

**COMMON ADMISSIONS POLICY
FOR ISLE OF WIGHT CATHOLIC AIDED
PRIMARY SCHOOLS
2018-19**

Approved by Federation of St Mary's and St Thomas of Canterbury governors.

Signed: 

(Katrina Rigby) Chair of Governors 10.01.2017

The admissions numbers for the Reception Year for Isle of Wight Catholic Aided Primary Schools in September 2018 (the maximum number of children to be admitted) are:

- **Holy Cross Catholic Primary (Parishes: Cowes, East Cowes) 30**
- **St Mary's Catholic Primary (Parish: Ryde) 30**
- **St Saviour's Catholic Primary (Parish: Totland Bay) 20***
- **St Thomas of Canterbury Catholic Primary (Parish: Newport) 30**

* The Governors of St Saviour's Catholic Primary School will adhere to infant class size regulations of not more than 30 children per class in Key Stage 1. In Key Stage 2 Governors will admit up to 30 children in each class.

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 **1st September 2017 and 31st August 2018**. Parents can delay their child's entry to primary school to the start of the term following his or her fifth birthday but normally no later than the start of the summer term in April 2019.

Notes:

1. Exceptionally, parents of children, with birthdays between 1 April and 31 August 2018, may request that admission be deferred until the Reception Year intake in September 2019 (instead of September 2018). Parents considering making such an application are advised to discuss it with the headteacher, in the autumn of 2017, to ensure that the school is aware of their request and also contact the local authority, so that an informed decision is made. They should then submit an application for entry in September 2018 and also **attach a letter** to indicate that they would like their child to start school in September 2019. The request, which must be submitted by the closing date set out below, will then be considered by the school. If agreed, parents would then need to re-apply from September 2018 onwards for a place in September 2019.
2. Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.
3. Attendance at a pre school, nursery or co-located children's centre does not guarantee admission to the school.

Pupils with Education Health & Care Plans

Children who have received an Education Health & Care Plan naming a particular Catholic primary school as the placement, will be automatically admitted to the school. Admissions of such children will be included in the total number of pupils admitted to the school.

Oversubscription

Should there be more applicants than places available, the governors of the school concerned will give priority to children in the following category order, Category A being the highest:

Categories:

- A.** Baptised Catholic* Looked After children and baptised Previously Looked After Children. A Looked After Child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989). A Previously Looked After Child is a child who, immediately after being looked after, became subject to an adoption, child arrangement, or special guardianship order.
- B.** Baptised Catholic children living within the boundaries of the parishes which the school serves. A map can be found on the school website or is available, on request, from the school.
- C.** Baptised Catholic children living outside the boundaries of the parishes which the school serves (See map referred to in B above).
- D.** Looked After Children and previously Looked After Children who are not baptised Catholics, including those who have been Looked After in the past (see definition In A above).
- E.** Children of families who are members of other Christian denominations.
- F.** Un-baptised children of either; baptised Catholic parents, grandparents or guardians.
- G.** Children from other faith traditions.
- H.** Children not falling into any of the above categories.

*For the purpose of this admissions policy, a baptised Catholic means a person baptised in a church, which is in communion with the See of Rome or a person received into the Catholic Church.

Oversubscription criteria

In the event of there being more applications than places available in any of the above categories, the following criteria will be applied for all children falling within the category, in the following priority order:

- 1. Children who will have a sibling** in the school at the time of admission into the school and live the shortest distance from the school. If only one place at a school is available within the admission number and there are twins (or more in a multiple birth) in the family who have the next highest priority within the oversubscription criteria, the governing body will offer places to all those in the multiple birth.

2. Children who live the shortest distance from the school.

In the event that only one place is remaining and two applications are ranked equally, including in distance from home to school, random allocation will be used. This process will be supervised by an independent person, usually an appropriate officer of the local authority.

'Sibling' refers to a brother or sister, a half brother or sister, an adopted brother or sister, a step-brother or sister, or the child of the parent/carer's partner, or a foster sibling and in every case the child must be living permanently in the same family unit at the same address.

'Children living the shortest distance from the school' *is measured in a straight line, from the child's home address to the main gate of the school, as determined by the Local Authority distance measuring system. The 'home address', used for the term 'living within' with regard to the area served by the School, 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 or;
- where the child lives at each address for equal parts of a school week, then the address nearest to the School as determined by the Local Authority distance measuring system.

