



**Rosary Catholic Primary School Stroud
Admissions Policy 2020-2021**

Name and Designation of Policy Author(s)	Nick Jermyn-Chair of Admissions & Ethos Committee Rosy Savory-Headteacher		Is this a statutory Document
			Yes
Approved By Committee	Admissions & Ethos		
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Links to Other Strategies, Policies, Procedures, etc			

Version History

Date	Ver	Author Name and Designation	Summary of Main Changes
04.12.18	2	Nick Jermyn – Chair A&E	Dates

Policy Overview

The Rosary Catholic Primary School has a distinctive Catholic ethos, which is at the heart of the school and which provides an inclusive, caring and supportive environment, where children learn and flourish in a setting shaped by Christian values. Although Catholic children have priority of admissions, the Governing Body also welcomes applications from all families, whatever their background; we just ask that parents and pupils respect the Christian ethos of our school and its importance to our community.

1 The Rosary Catholic Primary School is an Academy, which was originally a Catholic voluntary aided primary school, established by the Church to serve the Roman Catholic parishes of The Immaculate Conception, Stroud and St Joseph's, Stonehouse. (Please see appropriate maps of The Immaculate Conception and St Joseph's parish boundaries). The Academy Trust, acting in accordance with the School Admissions Code, and in conjunction with the Clifton Diocese and Gloucestershire County Council, is responsible for the admission of pupils, and has delegated these powers to the Governing Body of the School.

2 The Published Admission Number for the Reception Year 2020/2021 is **30** pupils. This is normally the number of places available in all other year groups.

Where they have been offered a place, children are entitled to a full-time place from the September following their fourth birthday, in the academic year in which they reach their fifth birthday. However, they are not required to attend school full-time until the beginning of the term after their fifth birthday, and so admission may be deferred until the beginning of the spring or summer term, but not beyond the beginning of the final term of the school year for which it was made.

Where offered a place, a pupil may attend part-time until later in the school year (but not beyond the point at which they reach compulsory school age). If a parent/carer seeks a place for their child outside their normal age group they may request that the child be admitted out of their normal age group. This could be because the child is gifted or talented or has experienced problems such as ill health, or if the parent/carer of a summer-born (1 April – 31 August) child chooses not to send that child to school until the September following their fifth birthday. In these situations, the parent/carer should contact the school in writing, giving their reasons, along with any supporting evidence. Note that where the governors would agree the request in principle, the application would be considered with all the other applicants for that school year and the over-subscription criteria, if applicable, would be applied.

3 Applications for a place in our Reception class* for September 2020 should be made to the Local Authority (LA) where the child lives. Those living in Gloucestershire may apply online at: www.gloucestershire.gov.uk/schooladmissions. Otherwise the LA's common admissions form is available on request, and once completed should be sent to: Admissions and Transfer Team, Shire Hall, Westgate Street, Gloucester GL1 2TP. All applications for the Reception class should be submitted by **15th January 2020**. The LA will then send details of those children whose parents have expressed a preference for the Rosary School to the Clerk to Governors at the school.

**For all other year groups, please read paragraph 9 of this policy, on In-Year Admissions.*

4 If applying on faith grounds, if your child is Looked After or Previously Looked After, or if your child has a sibling already at the school, the Academy Trustees will request that you fill in their Supplementary Information Form (if you have not already done so), available from the school or the LA, in order that they can apply the over-subscription criteria listed under paragraph 7 of this policy. In the event of over-subscription (ie more applications than places available), the Academy Trustees will apply its stated criteria to the applicants, rank them in order and notify the LA of its decisions. This Supplementary Information Form should be received at the school by **15th January 2020** for Reception pupils. The LA will issue letters with offers of places to parents on behalf of the Academy Trustees on **16th April 2020**, National Offer Day for Primary Schools.

5 A waiting list of unsuccessful Reception applicants will be held on file in the school until 31st December 2019 and then discarded. If places become available, then applicants will be ranked in accordance with the order of priority listed below in paragraph 7. (Each added child will require the list to be ranked again in line with the oversubscription criteria.)

