

ADMISSIONS POLICY
ST. JOHN'S CATHEDRAL CATHOLIC PRIMARY SCHOOL 2011-2012

The School works alongside parishes to assist families in the active faith development of children in the pastoral area of Portsmouth City served by the parishes of St. John's Cathedral, Corpus Christi with St. Joseph, Our Lady of Lourdes and St. Swithun and St. Colman with St. Paul.

The Governors are responsible for upholding the Catholic ethos of the School and the provision of efficient education and use of resources and are responsible for determining the admission policy for the school.

Our school has an admission number of 30. This means we will admit up to this number of children to the Reception year group 2011/12. All reception children are usually admitted during the autumn term in the year in which they will be five. Parents have the right to defer entry until the beginning of the school term after their child's 5th birthday. However, they cannot defer entry until September 2012, which is a new school year. In that case a new application for entry into Year 1 for that school year would be necessary.

Should there be more applications than places available; Governors will admit children in the following category order:

1. Baptised Catholic looked after children.
2. Baptised Catholic children.
3. Other Looked after children.
4. Other children of Catholic parents.
5. Children who are members of other Christian denominations.
6. Children from other faith traditions.
7. Any other applications.

If the Governors have to decide between applications in categories 2 and 4 priority will be given in the order of:

- a) Attending Sunday Mass weekly in a Catholic community.
- b) Attending Sunday Mass monthly in a Catholic community.
- c) Attending Sunday Mass less than monthly in a Catholic community.

If the Governors have to decide between applications in categories 5 - 6 priority will be given to those:

- a) Attending services at least once a month in their worshipping community.

If the Governors have to decide between applications within categories priority will be given in the following order:

- (i) Siblings of children at the school at the intended time of entry.
- (ii) Distance as provided by the Local Authority digital mapping software.

N.B. Children with a statement of special need who have St. John's named in the statement and admission has been agreed with the Local Authority will be admitted to the school.

Evidence Required with the Completed Application Form

Category 1 – Child's baptismal certificate and supplementary form.

Category 2 – Child's baptismal certificate and supplementary form.

Category 4 – Parents baptismal certificate and supplementary form.

Categories 5 - 6 – Supplementary form.

Terminology

Catholic – A baptised member of a church in communion with the Pope, the Bishop of Rome.

Looked after child – a child who is in the care of a local authority.

Sibling - brothers or sisters, half brother or half sister, adopted brother or sister, step brother or sister, or the child of a 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 – distances will be measured using the City Council's Geographical Information System (G.I.S). The Local Land and Property Gazetteer (L.L.P.G) unique property reference co-ordinates will be used to represent the school, whilst home co-ordinates will be primarily derived from the L.L.P.G, with Ordnance Survey's Address-Point product used as support. Those living closer to the school will receive the higher priority.

Christian denomination – churches who are members of 'Churches Together in England'.

Sunday Mass – celebration of the Mass on a Sunday or at the Saturday evening vigil.

Procedures

The Governors follow an equal preference policy for admissions printed in the LA Admissions Booklet. This means that should there be more applications than places available, all applications to this school will be considered on an equal preference basis against the category order set out above. The ranking of preferences given on the common application form will only be taken into account by the LA when more than one school can offer a place.

The LA admissions booklet contains all the details regarding where to get common application forms and supplementary forms, where and when to return the completed form, how late applications will be dealt with and the date of notification of the offer of places from the LA on behalf of the governing body.

In addition to the common application form parents/carers are asked to complete a supplementary form. The additional information on the form assists the governors in placing applications in the correct oversubscription category. If no signed supplementary form or baptismal certificates are submitted governors can only rank the application on the basis of the information contained on the common application form.

The supplementary form should be completed by parents before it is taken to the priest, minister, etc. to be signed and returned with the application form.

Applications for Year Groups other than Reception are completed and submitted to the school or Local Authority for consideration by the Governors, who will apply the oversubscription criteria. The Local Authority will notify the parents of the Governors decision as soon as is practical. The closing date for applications for Year R for September 2011 is 15th January 2011.

Waiting List

In the event that a child is unsuccessful in being offered a place you may ask for the child to be placed on the waiting list. When a space in a year group arises all applications on the waiting list for that year group are then re-considered in the light of the admissions criteria. The school contacts families at least annually to ascertain if they wish to remain on the waiting list.

Appeals

Parents who are unsuccessful in gaining a place at the school have the right to appeal against the Governors' decision. Details of the procedure and appropriate form can be obtained from the Clerk to the Governors c/o St. John's Cathedral Catholic Primary School.

Policy agreed by Governors on 10th February 2010