificate is not available. 'Catholics' includes members of the Ordinariate and the Latin and Oriental Rite Churches that are in union with the Bishop of Rome.

# Admission to the School

## SUPPLEMENTARY INFORMATION FORM

### PUPIL INFORMATION

Surname of child: ..... First Name: .....

Middle name: ..... Chosen Name: .....

Gender: ..... Date of Birth: .....

Address: .....  
.....  
.....

Postcode: .....

### PARENT/CARERS' CONTACT INFORMATION

Name(s): .....

Address(es) : .....  
.....  
.....  
.....  
.....

Postcode(s): .....

Telephone numbers: .....

e-mail: .....

### SIBLINGS

Does the child named above have any brothers or sisters who will be at the school at the time of their admission? If so, please give details:

Brother's/sister's name:.....Date of birth: .....

RELIGION

Child's Religion: .....

Church at which your child was baptised/christened: .....

Date of baptism/christening: .....

Name of Parish in which your child lives: .....

*Please make sure you have enclosed a copy of your child's baptismal/christening certificate.*

Signed: ..... Date: .....

May 2014