



St Francis Catholic & Church of England  
Primary Academy

# ADMISSIONS POLICY

## 2018-19

Date Agreed: January 2017

Review Date: January 2018

Signed: \_\_\_MRS L ROGERSON\_\_\_\_\_

Chair: St Francis Catholic and Church of England Primary Academy

### Revision Record

Revision No.	Date Issued	Prepared By	Approved	Comments
1	January 2017	ES	FGB	Annually Updated, no change other than font and dates from 2017-18 Policy
2	November 2017	Academy		Document changed to reflect the change from School to Academy

**\*\* Please be aware this form was originally ratified when St Francis was a School. We have since converted to sponsor academy status on the 1<sup>st</sup> July 2017 and the form has been altered to reflect the change \*\***



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St Francis School is now known as St Francis Catholic and Church of England Primary Academy and is sponsored by The Portsmouth and Winchester Academy Trust from 1<sup>st</sup> July 2017. The admission number for the Reception Year for St Francis Primary Academy in September 2018 will be 45.

### **Age of Admission**

Children can start primary school in the September after they have reached the age of four. For September 2018, this will apply to children whose fourth birthday falls between 1<sup>st</sup> September 2017 and 31<sup>st</sup> August 2018. Parents can defer their child's entry to primary school until later in the school year, but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which the offer was made. However, see below for exception for summer-born children, that is, children with birthdays between 1 April and 31 August 2018 (inclusive)

If a parent wishes it, children may attend part-time until later in the school year, but not beyond the point at which they reach compulsory school age.

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill-health. In addition, the parents of a summer-born child may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1. Parents should initially apply following the standard admission procedure for the correct age group, but then inform the school if they wish to defer entry for their child, giving reasons. Each case will be considered on the basis of individual circumstances.

### **Pupils with a Statement of Special Educational Need/ Education Health & Care Plan**

Children who have a Statement of Special Educational Need or Education Health & Care Plan, naming St Francis Primary as the placement, will be automatically admitted to the Academy. Admission of these children will be included in the total number of pupils admitted to the Academy.

### **The Admissions Timetable**

The Local Authority operates a timetabled, co-ordinated admission procedure for all schools, in line with Government legislation. However, it is still the Governing Body, as the Admission Authority for this Academy, who will offer available places in line with this Policy. The Governing Body 'ranks' the applications, offers of places can only be sent by the LA.

All parents applying for a place for their child at St Francis Primary Academy must complete the Local Authority Application Form (CAF). The closing date for admission application forms to be received by the Local Authority will be as published in the Local Authority Admissions Booklet for that year. Also contained in that booklet will be information on how to complete the CAF online, dates for notification to parents of admission decisions and the closing date for accepting places or lodging appeals. In case of any doubt on these dates, please contact the Local Authority or the Academy.



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Parents applying under category B will also be requested to complete a Supplementary Information Form (SIF) for St Francis Primary (**See page 4 below**). This can be downloaded from the Academy website, completed and returned to the Academy office by email, or in person, not later than the closing date set by the Local Authority for school applications to be received.

### **Oversubscription criteria**

The Academy will admit children up to its admission number of 45. However, should there be more applicants than the 45 places available, the Governors of the Academy will give priority to children in the following order with Category A being the highest.

#### A. Looked after and previously looked after children (see Explanatory note 1)

#### B. Children from designated parishes that is

- baptised Catholic children living in the parish of South Wight (this is what is in latest diocesan directory) that is the former parishes of Sacred Heart, Shanklin, St Patrick's, Sandown, and Our Lady and St Wilfrid's, Ventnor; (see explanatory note 2 and 3) or
- baptised Church of England children living in the parishes of Bonchurch, Holy Trinity, Ventnor, St Catherine's Ventnor, St Lawrence Ventnor, Wroxall, Godshell, Niton and Whitwell; or
- children of at least one Catholic parent/s who worship(s) in the parish of South Wight, that is in the former parishes of Sacred Heart, Shanklin, St Patrick's, Sandown, Our Lady and St Wilfrid's, Ventnor; (See note 3 on worship and Note 4 on Catholic Parish Boundaries and web links for further detail)

or

- children of at least one Church of England parent/s who worship(s) in the parishes of Bonchurch, Holy Trinity Ventnor, St Catherine's Ventnor, St Lawrence Ventnor, Wroxall, Godshell, Niton and Whitwell (See explanatory note 3 on worship)

#### C. Other children

- Children of families of no Christian or faith tradition

### **Tie breakers:**



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Should the Academy be oversubscribed in any of the above categories, the Governing Body will consider applications in the following order of priority within each category:

1. Children with siblings at the Academy at the time of admission into the Academy.
2. Children with a serious medical, physical or psychological condition.

This refers to children with a specific medical condition confirmed by a consultant paediatrician or similar at the time of application, which makes attendance at St Francis essential, and children with special educational needs confirmed by an educational psychologist or similar educational professional at the time of application, which makes attendance at St Francis essential. Applications for children with identified special educational needs or a specific medical condition should be supported by the appropriate documentation from an educational psychologist, consultant paediatrician or similar professional at the time of application.

3. Children who live the shortest distance from the Academy

The 'home address' means the address where the child usually lives. Where parents have shared residence of a child and the child lives for part of the week with each parent, the Governing Body will take the home address to be the address at which the child lives most of a school week. Distance will be measured by straight line, using the Local Authority's Geographical Information System, from the centre of the building of the home address to the centre of the Academy building. If two pupils live the same distance away from the Academy, (for example in a block of flats) then the place would be allocated by lottery, supervised by an independent observer who would be a representative of the Local Authority.

