

The Catholic School of Saint Gregory The Great

Believe and Achieve



DRAFT

ADMISSIONS POLICY 2020-21 POLICY

Mission Statement

Believe and Achieve

“We are a safe and happy school where we all shine as part of God’s family.”

- 1) The Catholic School of Saint Gregory The Great is a Catholic Voluntary Aided Primary School which was established by the Church to serve the local Catholic Community. It serves the parishes of St. Gregory the Great Catholic Church, Cheltenham, Sacred Hearts of Jesus and Mary, Cheltenham, St Benet, Kemerton and St Nicholas, Winchcombe. The Governing Body, acting in accordance with the School Admissions Code and in consultation with the Clifton Diocese and the Gloucestershire Local Authority (LA), is responsible for the admission of pupils.
- 2) The Published Admission Number for the Reception age group for the Year 2020/2021 is 60 pupils. This is also the number of places available in all other year groups. When Parent/Carer(s) have been offered a place the child is entitled to a full-time place in September following their fourth birthday. They may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age. Where offered a place, children are not required to attend school until the beginning of the term after their fifth birthday and so, admission may be deferred 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. Parent/Carer(s) seeking such a deferment should make this clear when accepting any offer of a place, in writing, to the Governors of the school. A delay may sometimes be made to the following school year if a child is summer born (in accordance with Gloucestershire County Council (GCC) Summer Born Baby Policy, which is available from GCC). We follow the GCC process which states that a Parent/Carer(s) can only apply for a Reception place at a school once and 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 Body will decide whether the deferred entry can be approved for the school.
- 3) Applications for a place at the school are through the LA Co-ordinated Scheme. They should be made directly to the Local Authority where the child lives (the home LA) and must be submitted by the closing date of 23:59 hours on the 15 January 2020 in order to be considered in the first round of allocations. For children living in Gloucestershire the home Local Authority is Gloucestershire County Council. Contact details are: Access to Education Team (0-16) at Gloucestershire Local Authority, Shire Hall, Gloucester, GL1 2TG (www.gloucestershire.gov.uk/schooladmissions). Applications must be completed on the home Local Authority’s Common Application Form and in the case of applying on faith based criteria, a copy of **the Certificate of Baptism should be submitted to the school by 24th January 2020**, for consideration in the first round of allocations, **so that the Governing Body can consider the application with all the relevant information when they rank the applications according to the oversubscription criteria**. The home Local Authority, on behalf of the Governing Body, will then inform Parent/Carer(s) of the outcome of their application on the national offer date 16 April 2020.
In the event of over subscription (i.e. more applications than available places) applications will be ranked in accordance with the order of priority as set out in paragraph 5 below.

4) **Definitions for the purpose of this policy**

- a) Brother and sister: To be considered as a brother or sister a child must be living at the same address for the majority of the time* as a full, half, step or adoptive brother or sister. Step brothers/sisters are defined as children who are not necessarily related biologically (including Foster children) but are living in the same household for the majority of the time* at the address considered to be the address of the child for whom the application is made. The brother or sister must be attending the school at the time of admission.

* A child must be living at an 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' 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.

Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been in Care.

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 Act 2002 (see section 46 adoption orders).

Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replaced residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order

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).

- c) Baptised Catholic means that the child has been baptised, or received, into the Catholic Church or into a Church which is in communion with Rome. A list of these Churches is given in Appendix 1. Where a copy of a baptism certificate (or other suitable evidence) is not available, a letter from a member of the Clergy confirming that the child has (or in their opinion has) been baptised or has been received into the Church, must be provided. The school reserves the right to request sight of the original baptism certificate.

- d) **Children with a Statement of Special Educational Needs or an Education, Health and Care Plan (EHCP)**

There is a different procedure for the admission to school for children with a Statement of Special Educational Needs or an EHCP. It is administered by the Local Authority (LA) in whose area the family lives. The LA is responsible for issuing the Statement or EHCP and consulting Parent/Carer(s) and the Governing Body of The Catholic School of St. Gregory The Great, if a preference has been made for the school, before the school is named in the Statement or EHCP. Children who have a Statement or EHCP naming the school will be allocated a place (even if the school is full), before the oversubscription criteria is applied to all other applicants.

- e) Parish boundaries as provided by the Diocese are defined by the map held the by School Office and are on the school website.

