

ADMISSIONS POLICY
ST. JOHN'S CATHEDRAL CATHOLIC PRIMARY SCHOOL 2008-2009

The School works alongside the Parish to assist families in the active faith development of children in the Pastoral area served by St. John's Cathedral, Portsmouth and the area of Corpus Christi with St. Joseph served by the church of St. Joseph, Copnor. The parish provides funding towards the provision and maintenance of the School and this is acknowledged and honoured by the Governing Body.

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 2008/09. All reception children are admitted during the autumn term in the year in which they will be five.

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. Children of Catholic parents or grandparents who have been baptised into another Christian tradition but are now being brought up in the Catholic faith.
4. Other Looked after children.
5. Unbaptised children of Catholic parents.
6. Unbaptised children of Catholic grandparents.
7. Baptised children of other Christian traditions.
8. Unbaptised children of baptised parents from other Christian traditions.
9. Children from other faith traditions.
10. Any other applications.

If the Governors have to decide between applications in any of the above categories priority will be given in the order of:

- a) Regularly worshipping in the community of St. John's Cathedral or Corpus Christi with St. Joseph.
- b) Regularly worshipping in any Catholic community.
- c) Siblings of children at the school at the intended time of entry.
- d) If the Governors have to decide between applications within any of the above categories distance will be used 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 will be admitted to the school.

Evidence Required with the Completed Application Form

Categories 1, 2, 3 and 7 – Child’s baptismal certificate and supplementary form.

Categories 3, 5, 6 and 8 – Parents and/or Grandparents baptismal certificate and supplementary form.

Category 9 - Letter from the head of the family’s religious community i.e. minister, imam, rabbi etc.

Terminology

Looked after child – a child who is under the care of the Local Authority.

Sibling - brothers and sisters (including stepchildren) within the same family unit who will still be attending the school at the point of admission.

Baptised - children or adults who have been baptised into a specific faith tradition and can produce evidence of baptism.

Regularly worshipping - attend Sunday Mass weekly.

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 a form, where and when to return a completed form, late applications and date of notification of the offer of places from the LA.

The supplementary form must be completed by parents before it is taken to the priest, minister etc to be signed.

Applications for Year Groups other than Reception are completed and submitted to the school for consideration by the Governors, who will notify the parents of their decision as soon as is practical.

Waiting List

In the event that a child is unsuccessful in being offered a place you may apply in writing 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 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.