### **Children with a disability**

Under the Disability Discrimination Acts 1995 and 2005, it is unlawful to discriminate against any child with a disability. In respect of admission to St Francis, any application for a child with a disability will be considered alongside all other applicants strictly in accordance with the criteria set out above.

### **Children from multiple births**

When considering twins, triplets or siblings from other multiple births for one remaining place every effort will be made to ensure that they can be educated together. In accordance with Section 2.15 of the Admissions Code they may be considered as excepted pupils.

### **Explanatory notes**

1. Looked After and Previously Looked After Children

Looked after children are those who meet the definition in section 22 of the Children's Act 1989: that is any child in Local Authority care or provided with accommodation by it. Not all children living away from their parents come into this category. 'Previously looked after children' are defined in the Admissions Code (1.7) as children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after.

2. Catholic

A Catholic is a baptised member of a church in communion with the See of Rome or a person received into the Catholic Church.

3. Worship



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To confirm worship of the parent, the parish priest/vicar must know the parent and be able to confirm attendance at church at least on special occasions during the last 12 months prior to application.

4. Catholic Parish Boundaries

A description of the former Catholic parishes boundaries making up the South Wight parish can be found at <http://www.portsmouthdiocese.org.uk/schools/admissions.php> as a link at the bottom of the page.

5. Parent

For the purposes of education law, section 576 of the Education Act 1996 defines a 'parent' as:

- all natural (biological) parents, whether they are married or not;
- any person who, although not a natural parent, has parental responsibility for a child or young person (this could be a step-parent, guardian or other relative);
- any person who, although not a natural parent, has care of a child or young person.

6. Sibling

A sibling is a brother or sister including half-brother, half-sister, stepbrother or stepsister, or any child who lives in the home as part of the family.

7. Relocation

Places can only be offered on the basis of future moves on the basis of:-

(i) If you are moving to the Island from the mainland, under Inter-Authority working you will need to apply for a place at an Island school via your current local authority. They will inform our local authority who will inform us of the application.

(ii) in the case of UK service personnel and Crown servants, an official MOD, FCO or GCHQ letter declaring a relocation date to the area, as the basis for establishing distance from the school.

## Waiting list

A waiting list will be maintained by the Academy using the categories and criteria outlined in this Policy, in accordance with 2.14 of the School Admissions Code. It will be for parent/s to request that their child's name be included on a waiting list, as it will not be added automatically by the Academy. Each added child will require the list to be ranked again, in line with the oversubscription criteria. The waiting list will be maintained until at least the 31st of December 2018. Looked after children, previously looked after children, and those allocated a place at the Academy in accordance with a Fair Access Protocol must take precedence over those on a waiting list.

## Fair Access Protocol

The Local Authority has a 'Fair Access Protocol', which prioritises admissions for certain categories of school-age children. This protocol relates to admission applications throughout the year. 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 published admission limit.

## Forms to complete and closing date for applications:

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## 1. Isle of Wight Common Application Form (CAF)

All parents **must** complete the Isle of Wight Common Application Form and return it to the Admissions Office, County Hall, Newport by the published closing date of midnight on **Monday 15th January 2018**. Parents are reminded that if the CAF is not completed and returned then the application is not valid. Notification to parents offering a primary school place will be sent by the Local Authority on National Offer Day which is **Monday 16th April 2018**.

Applications made after midnight on 15th January 2018 will be considered after all on-time applications have been processed, unless exceptional circumstances warrant consideration alongside on-time applications.

For the normal admission round, all on-time preferences will be considered simultaneously and ranked according to the admission criteria. If more than one school can offer a place, the highest stated available preference will be allocated.

Alternatively, parents can apply online by accessing the Local Authority's website at [www.iwight.com/admissions](http://www.iwight.com/admissions). The online application must be received by the Local Authority by midnight on 15th January 2018.

## 2. Supplementary Information Form (SIF)

Parents wishing to apply for admission to St Francis Primary in September 2018 under category B should also complete a Supplementary Information Form. This is available to download from the Academy website at [www.stfrancisventnor.co.uk](http://www.stfrancisventnor.co.uk) or can be collected from the Academy office. Once completed, it can be returned by email to [office@stfrancisventnor.org](mailto:office@stfrancisventnor.org) or can be handed in in person, along with the baptismal certificate, or letter/certificate indicating reception into the Catholic Church, or the form should be countersigned by the vicar or parish priest confirming worship. The Supplementary Information Form should be returned to St Francis Academy, Newport Road, Ventnor, PO38 1BQ by midnight on Monday 15th January 2018.

### Right of Appeal

Parents whose children are refused admission to the Academy have the right of appeal. The appeal must be made in writing within 14 days of receipt of the letter of refusal to admit. Information on the appeal procedure, together with an appeal form, will be sent with the LA's letter (on behalf of the Governors) of refusal to admit. If you applied online, the refusal letter will be emailed to you on Monday 16th April 2018. Appeal forms, waiting list forms and information on the appeal procedure are available at [www.iwight.com/admissions](http://www.iwight.com/admissions). The form should be returned to the Clerk to the Appeal Committee, Committee Services, County Hall, Newport, PO30 1UD. Any appeals will then be heard by an independent appeals panel.



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