In the case of UK service personnel and Crown servants, an official MOD, FCO or GCHQ letter declaring a relocation date to the relevant parish of the school will establish the equivalent of residence or distance from the school.

If you are applying for a place at an Isle of Wight Catholic Primary school and you think that your child should be considered under categories A to G of the Oversubscription criteria the Governing Body requests that you complete a Supplementary Information Form (SIF) which is available from the school office or to download from the school's website. The form, along with supporting evidence as detailed below, must be received by the school by the closing date of **4.30 pm on 15th January 2018. You **MUST** also complete a Common Application Form (See 'Closing date for applications' below).**

Evidence required (This is very important and must be sent with the Supplementary Information Form by the closing date):

Categories A, B, C:

- Parents of baptised Catholic children will be required to support their application by providing their child's Baptism Certificate **by the closing date of 4.30 pm on 15th January 2018.**

Categories E & G:

- A Baptism Certificate (if available) or a letter confirming the child's membership of the Christian denomination or faith signed by the appropriate minister of religion or faith leader is required **by the above closing date.**

Category F:

- Applicants stating a baptised Catholic parent, grandparent or guardian, must supply a Catholic Baptism Certificate or a letter of confirmation of Baptism from the relevant Catholic church **by the above closing date.**

Closing date for applications

- All parents must complete the **Isle of Wight Common Application Form** by the published closing date of **midnight on 15th January 2018**. The form is available on-line by accessing the Local Authority's website: www.iwight.com/schooladmissions or in hard copy format which can be requested from the Admissions Office, County Hall, Newport, Isle of Wight PO30 1UD (Telephone (01983) 821000).
- Parents wishing to apply for admission to an Isle of Wight Catholic primary school in September 2018, under categories A to G of the Oversubscription criteria, should return the Supplementary Information Form to the school together with any relevant evidence by **4.30 pm on 15th January 2018.**
- Letters or emails notifying parents of the outcome of their applications will be sent by the Local Authority (LA) on **16th April 2018.**

Right of Appeal

Parents whose children are refused admission to a particular school, have the **right of appeal**. The appeal must be made in writing within 20 school 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 on-line the refusal letter will be emailed to you on **16th April 2018**. Appeal forms and information on the appeal procedure are available at www.iwight.com. The form should be returned to the Clerk of the Appeal Committee, Committee Services, County Hall, Newport, PO30 1UD. Any appeals will then be heard by an independent appeals panel.

Waiting List

When all available places have been allocated, the school will operate a **waiting list**. Parents should write to the school if they wish their child to be placed on the waiting list. Any places that become available will be allocated by the Governing Body according to the criteria of the admissions 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. In-year fair access will take priority over the waiting list.

The waiting list will be reviewed and revised:

- a. each time a child is added to, or removed from, the waiting list;
- b. when a child's changed circumstances will affect their priority;
- c. at the end of each school year, when parents with a child on the waiting list will be contacted and asked if they wish to remain on the list for the following school year.

Parents may keep their child's name on the waiting list of as many schools as they wish and for as long as they wish.

IN YEAR APPLICATIONS

The allocation of any places, which may become available during the year will be made on a first come, first served basis. Places will be offered up to the published admissions number for the year group in question. If two applications are received and only one place is available the Oversubscription Criteria on Page 2 will be used to determine which child should be offered the place. There are no deadline dates for in year applications.

Parents **must** obtain a **Common Application Form** from the Local Authority Admissions Office, County Hall, Newport, Isle of Wight, PO30 1UD (Telephone (01983) 821000, e-mail school.admissions@iow.gov.uk). If you are applying for a place under categories A to G of the Oversubscription criteria you are also encouraged to complete a **Supplementary Information Form (SIF)**, which should be obtained from the School or downloaded from the school website. It should then be completed and returned to the School.

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.

School websites where you can obtain further information:

- <http://www.holycrossrcpri.iow.sch.uk/Admissions.html>
- <http://www.stmaryrcpri.iow.sch.uk/admissions/>
- <http://www.stthomasofcantrcpri.iow.sch.uk/admissions/>
- <http://www.stsaviourspri.co.uk/admissions>
- <https://www.iwight.com/Residents/schools-and-learning/School-Admissions/Admissions-Policies>