6 CHILDREN WITH SPECIAL EDUCATIONAL NEEDS

The school is required to admit a child with a statement of Special Educational Needs (SEN) or an Education and Health Care Plan (EHC), if it is named on the statement/EHC Plan. The LA is required to meet parental preference, if possible, but must consult with the Governors/Academy Trustees

before making its decision. Children with a SEN statement or EHC Plan have a priority.

7 OVER-SUBSCRIPTION CRITERIA

In the event of over-subscription (ie more applications than places available), places will be offered in accordance with the following order of priority:

7.1 - Looked After Children and previously Looked After Children (see definition below), who are Baptised Catholics*.

7.2 - Children who are Baptised Catholics* Priority within this category will be given to children living within the parish of The Immaculate Conception, Stroud or St. Joseph's, Stonehouse.

7.3 - Looked After Children, and previously Looked After Children (see definition below), for whom a place is requested by the relevant person/authority.

7.4 - Children of a Catholic parent*

7.5 - Children who will have a sibling (see definition below) in the school at the time of their admission.

**7.6 – a) Children whose parent is a member of staff and has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
b) Children whose parent is a member of staff, recruited to fill a vacant post for which there is a demonstrable skill shortage.**

7.7 - Children of other Christian traditions or other faiths, which is verified in writing by a minister or equivalent.

7.8 - Other children not in the above categories.

*In categories **7.1**, **7.2** and **7.4**, where there is a claim to Catholicism a **baptismal certificate** for the child is required and in **7.4** for the parent. (A First Holy Communion or Confirmation certificate for the parent is also acceptable as proof of faith). For category **7.7**, where there is a claim to be of another Christian tradition or another faith, proof of authentic faith is required, e.g. a **baptismal certificate** or **dedication certificate** for children, or letter from the relevant minister or equivalent.

DEFINITIONS

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 (residency 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 12A 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).

Sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner. In every case, the child must be living in the same family unit at the same address, at the time of application.

8 TIE-BREAKERS

In all categories, if the Published Admissions Number is reached and there are more applicants than places in a category, priority will be given as follows:

- a) to children who have a brother or sister in the school at the time of admission
- b) to children with the strongest geographical claim, measured in a straight line from the ordnance survey address point of the child's home address (including flats), to the ordnance survey address point of the school, using the LA computerised measuring system, with those living closer to the school receiving the higher priority.

In the event of a tie between two or more children, when applying strongest geographical claim based on straight line distance, and where there are not enough places available to offer all children a place at the school, a process of random allocation will be supervised by a person independent of the school.

9 IN-YEAR ADMISSIONS

Any applications for a school place made outside the normal year of entry to the school must be made directly to the school. The Headteacher will inform the Local Authority of the application and its outcome. In the event of over-subscription, the criteria listed in paragraph 7 will be applied.

10 LATE APPLICATIONS

Applications received after the closing date (given in 3 above), but before the offer of places is made by the Governors/Academy Trustees, will be considered in accordance with the procedure stated in the common admission arrangements for the relevant LA for the county in which the family live, and the application will only be considered once children from all on-time applications have been allocated a school place.

11 APPEALS PROCEDURE

A parent/carer/guardian has the right to appeal against the refusal by the Governors/Academy

Trustees to admit their child, and should put their appeal in writing, setting out their reasons, to the Clerk to the Governors at the school within 21 days of receiving the letter of refusal. Appeals will be arranged by the Governors/Academy Trustees in accordance with the School Admissions Appeals Code.

12 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 precedence over any child on the waiting list.(As per Paragraphs 3.9 to 3.22 of the School Admissions Code.)

13 PREVIOUS YEAR'S FIGURES

Information about the number of applications received and the number of places allocated within each category for 2020/21 is available from the school office and/or Gloucestershire County Council.

This policy was ratified by the Governing Body of the Rosary Catholic Primary School on 23rd January 2019.