5) **Oversubscription Criteria.**

If more applications are received than places available, applications will be ranked in accordance with the following criteria, given in order of priority:

- 5.1. **Baptised Catholic Looked after Children and previously looked after children, for whom the school has seen a copy of the Certificate of Baptism.**
- 5.2. **Baptised Catholic children, for whom the school has seen a copy of the Certificate of Baptism, living in the Parishes of St. Gregory The Great, Cheltenham, Sacred Hearts of Jesus and Mary, Cheltenham, St Benet, Kemerton or St Nicholas, Winchcombe.**
- 5.3. **Baptised Catholic children, for whom the school has seen a copy of the Certificate of Baptism, who live outside the parishes of St. Gregory The Great, Cheltenham or Sacred Hearts of Jesus and Mary, Cheltenham, St Benet, Kemerton or St Nicholas, Winchcombe.**
- 5.4. **Looked After Children and previously looked after children who do not fall into Category 5.1.**
- 5.5. **Children who will have a brother or sister at the school at the time of their admission.**
- 5.6. **Children not in the above categories.**

Tie Breakers

When applications exceed the number of places available, priority will be given, within the category, firstly to children who will have a brother or sister in the school at the time of their admission and then to children by a process of random allocation (i.e. drawing lots) will be undertaken by the Admissions Committee and will be supervised by someone who is independent of the school. Where one child of a multiple birth is drawn the other child or children will be deemed to have also been drawn.

6) **Waiting List**

A waiting list will be held until 31st December 2020 for the Reception Year group. The waiting list will be held in accordance with the school's above oversubscription criteria. Each child added to the list will require the list to be ranked again in line with the above published oversubscription criteria.

7) **Fair Access Protocols**

The school has signed up to the In Year Fair Access Protocols held by the Gloucestershire Local Authority.

8) **Admission outside the chronological age group**

In addition to requests for delayed admission for summer born children described in Section 2, other parents/carers who wish for their child to be admitted to a year group outside (above or below) of their chronological age group, should put their request (along with any supporting evidence) in writing to the school for consideration of the governing body.

9) **In Year Admissions**

In Year applications are those applications made during the academic year for a school place in Reception through to Year 6. To apply for a place at The Catholic School of St. Gregory The Great Parent/Carer(s) should contact the school directly in the first instance. The child's Parent/Carer(s) will need to complete an In Year Admissions Common Application Form and send it to the School Office. If applying under one of the faith based criteria, a copy of the Certificate of Baptism or letter from a member of the clergy should also be submitted.

If the School is oversubscribed in a year group, where Parent/Carer(s) request it, the child's name will be added to a waiting list for 2 months from the latest request to be on the In Year waiting list that will be kept in order of the oversubscription criteria. It is the Parent/Carer(s) responsibility to contact the school every 2 months. Each added child to the list will require the list to be ranked again in line with the above published oversubscription criteria.

10) **Transport.**

School transport is not available.

11) **Appeals Procedure**

Parent/Carer(s) have the right to appeal against the refusal by the Governing Body to admit their child, and must put their appeal in writing to the **Clerk to the Governors at the school**. Appeals will be arranged and conducted in accordance with the School Admissions Appeals Code.

12) **Review**

The Governing Body will review this policy annually to ensure that it is current, relevant and effective.

13) **Number of Applications received**

Information about the number of applications received and the number of places allocated within each category for previous years is available from the school office/ School and/or Gloucestershire Local Authority.

14) **Multiple Births**

Where one child of a multiple birth qualifies for a place, the other children will also be offered a place, even if the school has to exceed the Published Admission Number. This would be a permitted exception to Infant Class Limits.

Appendix 1 - Churches in Communion with Rome.

Oriental Rite (or Eastern Catholic) Churches in union with Rome

Alexandrian

- Coptic Catholic Church
- Ethiopian Catholic Church ('Gheez rite') (Includes Eritrean Catholic Church)

Antiochean (West Syrian)

- Syrian Catholic Church
- (Syro-)Maronite Catholic Church
- Syro-Malankar Catholic Church

Armenian

Armenian Catholic Church

Chaldean (East Syrian)

- Chaldean Catholic Church
- Syro-Malabar Catholic Church

Constantinopolitan (Byzantine)

- Albanian (Byzantine) Catholic Church
- Belarussian Catholic Church
- Bulgarian (Byzantine) Catholic Church
- Georgian Catholic Church
- Greek (Hellenic) Catholic Church
- Greek-Melakite Catholic Church
- Hungarian (Byzantine) Catholic Church
- Italo-Albanian (Byzantine) Catholic Church
- Church of the Byzantines of the Diocese of Krizevci (Krizevci Catholic Church)
- Macedonian Catholic Church
- Romanian (Greek) Catholic Church
- Russian Catholic Church
- Ruthenian (Byzantine) Catholic Church
- Slovak (Greek) Catholic Church
- Ukrainian (Greek) Catholic Church