



St. Peter's Catholic Primary School

Admissions Policy

St. Peter's Catholic Primary School
Prospect Road, Marlow, Buckinghamshire. SL7 2PJ
Headteacher: Miss A. McCluskey B.Ed
Tel: 01628 472116/7
Email: office@stpetersrc.bucks.sch.uk
Website: www.stpetersschoolmarlow.org.uk

ADMISSIONS POLICY OF THE GOVERNING BODY

All applications must be made in accordance with the Buckinghamshire coordinated admissions scheme.

<https://www.buckscc.gov.uk/services/education/school-admissions/>

1. BASIC INFORMATION

- 1.1. St. Peter's Roman Catholic Primary School is the property of the Trustees of the Roman Catholic Diocese of Northampton and it is maintained by Buckinghamshire Local Authority.
- 1.2. The Governing Body is the Admissions Authority for the pupil entry to the school. It is guided in its responsibilities by the requirements of:
 - the National Education Acts
 - the Dept for Children, Schools & Families
 - the Local Authority
 - the advice and guidance of Northampton Roman Catholic Diocesan Trustees (NORES)

and by its duty to serve the local Catholic Community of St. Peter's Parish, MARLOW and all parents who support the catholic ethos.

- 1.3. Whilst the school serves the local catholic community of St. Peter's Roman Catholic Church, the Governing Body extends the area of the service when circumstances permit, as shown in the criteria below.
- 1.4. Responsibility for the admission of pupils is delegated to the Admissions Committee of the Governing Body in accord with Regulation 49 of the Education (School Government) Regulations 1999.
- 1.5. In accordance with the Schools Standard and Framework Act 1998, the Governing Body has set class sizes (admission number) as follows:

1.5.1. Key Stage 1 - Admission Number **30**

1.5.2. Key Stage 2 - Admission Number **30**

2. ADMISSION NUMBER

- 2.1. The Admission Number of the school for Key Stage 1 and 2 is 30. This means a maximum class size of 30 children for all classes

3. ADMISSIONS PROCEDURE

- 3.1. The admissions procedure for Reception Class is as defined by The Coordinated Scheme for Primary Admissions in the area of Buckinghamshire County Council Local Authority. A table of dates will accompany the application forms and also all essential information for parents.
- 3.2. Application for the admission of children is to be made on the application and supplementary forms. The supplementary form captures information related to the child's faith status. Completed forms must be sent directly to the Local Authority for further processing.
- 3.3. Proof of normal address is mandatory, using various sources – e.g. electoral register, council tax form or utility bills such as gas or electricity.
- 3.4. All places offered for Reception Class are for September. Parents can initially delay admission or take up the offer part-time. Both options cease when the child reaches compulsory school age which by law is no later than the beginning of the term preceding the child's 5th birthday.

Once a child has been offered a place in the Reception Class, the school may admit the child when it chooses, in agreement with the parent.

4. TERMINOLOGY USED IN THIS POLICY

- 4.1. CHILDREN WITH STATEMENTS/ EDUCATION HEALTHCARE PLANS are children whose educational needs are such that the Local Authority provides extra resourcing for them. Each child has a Statement of Educational Need/Education Health Care Plan.
- 4.2. LOOKED AFTER CHILDREN are those children in care by the Local Authority at the time of application. They may or may not be from the area served by St. Peter's School, but for reasons agreed by the Local Authority and the Governing Body, they may be admitted to this school.
- 4.3. CATHOLIC defined as, baptised in accordance with the rites of the Catholic Church, or enrolled in a baptismal programme.
- 4.4. SIBLING refers to a brother or sister. For admission purposes we mean one of two or more individuals who have one or more parents in common, or any other child (including an adopted child) who permanently lives at the same address and for whom the parent also has parental responsibility. Family siblings must be on the current school roll at the time of likely admission.

4.5. **PREVIOUSLY LOOKED AFTER CHILDREN** are children who were looked after but ceased to be because they were adopted (or became subject to a child arrangements order or special guardianship order). If the household has other, natural-born children, the adopted children will be considered siblings for the purpose of this Policy. In certain circumstances, Adoption Papers will need to be produced by Parents. Adopted children must live at the normal family address.

4.6. **PARENTS** are considered the natural parents or any person having legal parental responsibility or care of the children, where their normal address is not that of the natural parents.

5. FINAL DISTANCE CRITERIA

5.1. This is the definition of the child's home to school distance. The Governing Body will use the straight line distance calculated by the Local Authority from the applicant's normal place of residence to the school. Where the distance is equal including flats in same building, a random allocation will be performed by an independent party.

6. LOCAL AUTHORITY CO-ORDINATED SCHEME

6.1. The aim of this scheme is to ensure that every parent or guardian who has submitted an Admission Application Form will receive an offer of a place for their child from one school and one school only, on the same day. The Local Authority will co-operate to ensure this and our Diocese are both fully involved in the process, so that satisfactory arrangements are made for our children.

7. APPEALS AGAINST NON-ADMISSION / REVIEW BY CHAIRMAN OF GOVERNORS

7.1. Parents have the right of appeal should their application be unsuccessful. An informal review is available in the first instance if requested by parents prior to the official appeals process.

7.2. An independent appeals process which is available from either the Local Authority or Diocese will be used to adjudicate over any appeal.

8. ADMISSION TO SCHOOL

The Admissions Committee of the Governing Body will admit children to the school in the following order of priority, which also applies in the event of over-subscription:

Once children with statements of educational need/**Education Health Care Plans** and looked after and previously looked after children have been admitted, then the remaining places are allocated in the following order of priority:

BAPTISED ROMAN CATHOLIC (RC) CHILDREN IN THE FOLLOWING ORDER:

8.1 Siblings whose normal addresses are within St. Peter's RC Parish, MARLOW.

8.2 Siblings whose normal addresses are in other local RC parishes.

8.3 Children whose normal addresses are within St. Peter's RC Parish, MARLOW.

8.4 Children whose normal addresses are in other local RC parishes.

AND NON-CATHOLIC CHILDREN IN THE FOLLOWING ORDER

8.5 Siblings whose parents support the Catholic ethos of the school.

8.6 Children whose parents support the Catholic ethos of the school.

Where the above criteria satisfied is equal, children will be ordered as follows:

a) Children deemed a 'special case' in the original application by Diocesan Agency/ Social Services/ Health Authority because of specific pastoral or medical need and

b) Final Distance Criteria will be used based on the Local Authority geo reading or ballot (see 5.1)

9 CASUAL ADMISSIONS THROUGHOUT THE YEAR

9.1 Casual Admissions will be handled in the same way as described in the Admissions Procedure.

9.2 The details supplied for the requested admission of a child must satisfy the School Admission Arrangements and admission will be subject to any existing waiting list.

10 ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP

The school will follow the LA's policy and regulations. The details supplied for the requested admission of a child must satisfy the School Admissions Policy and will be subject to any existing waiting lists.

11 ADDITIONAL INFORMATION

a. The admissions review and appeal processes will be explained and supporting written information supplied.

b. All decisions will be notified in writing. The admissions waiting list is not fixed. Parents can request information about this list at any time.

12 HELP AND ADVICE

a. The Headteacher will be pleased to provide further advice. Any outstanding queries will be referred to the Governing Body Admissions Committee for response.