

**ST THOMAS MORE CATHOLIC
PRIMARY SCHOOL
ADMISSIONS POLICY
2020-2021**

MISSION STATEMENT

As a Catholic school, God is at the heart of all we do. We believe that each person is made in His image, deserving to be treated with respect and dignity.

Showing respect, love and care for everyone and everything, we aim to develop harmony between pupils, parents the school and Parish and grow as a Christian community.

Pupils will share in God's love, whilst receiving a broad and balanced education. We aim to enable each individual to realise their full potential, spiritually, academically, physically, socially and emotionally.

This policy must be read in conjunction with the
Safeguarding and Child Protection Policy

Drafted: September 2018

Ratified by the Governing Board: January 2019

Review Date: September 2019

GENERAL INFORMATION

St. Thomas More Catholic Primary School

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www.st-thomasmore.gloucs.sch.uk

1. St Thomas More Catholic Primary School is a voluntary-aided primary school situated in the Diocese of Clifton and maintained by Gloucestershire County Council ("the Local Authority).
2. The school primarily serves the parishes of St Thomas More, Cheltenham and St Joseph's, Tewkesbury. Maps of the parish boundaries for St Thomas More and St Joseph's are attached and are available for inspection on the school website and at the school.
3. The Governing Board of the school, in consultation with the Diocese of Clifton and the Local Authority, is responsible for determining and administering the policy relating to the admission of pupils to the school. It is guided in that responsibility by the requirements of the School Admissions Code and by the advice of the Diocesan Trustees to the Catholic community through the Schools' Trust Deed.
4. The Governing Board will consider all applications made in accordance with this policy and the criteria set out below, without reference to the ability or aptitude of the child.
5. The Governing Board has set its Planned Admissions Number (PAN) at **30** for the forthcoming academic year **2020-2021** for the Reception age group. This is also the number of places available in all other Year groups.

Pupils are normally admitted in the September of the school year in which they reach their fifth birthday. However, they are not required to attend school until the beginning of the term after their fifth birthday and, where offered a place, admission may be deferred until the beginning of the Spring or Summer terms.

Parents/carers of "summer born children" (born between 1st April and 31st August) may request to start the Reception class a whole academic year later. The Governing Board will make a decision on behalf of the school. Parents/carers must apply for a place during the standard application process timeline for their chronological year group, stating their reasons for requesting deferred entry to the following year. The Governing Board will decide whether the deferred entry can be approved.

6. Application must be made to the County Council where the child lives. For those living in Gloucestershire applications for a Reception place at our school should be made directly to the Local Authority online at www.gloucestershire.gov.uk/schooladmissions Alternatively, the Local Authority's **Common Application Form** is available, on request, from, **Admissions & Transfer Team, Gloucestershire Local Authority, Shire Hall, Gloucester GL1 2TP** (www.gloucestershire.gov.uk/schooladmissions) Details of the application process will be issued by the Local Authority and applications must be completed on the Local Authority's **Common Application Form** and submitted to them by **15 January 2020**. Once the Governing Board have considered all applications, the child's Local Authority will then, on behalf of the Governing Board, offer and refuse places, as appropriate. If you have selected St Thomas More Catholic Primary School on the basis of faith, you will need to present the school with a copy of a baptismal certificate at the time of application, or by 12.00 noon on **9 February 2020** at the latest, for consideration in the first round of allocations.

In the event of oversubscription, the Governing Board will apply its stated criteria (below) to the applicants, rank them in order and notify the Local Authority of its decisions. The child's home Local Authority will then notify, on behalf of the Governing Board, those applicants who have successfully gained a Reception place for their child at the school on **16 April 2020**.

Those who have not will be offered a place at an alternative school by their home Local Authority.

As a Catholic school our primary responsibility is to provide an education that supports Catholic parents with their responsibility to share their faith with their children. As a result, Catholic children are prioritised in our admissions and oversubscription criteria.

7. Where, in full discussion with the Local Authority, our school is named on a child's Statement of Special Educational Needs or Education, Health and Care Plan, that child will be admitted before any other child is ranked by the following criteria:

ADMISSIONS and OVERSUBSCRIPTION CRITERIA (in order of priority)

8.1 Looked After and Previously Looked After children who are baptised Catholics;

8.2 Baptised Catholic children who live in the parish of St Thomas More, Cheltenham or St Joseph's Tewkesbury and who will have a brother or sister attending the school at the time of their admission;

8.3 Baptised Catholic children who live in the parishes of St. Thomas More, Cheltenham or St Joseph's, Tewkesbury;

8.4 Baptised Catholic children who live outside the parishes of St Thomas More, Cheltenham and St Joseph's Tewkesbury and who will have a brother or sister attending the school at the time of their admission;

8.5 Baptised Catholic children who live outside the parishes of St Thomas More, Cheltenham and St Joseph's, Tewkesbury;

8.6 Looked After and Previously Looked After children;

8.7 Children who will have a brother or sister attending the school at the time of their admission;

8.8 Any other children not in the above categories

In categories 8.1, 8.2, 8.3,8.4 and 8.5 a copy of a baptismal certificate should be available for inspection at the time of application or in the case of a Reception place application by 12.00 noon on 9th February 2020 for consideration in the first round of allocations. Where a certificate is not available, a letter from a member of the clergy confirming that the child has (or in their opinion been) baptised or received into the Catholic Church must be provided.

Information about the number of applications received and the number of places allocated within each category for **2019- 2020** is available from the school office.

Definitions

9. (a) Brother or sister: is a brother or sister, half-brother or sister, adopted brother or sister, stepbrother or sister, or the child of a parent's/carer's partner. In every case, the child must be living in the same family unit at the same address for the majority of the time at the time of application. A child must be living at the address for at least 50% of the time to be considered as living there for the majority of the time.

(b) A "looked after child"(1) or a child who was previously looked after but immediately after being looked after became subject to an adoption(2) child arrangements order(3) or special guardianship order(4)

(1) 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) at the time of making an application to a school. In Gloucestershire, such children are referred to as Children in Care.

(2) This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).

(3) Under the provisions of s.12 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders.

(4) See Section 14A of the Children Act 1989 which defines a "special guardianship order" as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Tiebreakers

Within any category priority will be given as follows:

10.1 Children who have a brother or sister at the school at the time of their admission;

10.2 Children who live closest to the school.

Distance

Children with the strongest geographical claim, measured in a straight line from the ordnance survey point of the child's home address (including flats) to the ordnance survey point of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving higher priority.

10.3 Random allocation (drawing of lots by a nominated independent member from the Governing Board and supervised by someone independent of the school).

Late Applications

Applications submitted after the **15 January 2020** will be treated in accordance with the procedure stated in the Co-ordinated Admissions Scheme for the child's home Local Authority.

In-Year Admissions

Applications made outside the normal year of entry to the school must be made directly to the school, by completing an In Year Admissions Common Application Form and returning it to the school. The Governing Board will inform applicants of the outcome of their application in writing.

Appeals Procedure

Parents have the right to appeal against the refusal by the Governing Board to admit their child and should submit an appeal, addressed in writing to the Clerk to the Governing Board, within 21 days of receiving the letter of refusal. Appeals will be conducted in accordance with the Schools Admissions Appeals Code.

Waiting Lists

If the school is oversubscribed, a waiting list of those still seeking a place for Reception will be held until **31 December 2020** by the school. The waiting list will be ranked according to the school's oversubscription criteria. Each child added to the list will require the list to be ranked again in accordance with the oversubscription criteria.

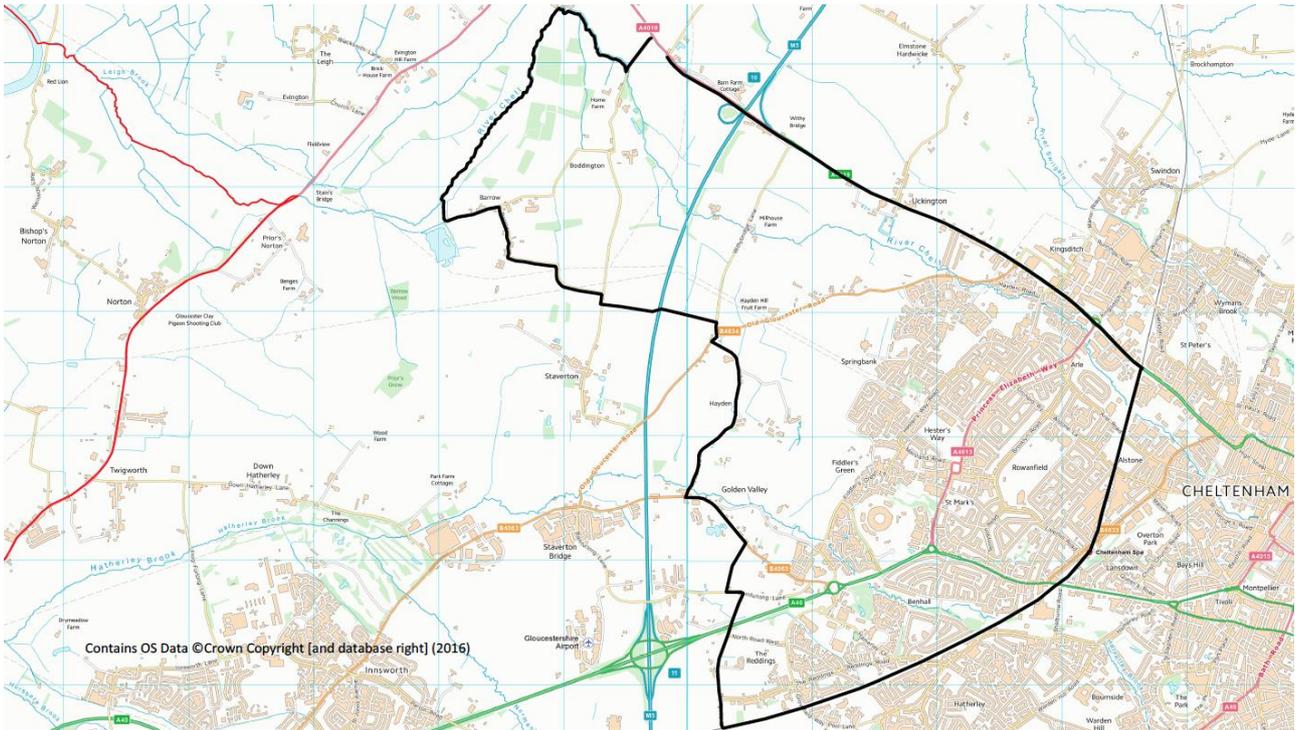
Fair Access Protocols

The school has signed up to the In-Year Fair Access Protocols held by the Local Authority. Should a vulnerable child within these Protocols require a place at the school, they will take precedent over any child on the waiting list.

MORE INFORMATION CAN BE FOUND AT www.gloucestershire.gov.uk/schooladmissions

The school can be contacted via admin@st-thomasmore.gloucs.sch.uk

Map of the Parish of St Thomas More, Cheltenham



Map of the Parish of St Joseph's, Tewkesbury

